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Students – Series 3000

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Revised June 28, 2017
STUDENTS

Age of Attendance

Attending the schools of the district shall be recognized as a right and responsibility for those who meet the requirements prescribed by law. Every resident of the district who satisfies the minimum entry age requirement and is less than 21 years of age has the right to attend the district’s schools until he or she completes high school graduation requirements.

Children of age eight and less than age eighteen are required by law to attend an approved private or public school unless they are receiving approved home-based instruction. Under certain circumstances, children who are at least sixteen and less than eighteen years of age may be excused from further attendance at school. The superintendent shall exercise his or her authority to grant exceptions when he or she determines that the student:

A. Is regularly and lawfully employed and either the parent(s) or guardian(s) agrees that the child should not be required to attend school, or the child has been emancipated in accordance with Chapter 13.64 RCW,

B. Is attending a residential institution,

C. Has satisfied graduation requirements in accordance with the state board of education, or

D. Has received a certificate of educational competence in accordance with the rules of the state board of education.

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

Cross References: Board Policy 3114 Part-time, Home-based or Off-campus students

Board Policy 3122 Excused and Unexcused Absences

Legal References: RCW 28A.225.010 Attendance mandatory – Age – Person having custody shall cause child to attend public school – When excused

RCW 28A.225.020 School’s duties upon juvenile’s failure to attend school

RCW 28A.225.160 Attendance age eligibility

WAC 392-134-010 Attendance rights of part-time public school students

Adoption Date: December 9, 1997
STUDENTS

Entrance Qualifications

To be admitted to kindergarten, a child must be five years of age as of midnight August 31 of the school year of entry.

To be admitted to first grade, a child must be six years of age as of midnight August 31 of the school year of entry. Any child not otherwise eligible for entry to first grade who has successfully completed a state-approved kindergarten program of 450 or more hours in a public or private school, including instruction in the essential academic learning requirements, shall be permitted entry to the school program. If necessary, the student may be placed in a temporary classroom assignment in kindergarten or first grade for purposes of evaluation prior to making a determination of the student’s appropriate grade level placement. Such determination shall be made no later than the 30th calendar day following the student’s first day of attendance.

Exemptions. The district has the authority to determine whether exemptions to the uniform entry qualifications will be adopted. Exemptions to the uniform entry qualifications may only be adopted if they are in the best interest of the district. If such exemptions are adopted, the superintendent will establish criteria to provide for individual exceptions to the uniform entry qualifications established by this policy. Such criteria must provide for a screening process and/or instrument(s) which measure the ability of an individual student to succeed in earlier entry.

Legal References:  RCW 28A.225.160 Qualification for admission to district’s schools

WAC 392.335 Uniform Entry Qualifications

Adoption Date: November 28, 2006
STUDENTS

Early Withdrawal

Students age 15 or older identified by themselves or staff as potential dropouts shall become a focus of attention in the following manner:

A. Each student and his or her counselor shall meet for the purpose of discussing the reason for desiring to withdraw from school and the student’s plans for the future, including the educational, counseling and related services which are available within the school and/or community.

B. The counselor and the student’s teachers shall meet to discuss the student’s present status and to identify program modifications and/or options that will meet the student’s present and future needs.

C. The student, parent(s) or guardian(s), counselor, and principal shall review all pertinent information and the options that are available to the student and his or her parent(s) or guardian(s).

Reasonable efforts shall be made to persuade the student to remain in school and complete requirements for a diploma. If unsuccessful at that, staff shall attempt to find placement in an appropriate alternative educational setting. Failing that, the principal shall determine if there is sufficient ground to excuse the student from continued compulsory attendance. If there is, the principal shall recommend to the superintendent that the student be excused from further school attendance. No student under the age of 18 will be permitted to withdraw without the written consent of the parent(s) or guardian(s). The parent(s) or guardian(s) of a student of majority age will be informed of such withdrawal.

Cross Reference: Board Policy 2130  Program Evaluation
Board Policy 2140  Guidance and Counseling
Board Policy 2167  Drug and Alcohol Use/Abuse Program
Board Policy 2168  Remediation Program
Board Policy 2170  School Climate
Board Policy 3110  Age of Attendance
Board Policy 3122  Excused and Unexcused Absences

Legal References: RCW 28A.225.010  Attendance mandatory – Age – Persons having custody shall cause child to attend public school – When-excused
RCW 28A.225.020  School’s duties upon juvenile’s failure to attend school

Adoption Date: August 23, 1994
STUDENTS

Admission of Students Aged Twenty-One or Older

A student aged 21 or older may enroll in a school in the district under the following conditions:

A. There is available space in the school and program which the student shall attend;

B. Tuition is prepaid;

C. The student provides his or her own transportation;

D. The student resides in the state of Washington; and

E. In the judgment of the superintendent, no adult education program is available at reasonable costs and the district’s program is appropriate to the needs of the student.

Legal References:  

RCW 28A.225.220  Adults, children from other districts, agreements for attending school – Tuition

WAC 392-137  District policies – Procedures and criteria for release of resident students and admission of nonresident students

Adoption Date: August 23, 1994
STUDENTS

Admission of Students Aged Twenty-One or Older

The student shall petition the superintendent for admission.

The petition shall identify the student’s name, age, address and grade level or program of study.

If approved, the petition shall specify the tuition fee to be paid, shall be signed by the student and the superintendent and shall constitute the written agreement required by law. It shall be retained as a public document and made available to the state superintendent of public instruction upon request.

The tuition shall be calculated in the same way the state superintendent of public instruction determines the cost of educating a student in the district, except that a handicapped student who turns twenty-one (21) during the school year shall only pay that amount of money deemed as “excess cost.”

Adoption Date: August 23, 1994
STUDENTS

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

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

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

Home-based instruction may be provided by parent(s) or guardian(s) who have filed a declaration of intent with the superintendent by September 15, or within two (2) weeks of the beginning of any quarter, trimester or semester. All decisions relating to philosophy or doctrine, selection of books, teaching materials and curriculum, and methods, timing, place and provision for the evaluation of home-based instruction shall be the responsibility of the parent(s) or guardian(s). Failure of parent(s) or guardian(s) to comply with the standards as specified in the law shall constitute a violation of the compulsory attendance law.

A student may be enrolled in an off-campus instructional program provided that such experiences have been approved by the principal.

The superintendent is directed to establish procedures that define the district’s responsibilities for home-based and off-campus instruction.
<table>
<thead>
<tr>
<th>Legal References</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCW 28A.195.010</td>
<td>Private schools – Extension programs for parents to teach children in their custody – Scope of state control – Generally</td>
</tr>
<tr>
<td>RCW 28A.225.010</td>
<td>Attendance mandatory – Age – Persons having custody shall cause child to attend public school – Exceptions</td>
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<td>RCW 28A.200.020</td>
<td>Home-based instruction – Certain decisions responsibility of parent</td>
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<tr>
<td>WAC 392-121-182</td>
<td>Alternative learning experience requirements</td>
</tr>
<tr>
<td>WAC 392-134</td>
<td>Finance – apportionment for part-time public school attendance</td>
</tr>
</tbody>
</table>

Adoption Date: March 5, 1998
ESTUDIANTES

Estudiantes de Medio tiempo, Instrucción en el hogar, Instrucción fuera del plantel

A los estudiantes de medio tiempo se les permite inscribirse y recibir servicios complementarios, siempre que dichos estudiantes sean elegibles para la inscripción de tiempo completo en el distrito escolar y tales cursos o servicios no estén disponibles en la escuela privada del estudiante o una extensión aprobada de la misma. Un estatus de medio tiempo también incluye: instrucción en el hogar y tomar cursos en o recibir servicios complementarios del distrito o de ambos, o cualquier estudiante involucrado en un programa de entrenamiento de trabajo aprobado.

La instrucción en el hogar consistirá de instrucción y actividades educativas relacionadas, incluyendo las habilidades básicas de la educación laboral, ciencias, matemáticas, lenguaje, ciencias sociales, historia, salud, lectura, escritura, ortografía, educación física y el desarrollo de una apreciación del arte y la música. Tal instrucción deberá ser equivalente, como interpretado liberalmente, al total de horas anuales del programa por nivel de grado según lo establecido para las escuelas públicas.

La instrucción en el hogar puede ser proporcionada por el padre(s) o tutor(es) legal(es) que han presentado una declaración de intenciones con la superintendente a más tardar el 15 de septiembre, o dentro de dos (2) semanas del comienzo de cualquier trimestre, o semestre. Todas las decisiones relacionadas con la filosofía o doctrina, selección de libros, materiales didácticos y currículo y métodos, momento oportuno, lugar y provisión para la evaluación de la instrucción en el hogar será la responsabilidad del padre(s) o tutor(es) legal(es). La falta del padre(s) o tutor(es) legal(es) en cumplir con las normas que se especifican en la ley constituirá una violación de la ley de asistencia obligatoria.

Un estudiante puede ser inscrito en un programa de instrucción fuera del plantel siempre que esas experiencias han sido aprobadas por el director.

A la superintendente se le ha indicado establecer procedimientos que definen las responsabilidades del distrito para la instrucción en el hogar y fuera del plantel.
Referencias Legales:  

RCW 28A.195.010  Escuelas Privadas– Programas de extensión para que los padres instruyan a los niños en su custodia – Alcance de Control del estado– Generalmente

RCW 28A.225.010  Asistencia obligatoria – Edad – Las personas que tienen la custodia harán que el niño asista a la escuela pública – Excepciones

RCW 28A.200.010  Instrucción en el hogar– Responsabilidades de los padres

RCW 28A.200.020  Instrucción en el hogar – Ciertas decisiones son la responsabilidad del padre


WAC 392-121-182  Requisitos de aprendizaje alternativo de experiencia

WAC 392-134  Finanzas – distribución para asistir a la escuela pública medio tiempo

Fecha de Aprobación:  5 de marzo de 1998
A parent(s) or guardian(s) who intends to cause his or her child or children to receive home-based instruction in lieu of attendance or enrollment in public school, approved private school, or an extension program of an approved private school must file an annual declaration of intent to do so in the format prescribed below:

I do hereby declare that I am the parent, guardian, or legal custodian of the child(ren) listed below; and that said child(ren) is (are) between the ages of eight and eighteen and as such are subject to the requirements found in Chapter 28A.225 RCW, Compulsory Attendance; I intend to cause said child(ren) to receive home-based instruction as specified in RCW 28A.225.010(4); and if a certificated person will be supervising this instruction, I have indicated this by checking the appropriate space.

[ ] The home-based instruction will be supervised by a person certificated in Washington state pursuant to Chapter 28A.410 RCW.

<table>
<thead>
<tr>
<th>Child(ren)’s Name(s)</th>
<th>Birthdate</th>
<th>Grade Level</th>
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<tbody>
<tr>
<td>Last</td>
<td>First</td>
<td>Middle</td>
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Signature of Parent or Guardian

Phone Number

Send to: Home-Based Instruction
Student Life
Pasco School District No. 1
1215 West Lewis
Pasco, WA 99301
DISTRITO ESCOLAR DE PASCO NO. 1

Declaración de Intenciones para Proveer
Instrucción en el Hogar

Un padre(s) o tutor(es) que tiene la intención de hacer que su hijo o hijos reciban instrucción en el hogar, en lugar de asistir o inscribirse en la escuela pública, escuela privada aprobada, o un programa de extensión de una escuela privada aprobada debe presentar anualmente una declaración de intenciones para hacerlo en el formato establecido a continuación:

Yo declaro que soy el padre, tutor de custodia legal del niño(s) enumerado(s) a continuación; y que dicho niño(s) tiene(n) entre las edad(es) de ocho y dieciocho años y como tales están sujetos a los requisitos que se encuentran en el Chapter 28A.225 RCW, Asistencia Obligatoria; tengo la intención de hacer que dicho niño(s) reciba instrucción en el hogar como se especifica en RCW 28A.225.010(4); y si una persona certificada estará supervisando esta instrucción, he indicado esto marcando la casilla correspondiente.

[ ] La instrucción en el hogar será supervisada por una persona certificada en el estado de Washington conforme al Chapter 28A.410 RCW.

<table>
<thead>
<tr>
<th>Nombre del Niño(s)</th>
<th>Fecha de Nacimiento</th>
<th>Nivel de Grado</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apellido</td>
<td>Nombre</td>
<td>Segundo Nombre</td>
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</tbody>
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Firma del Padre o Tutor Legal  Fecha

Nombre (por favor use letra impresa)  Número de Teléfono

Domicilio  Ciudad  Estado  Código Postal

Esta declaración debe presentarse anualmente a más tardar el 15 de septiembre o dentro de dos semanas del comienzo de cualquier trimestre o semestre de escuela pública del distrito escolar en el que el padre(s) o tutor(es) reside(n).

Envíe a:  Home-Based Instruction
Student Life
Pasco School District No. 1
1215 West Lewis
Pasco, WA  99301

Updated 7/17/15
# Choice Transfer Request

## NOTICES

- The transfer request is not complete until the resident school district has submitted the request to the nonresident school district, and it has been accepted. The student remains the responsibility of the resident school district until the effective start date at the nonresident school.
- The parent/guardian will be notified by email (or postal mail if an email is not provided) of acceptance and the effective start date or rejection.
- If the request is rejected, the notification will include the reason for the denial and steps to appeal the decision.
- If a district does not respond to a request within 45 days of the request, the request is treated as a denial and the parent/guardian can appeal.
- Under the Choice law, the nonresident school district becomes responsible for all matters related to the education of the student (basic education, special education, home/hospital services, truancy, CEDARS reporting, administration of state educational assessments, etc.). Legal Reference: WAC 392-137-235, RCW 28A.225.220 through 240.

## ACKNOWLEDGEMENTS

- I certify that the information provided is accurate and complete.
- I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the nonresident school district’s policy, and rescindment (revoking) of this transfer may occur in accordance to the conditions listed in the nonresident school district’s policy.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- I understand that I will be responsible for providing transportation to and from school for my student, unless the nonresident district is required to provide transportation for the student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA).
- I understand that requests are approved for one school year only, and it is my responsibility to complete a new form each year.
- I understand that should my student move and no longer be a resident of the district, the transfer expires and I must submit a new request to the new resident school district.
- FERPA Release: I authorize the resident school district to release any and all of my student’s educational records to the Choice Coordinator of the nonresident school district. By my signature I acknowledge that although I am not required to release my student’s records, I am giving my consent to release the information. This release will remain in effect while my student is enrolled unless I revoke such consent in writing. Note: Information will be provided in written format; no information will be released over the phone.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232(g); 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record.

<table>
<thead>
<tr>
<th>Signature of parent/guardian (Student may sign if 18 years or older at the time of this request)</th>
<th>Date Signed</th>
</tr>
</thead>
</table>

Return signed and completed form to:  
Student Life  
Pasco School District  
1215 West Lewis Street Pasco, WA 99301  
(509) 543-6772 Email: vhanson@psd1.org  

4/29/2014 OSPI Form P105B  
Updated PSD 7-16-15
Requested District: _______________________________  
Requested School: _______________________________  
Program: (if applicable) _______________________________  
School Year: 20___ to 20___ (one year only)  
Start Date: ___________ (if mid-year transfer)  
End Date: ___________

STUDENT INFORMATION (one form per student)

Student: ___________________________________________  
Legal name First Middle Last  
Birth Date: _________ Grade Level: _____ (of transfer year)  
Parent/Guardian: _________________ ___________________________  
(Required if student is younger than 18 at the time of this request)  
Current or Last School Attended: ________________________________  
Residence Address ___________________________________________  
__________________________________________  
__________________________________________ _______________________, WA _________  
Mailing Address (if different from residence)  
__________________________________________  
__________________________________________  
__________________________________________ _______________________, WA _________  
City Zip

REASON for REQUEST

☐ The student’s financial, educational, safety, or health conditions would likely be improved.  
☐ Attendance in the nonresident district is more accessible to the parent’s/guardian’s place of work or to the location of child care.  
☐ There is a special hardship or detrimental condition.  
☐ The purpose of the transfer is for enrollment in an online course or school program offered by an OSPI-approved provider.  
☐ Parent/guardian is an employee with the requested school district.

BEHAVIOR (attach sheet with explanation for any yes answers)  

Does the student have a record of conviction of crimes, violent or disruptive behavior or gang membership? ☐ Yes ☐ No

Has this student been expelled or suspended for more than 10 consecutive days? ☐ Yes ☐ No

Has the student repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations? ☐ Yes ☐ No

Has the student and/or parent had any formal meetings with school officials regarding school attendance issues in the past two years? ☐ Yes ☐ No

Is this student under a court order to attend school or is a truancy petition in the process of being filed? ☐ Yes ☐ No

Please see second page for important notices, acknowledgements, and signature.
### AVISOS

- La solicitud de transferencia no está completa hasta que el distrito escolar de la zona de residencia haya presentado la solicitud ante el distrito escolar fuera de la zona de residencia y esta haya sido aceptada. El estudiante sigue siendo responsable del distrito escolar de la zona de residencia hasta la fecha efectiva de inicio en la escuela fuera de la zona de residencia.
- Se notificará al padre o al tutor mediante correo electrónico (o correo postal si no se proporciona una dirección de correo electrónico) sobre la aceptación y la fecha de entrada en vigor o el rechazo.
- Si se rechaza la solicitud, la notificación incluirá el motivo de la denegación y los pasos para apelar la decisión.
- Si un distrito no responde una solicitud dentro de los 45 días de su presentación, la solicitud se considera denegada y el padre o el tutor puede apelar.
- En virtud de la ley Choice (Elección), el distrito escolar fuera de la zona de residencia se vuelve responsable de todos los asuntos relacionados con la educación del estudiante (educación básica, educación especial, servicios en el hogar u hospital, ausentismo, informes del sistema CEDARS [Comprehensive Education Data and Research System], administración de las evaluaciones educativas estatales, etc.). Referencia legal: WAC 392-137-235, RCW de 28A.225.220 a 240.

### RECONOCIMIENTOS

- Certifico que la información provista es precisa y completa.
- Comprendo que la aprobación de esta solicitud dependerá de las normas de aceptación y rechazo estipuladas en la política del distrito escolar fuera de la zona de residencia y la rescisión (revocación) de esta transferencia puede llevarse a cabo según las condiciones indicadas en la política del distrito escolar fuera de la zona de residencia.
- Comprendo que el estudiante debe seguir asistiendo a la escuela de la zona de residencia hasta la fecha de entrada en vigor de la transferencia y que la inasistencia está sujeta a procedimientos por ausentismo.
- Comprendo que seré responsable de proporcionar transporte a y desde la escuela al estudiante, a menos que el distrito fuera de la zona de residencia deba brindar transporte al estudiante con una discapacidad conforme la sección 504 de la Rehabilitation Act (Ley de Rehabilitación) de 1973 o la Individuals with Disabilities Education Act (IDEA, Ley de Educación para Personas con Discapacidad).
- Comprendo que las solicitudes se aprueban para un año escolar solamente y que es mi responsabilidad completar un formulario nuevo cada año.
- Comprendo que si el estudiante se muda y deja de ser residente del distrito, la transferencia vence y debo presentar una solicitud nueva ante el nuevo distrito escolar de la zona de residencia.
- Autorización de divulgación según la Family Educational Rights and Privacy Act (FERPA, Ley de Derechos Educativos y de Confidencialidad de la Familia): autorizo al distrito escolar de la zona de residencia a divulgar los registros educativos del estudiante al coordinador de Choice (Elección) del distrito escolar fuera de la zona de residencia. Mediane mi firma, reconozco que, aunque no tengo la obligación de divulgar los registros del estudiante, otorgo mi consentimiento para divulgar la información. Esta autorización permanecerá en efecto mientras el estudiante esté inscrito, a menos que yo la revele por escrito. Nota: La información se proporcionará por escrito; no se divulgará información por teléfono.

La FERPA (20 U.S.C. § 1232(g); 34 CFR parte 99) es una ley federal que protege la confidencialidad de los registros educativos de los estudiantes. Esta ley se aplica a todas las escuelas que reciben fondos conforme un programa del Department of Education (Departamento de Educación) de EE. UU.

La FERPA otorga a los padres ciertos derechos en relación con los registros educativos de sus hijos. Estos derechos se transfieren al estudiante cuando cumple 18 años o asiste a una institución de educación superior. Los estudiantes a quienes se les transfirieron los derechos son “estudiantes elegibles”.

Los padres o los estudiantes elegibles tienen el derecho a examinar y revisar los registros educativos del estudiante que mantiene la escuela. Las escuelas no tienen la obligación de proporcionar copias de los registros, a menos que, debido a grandes distancias, sea imposible para los padres o los estudiantes elegibles revisar los registros. Las escuelas pueden cobrar un cargo por las copias. Por lo general, las escuelas deben tener un permiso por escrito del padre o el estudiante elegible a fin de divulgar información del registro educativo de un estudiante.

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<table>
<thead>
<tr>
<th>Firma del padre o el tutor (el estudiante puede firmar si tiene 18 años o más al momento de presentar esta solicitud)</th>
<th>Fecha de la firma</th>
</tr>
</thead>
</table>

Enviar el formulario firmado y completado a esta dirección: **Student Life**

Pasco School District/Student Life  
1215 West Lewis Street Pasco, WA 99301  
(509) 543-6772 Email: vhanson@psd1.org
Solicitud nueva

Distrito solicitado: ___________________________________________
Escuela solicitada: ___________________________________________
Programa: (si corresponde) ___________________________________
Año escolar: de 20___ a 20___ (solo un año)
Fecha de inicio: ___________ (en el caso de una transferencia a mitad de año)
Fecha de finalización: ___________

INFORMACIÓN DEL ESTUDIANTE (un formulario por estudiante)

Estudiante: ____________________________________________________
Nombre legal                                   Primer          Segundo          Apellido
Fecha de nacimiento: ___________ Grado: _____ (del año de la transferencia)

Padre/tutor: ____________________________________________
(Obligatorio en el caso de un estudiante menor de 18 años al momento de presentar esta solicitud)
Correo electrónico: ________________________________
Teléfono (1): _________________
Teléfono (2): _________________
(Información de contacto del padre o el tutor para un estudiante menor de 18 años)

Escuela (actual o la última a la que asistió):
_________________________________________________________________

Domicilio
_______________________________________________
_______________________________________________
_______________________________, WA ___________
Dirección de correo postal (en el caso de diferir del domicilio)
_______________________________________________
_______________________________________________
_______________________________, WA ___________

MOTIVO de la SOLICITUD

☐ Es probable que las condiciones financieras, educativas, de seguridad o de salud del estudiante mejoren.
☐ La asistencia a una escuela fuera del distrito de residencia es más conveniente si se considera el lugar de trabajo del padre o del tutor o la guardería.
☐ Existe una dificultad especial o una condición perjudicial.
☐ El motivo de esta transferencia es permitir la inscripción del estudiante en un curso o programa escolar en línea ofrecido por un proveedor aprobado por la Office of Superintendent of Public Instruction (OSPI, Oficina del Superintendente de Instrucción Pública).
☐ El padre o el tutor trabaja en el distrito escolar solicitado.

COMPORTAMIENTO (adjuntar una hoja con la explicación de las respuestas afirmativas)

¿El estudiante tiene antecedentes de condenas por crímenes, de comportamiento violento o problemático o de pertenencia a una pandilla?
☐ Sí ☐ No

¿Se expulsó al estudiante o se lo suspendió por más de 10 días consecutivos?
☐ Sí ☐ No

¿El estudiante no cumplió reiteradamente con los requisitos de participación en un programa escolar en línea, como participar en reuniones semanales de contacto directo con el docente o en evaluaciones de progreso mensuales?
☐ Sí ☐ No

¿El estudiante o los padres tuvieron reuniones con los funcionarios escolares para abordar problemas de asistencia a la escuela en los últimos dos años?
☐ Sí ☐ No

¿El estudiante tiene una orden judicial por la que debe asistir a la escuela o se presentará un petición por ausentismo escolar?
☐ Sí ☐ No

Consulte la segunda página, en la que se incluyen avisos importantes, reconocimientos y la sección de firma.
Homeless Students: Enrollment Rights and Services

To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate education (including public preschool education) provided to other students. Special attention will be given to ensuring the identification, enrollment, and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

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

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

The superintendent will designate an appropriate staff person to be the district’s McKinney-Vento liaison for homeless students and their families. The liaison may simultaneously serve as a coordinator for other federal programs, provided that they are able to carry out the duties listed in the procedure that accompanies this policy.

If the district has identified more than ten unaccompanied youth, meaning youth not in the physical custody of a parent or guardian and including youth living on their own in any of the homeless situations described in the McKinney-Vento Homeless Education Act, the principal of each middle and high school building will establish a point of contact for such youth. The point of contact is responsible for identifying homeless and unaccompanied youth and connecting them with the district’s homeless student liaison. The district’s homeless student liaison is responsible for training the building points of contact.
Best interest determination

In making a determination as to which school is in the homeless student’s best interest to attend, the district will presume that it is in the student’s best interest to remain enrolled in their school of origin unless such enrollment is against the wishes of a parent, guardian or unaccompanied youth.

Attendance options will be made available to homeless families on the same terms as families resident in the district, including attendance rights acquired by living in attendance areas, other student assignment policies, and intra and inter-district choice options.

If there is an enrollment dispute, the student will be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian will be informed of the district’s decision and the reasons therefor, (or informed if the student does not qualify for McKinney-Vento, if applicable) and their appeal rights in writing and in a language they can understand. The district’s liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school will immediately enroll the student, pursuant to district policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address or other documentation, or denied or delayed due to missed application deadlines or fees, fines or absences at a previous school.

If the student does not have immediate access to immunization records, the student will be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student’s previous school will be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, and in compliance with the state’s Address Confidentiality Program when necessary. However, the district cannot demand emergency contact information in a form or manner that creates a barrier to enrollment and/or attendance at school.

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

The district’s liaison for homeless students and their families will coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters and soup kitchens. The notice must be disseminated in a manner and form that parents, guardians and unaccompanied youth receiving such services can understand, including, if necessary and to the extent feasible, in their native language. The district’s liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment
of homeless students and will participate in professional development and other technical assistance activities, as determined by the state-level (OSPI) coordinator for homeless children and youth programs.

The superintendent will:

- Strongly encourage district staff, including substitute and regular bus drivers to annually review the video posted on the OSPI website on identification of student homelessness;
- Strongly encourage every district-designated homeless student liaison to attend trainings provided by the state on identification and serving homeless youth. Ensure that the district includes in materials provided to all students at the beginning of the school year or at enrollment, information about services and support for homeless students (i.e., the brochure posted on the OSPI website).
- Use a variety of communications each year to notify students and families about services and support available to them if they experience homelessness (e.g., distributing and collecting a universal annual housing intake survey, providing parent brochures directly to students and families, announcing the information at school-wide assemblies, posting information on the district’s website).

Cross References:  
Board Policy 3121  Enrollment  
Board Policy 3600  Student Records  
Board Policy 3413  Student Immunization and Life-Threatening Conditions

Legal References:  
RCW 28A.225.215  Enrollment of children without legal Residences  
28A.320.145  Support for homeless students


42 U.S.C. 11431 et seq.  McKinney-Vento Homeless Assistance Act

Adoption Date:  June 13, 2017
Homeless Students: Enrollment Rights and Services

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible.

A. Definitions

1. “Homeless children and youths” means individuals who lack a fixed, regular, and adequate nighttime residence. This includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason, living in motels, parks or campgrounds; or children or youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a sleeping accommodation by human beings; or children or youth living in cars, abandoned buildings or substandard housing or similar situations; or migratory children because they are living in circumstances like those described above. “Substandard housing” may be determined by considering factors such as whether the setting in which the child or youth is living lacks water, electricity or heat; is infested with vermin or mold; lacks a working kitchen or toilet, or presents unreasonable dangers to adults, children or persons with disabilities. Cities, counties and states have varying housing codes that further define housing deemed substandard by law.

2. “Unaccompanied youth” means a youth not in the physical custody of a parent or guardian and includes youth living on their own in any of the homeless situations described in the McKinney-Vento Homeless Education Act.

3. “School of origin” means the school or preschool that a child or youth attended when permanently housed, or the school in which the child or youth was last enrolled. When a child or youth completes the final grade level served by the school of origin, the school of origin includes the designated receiving school at the next grade level for all feeder schools.

4. “Best interest determination” means that the district must make school placement decisions for homeless students and youths on the basis of their best interest, as determined by student-centered factors including impact of mobility on achievement, education, health and safety. Priority should be given to the request of the child or the parent/guardian or unaccompanied youth. Placement of siblings should also be considered.

5. “Excess cost of transportation” means the difference between what the district normally spends to transport a student to school and the cost of transporting a homeless student to school. For example, there is no excess cost of transportation...
if the district provides transportation to a homeless student by a regular bus route. However, if the district provides special transportation to a homeless student (e.g., by private vehicle or transportation company), the entire cost would be considered excess costs of transportation. The additional cost of the district’s re-routing of busses to transport a homeless student can be considered excess cost of transportation. The district may use McKinney-Vento subgrant funds and Title I, Part A funds to defray excess cost of transportation for homeless students.

B. Identification

The district will:

1. Use a housing questionnaire in its enrollment process. The questionnaire will be distributed universally so as to avoid stigmatizing homeless children and youths and their families;
2. Ensure that referral forms used to identify and support homeless students are accessible and easy to use;
3. Include its homeless liaison’s contact information on its website;
4. Provide materials for homeless students and parents, if necessary and to the extent feasible, in their native language;
5. As practicable, provide annual guidance for school staff on the definition of homelessness, signs of homelessness, the impact of homelessness on students and steps to take when a potentially homeless student is identified, including how to connect the student with appropriate housing and support service providers;
6. Develop interagency partnerships to serve homeless families and youths; and
7. Work with the state homelessness coordinator to facilitate services to families and youths made homeless by natural disasters or other catastrophic events.

C. Placement and Enrollment

The district will:

1. When deciding placement, presume that allowing the homeless student to remain in their school of origin is in the student’s best interest, except when doing so is contrary to the request of the student’s parent or guardian or unaccompanied youth;
2. If the parent/guardian contests the district’s decision, make a best interest determination based on factors such as the impact of mobility on the student’s educational achievement, health and safety. If the best interest determination is requested by an unaccompanied youth, the process will give priority to the views of the youth;
3. After conducting a best interest determination, provide to the parent/guardian of the student in a timely manner and in a language they can understand, a written explanation of the final decision and the right to appeal the decision (see Dispute Resolution Procedure, below);
4. Pending resolution of disputes that arise over eligibility, school selection or enrollment, immediately enroll a homeless student in the school in which the parent, guardian or unaccompanied youth seeks enrollment;
5. Avoid delay or denial of enrollment of homeless students, even if they have missed application or enrollment deadlines during any period of homelessness or are unable to produce records required for enrollment (e.g., previous academic records, immunization records, health records, proof of residency, proof of guardianship, birth certificates);

6. Avoid requirements for student contact information to be in a form or manner that creates a barrier for homeless students;

7. Provide transportation for homeless students to their school or preschool of origin. Once the student has obtained permanent housing, the district will continue to provide such transportation until the end of the academic year. If the homeless student remains in their school of origin but begins living in an area served by district, the district of origin and the district in which the homeless student is living must agree upon a method to apportion the responsibility and costs for the student’s transportation to and from their school of origin. If the districts cannot reach agreement, the responsibility and costs for transportation will be shared equally;

8. Continue to provide transportation to their school of origin pending the outcome of enrollment or transportation disputes;

9. Immediately contact the school last attended by the homeless student to obtain relevant academic and other records.

D. District Liaison

The Superintendent will designate a district level administrator to assume the responsibilities of District Liaison. The district’s designated liaison will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination of activities with other entities and agencies;

2. Homeless children and youths enroll in and have a full and equal opportunity to succeed in school;

3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start and Even Start programs and preschool programs administered by the district and referrals to health care services, dental services, mental health services, and other appropriate services;

4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;

5. Public notice of the educational rights of homeless children and youths is disseminated where such children receive services (e.g., schools, family shelters, soup kitchens);

6. Enrollment disputes are mediated in accordance with Paragraph C, Placement and enrollment, above; and
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected;

8. Unaccompanied youths are enrolled in school, have opportunities to meet the same challenging state academic standards as the state establishes for other children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1087vv) for federal student aid purposes, and their right to receive verification of this status from the local liaison;

9. Barriers that prevent homeless students from receiving credit for full or partial coursework satisfactorily completed while attending a prior school are identified and removed;

10. Affirm whether homeless students meet the U.S. Department of Housing and Urban Development (HUD) definition of homelessness to qualify them for HUD homeless assistance programs and refer homeless families and students to housing and other services;

11. Assist parents, guardians and unaccompanied youth in obtaining immunizations, health screenings, guardianship records and other documents normally required for enrollment; and

12. Assist unaccompanied youths in connecting with needed supports such as housing assistance, health care and other services.

The district will inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless liaison.

E. Dispute Resolution Procedure

The district will ensure that the child/youth attends the school in which they sought enrollment while the dispute process is being carried out.

1. Notification of Appeal Process

If the district seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, the school district will inform the parent or the unaccompanied youth of the right to appeal. The district will provide the parent or unaccompanied youth with written notice including:

a. An explanation of the child’s placement and contact information for the district and the OSPI homeless liaison, including their roles;
b. Notification of the parent’s right to appeal(s);
c. Notification of the right to enroll in the school of choice pending resolution of the dispute;
d. A description of the dispute resolution process including a petition form that can be returned to the school to initiate the process and timelines; and

e. A summary of the federal legislation governing placement of homeless students (McKinney-Vento Act).

2. Appeal to the School District Liaison – Level I

If the parent or unaccompanied youth disagrees with the district’s placement decision, they may appeal by filing a written request for dispute resolution with the school, the district’s homeless liaison or a designee. If submitted to the school, it will be immediately forwarded to the homeless liaison. The request for dispute resolution must be submitted within fifteen business days of receiving notification of the district’s placement.

The liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the complaint was filed.

a. A copy of the complaint must be forwarded to the liaison’s supervisor and the superintendent;

b. Within five business days of the receiving the complaint, the liaison must provide the parent or unaccompanied youth with a written decision and notification of the parent’s right to appeal;

c. The district will verify receipt of the Level I decision; and

d. If the parent or unaccompanied youth wishes to appeal, notification must be provided to the district liaison within ten business days of receipt of the Level I decision. The liaison will provide the parent with an appeals package containing:

i. The complaint filed with the district liaison at Level I;

ii. The decision rendered at Level I; and

iii. Additional information provided by the parent, unaccompanied youth and/or homeless liaison.

3. Appeal to the School Superintendent – Level II

The parent or unaccompanied youth may appeal the district liaison’s decision to the superintendent or the superintendent’s designee using the appeals package provided at Level I.

a. The superintendent will arrange for a personal conference to be held with the parent or unaccompanied youth within five business days of receiving the Level I appeals package;

b. Within five business days of the conference with the parent or unaccompanied youth the superintendent will provide that individual with a written decision with supporting evidence and notification of their right to appeal to the OSPI;

c. The district will verify receipt of the Level II decision;

d. A copy of the superintendent’s decision will be forwarded to the district’s homeless liaison; and

e. If the parent or unaccompanied youth wishes to appeal to the OSPI, notification must be provided to the district homeless liaison within ten business days of receipt of the Level II decision.

4. Appeal to the Office of the Superintendent of Public Instruction – Level III
a. The district superintendent will forward a copy of the Level II decision and all written documentation to the OSPI homeless liaison within five days of rendering a decision. The district will submit the entire dispute package to the OSPI in one complete package by U.S. mail;
b. The OSPI’s homeless education coordinator or designee, along with the appropriate agency director, and/or agency assistant superintendent will make a final decision within fifteen business days of receiving the appeal;
c. The OSPI’s decision will be forwarded to the district’s homeless liaison. The liaison will distribute the decision to the parent or unaccompanied youth and the local superintendent;
d. The OSPI’s decision will be the final resolution for placement of a homeless child or youth in the district; and
e. The district will retain the record of all disputes, at each level, related to the placement of homeless children.

F. Inter-district Disputes

If districts are unable to resolve a dispute regarding the placement of a homeless student, either district may submit a written request to the OSPI seeking resolution.

The OSPI will resolve the dispute within 10 business days of notification of the dispute and inform all interested parties of the decision.

Date: June 28, 2017
STUDENTS

Compulsory Attendance

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

Exceptions may be granted by the superintendent for children who are sixteen years of age or older if the child has:

A. Become regularly and lawfully employed and either the parent(s) or guardian(s) agrees that the child should not be required to attend school or the child has been emancipated in accordance with Chapter 13.64 RCW,

B. Met graduation requirements, or

C. Received a certificate of educational competence.

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

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

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

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

Adoption Date: October 14, 1997
STUDENTS

Enrollment

The superintendent will develop procedures for enrolling students, recording attendance behavior, and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school district, the parent/guardian and student will be required to briefly indicate in writing whether or not the student has:

A. Any history of placement in a special education program;

B. Any past, current or pending disciplinary actions;

C. Any history of violent behavior or convictions;

D. Adjudications or diversion agreements related to a violent offense, a sex offense, inhaling toxic fumes, a drug offense, a liquor violation, assault, kidnapping, harassment, stalking or arson;

E. Any unpaid fines or fees from other schools; and

F. Any health conditions affecting the student’s educational needs.

If the district receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff or students, the student’s teachers and building security personnel will be informed.

A district may require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements. The school district will not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the district if the student does not have a legal residence. A district will not inquire into a student’s citizenship or immigration status or that of his/her parents or guardians. The request for enrollment may be made by the student, parent or guardian.

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

Legal References:

RCW 28A.225.215 Enrollment of children without legal residences
Enrolling students from other districts – requests for information and permanent records

Definitions – enrolled
Enrollment exclusions
Alternative learning experience requirements
Definitions – Enrolled and full-time equivalent students
Running Start students – definition

Adoption Date: June 13, 2017
STUDENTS

Enrollment and Attendance Records

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

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

Annually each school shall report to the district actions taken to reduce any student’s absenteeism following the student’s fifth (5th) absence in one month or tenth (10th) absence in one year. The district shall report the following information annually to the superintendent of public instruction.

1. The number of enrolled students and the number of unexcused absences;

2. The number of enrolled students with ten (10) or more unexcused absences in a school year or five (5) or more unexcused absences in a month;

3. A description of any programs or schools developed to serve students who have had five (5) or more absences in a month or ten (10) in a year, including information about the number of students in the program or school and the number of unexcused absences of students during and after participation in the program; and

   (The reports shall also describe any placements in an approved private nonsectarian school or program or certified program under a court order.)

4. The number of petitions filed by a school or parent with the juvenile court.

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

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

Grade K: 20 hours or more per week or 4 hours or more for 90 scheduled days or 10 hours or more per week or 2 hours or more for 180 scheduled days.

Grade 1-3: 20 hours or more per week or 4 hours or more for 180 scheduled days.

Grade 4-10: 25 hours or more per week or 5 hours or more for 180 scheduled days.

Grade 11-12: 25 hours or more per week or 5 hours or more for 180 scheduled days; the equivalent in a combination of high school, community college and/or vocational-technical institute courses; or the equivalent in an alternative school program.
Normal class change passing time may be counted as part of this requirement. Noon intermission, however, is excluded.

No student may be counted on any school’s or program’s enrollment report who has been absent consecutively from school for two (2) consecutive monthly enrollment report days (first of the month) unless attendance is resumed or there is agreement between the school and the parent(s) or guardian(s) relative to the student’s temporary absence (not to exceed 20 consecutive days).

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

Excused and Unexcused Absences

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

1. Excused Absences

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

A. The following are valid excuses for absences:
   a. Participation in a district or school approved activity or instructional program
   b. Illness, health condition, or medical appointment (including, but not limited to, medical counseling, dental, or optometry);
   c. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
   d. District or school-approved activities or instructional programs;
   e. Family emergencies, including, but not limited to, a death or illness;
   f. Court, judicial proceedings, or jury service;
   g. Post-secondary, technical school, or apprenticeship program visitation, or scholarship interview;
   h. State-recognized search and rescue activities consistent with state law;
   i. Absence directly related to the student’s homeless status;
   j. Absence resulting from a disciplinary or corrective action;
   k. Other activity as mutually agreed upon by an administrator, parent/guardian, or emancipated youth.

The principal or designee has the authority to determine if an absence meets one of the above criteria for an excused absence.

B. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher, except that in participation-type classes a student’s grade may be affected because of the student’s inability to make up the activities conducted during a class period.

C. An excused absence shall be verified by the parent(s) or guardian(s), emancipated or appropriately aged student, or school authority responsible for the absence.

2. 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 excused absence.
B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his or her absence. A student’s grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent. The school shall notify a student’s parent(s) or guardian(s) in writing or by telephone whenever the student has failed to attend school after one (1) unexcused absence within any month during the current school year.

C. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent(s) or guardian(s) shall be notified in writing in his or her primary language that the student has unexcused absences. A conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student’s absences from school. If the parent/guardian does not attend the conference, they will be notified of the steps the district has decided to take to reduce the student’s absences.

D. Not later than the student’s fifth unexcused absence in a month, the district will enter into an agreement with the student and parents/guardian that establishes school attendance requirements, will refer the student to a community truancy board, or will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.224.010. If such action is not successful, the district shall file a petition with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/guardian, student, or parent/guardian and student not later than the seventh (7th) unexcused absence by a student within any month during the current school year or upon the tenth (10th) unexcused absence during the current school year.

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

The superintendent shall enforce the district’s attendance policies and procedures. Because the full knowledge and cooperation of students and parent(s) or guardian(s) are necessary for the success of the policies and procedures, procedures shall be disseminated broadly and made available to parent(s) or guardian(s) and students annually.
Cross References:  
Board Policy 3320  Suspensions or Expulsions  
Board Policy 3230  Student Privacy

Legal References:  
RCW 13.34.300  Failure to cause juvenile to attend school  
as evidence under neglect petition  
RCW 28A.225  Compulsory School Attendance  
WAC 180-16-215(4)  Minimum 180 school day year  
WAC 392-400-235  Discipline – Conditions and limitations  
WAC 392-400-260  Long-term suspension – Conditions and limitations

Adoption Date:  March 27, 2012
STUDENTS

Excused and Unexcused Absences

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

Excused Absences

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

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

B. Absence due to illness, health condition, family emergency or religious purposes. When possible, the parent(s) or guardian(s) is expected to notify the school office on the morning of the absence or send a signed note of explanation with the student upon his or her return to school. A parent(s) or guardian(s) may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his or her parent(s) or guardian(s), may be excused for a portion of the school day to participate in religious instruction provided such is not conducted on school property. A student shall be allowed one makeup day for each day of absence.

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

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

E. Extended illness or health condition. If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his or her schoolwork, or if
there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

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

**Unexcused absences**

Unexcused absences fall into two categories:

1. Submitting a signed excuse which does not constitute an excused absence as defined previously; or

2. Failing to contact the school or submit any type of excuse statement signed by the parent(s) or guardian(s) or adult student. This type of absence is also defined as truancy.

A. After each unexcused absence, the parent(s) or guardian(s) shall be notified by letter or by the telephone. Each notice shall be in writing in English or in the primary language of the parent(s) or guardian(s).

B. After two (2) unexcused absences within any month, a conference shall be held between the parent(s) or guardian(s), student and principal or designee. At such conference the school representative, student and parent(s) or guardian(s) shall consider: adjusting the student’s program; providing more individualized instruction; preparing the student for employment with specific vocational experience or both; transferring the student to another school; assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence or, imposing other corrective actions that are deemed to be appropriate.

C. If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal shall interview the student and his or her family and prescribe corrective action, which may include suspension for the current semester and expulsion. Upon the fifth (5th) unexcused absence within any month during the current school year or upon the tenth (10th) unexcused absence during the current school year, the district shall file a petition with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student, or parent and student. The petition consists of written notification to the court alleging that:

1. The student has five (5) or more unexcused absences within any month during the current school year or ten (10) or more unexcused absences in the current school year;

2. Actions taken by the school district have not been successful in substantially reducing the student’s absences from school; and
3. Court intervention and supervision are necessary to assist the school district to reduce the student’s absences from school.

   Additionally, the petition shall include the student’s name, age, school and residence, and the names and residences of the student’s parents.

D. A student may be declared a habitual truant and may at the recommendation of the principal be expelled or placed on long-term suspension for attendance violations. The student may petition the superintendent for reinstatement. Such petition may be granted upon indication by the student and parent(s) or guardian(s) that the student has made a commitment to attend school on a regular basis.

E. Any student who presents false evidence, with or without the consent of his or her parent(s) or guardian(s), in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used.

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

   All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment. (See policies 3330 through 3332.)

Adoption Date: November 14, 1995
STUDENTS

Attendance Zones

The board of directors shall periodically review the geographic attendance areas designated for each school in the district. As population and enrollment shift within the district, changes in attendance areas or transfer of students may become necessary.

Students shall attend the school designated for their respective residential areas unless individual requests for transfers by the parent(s) or guardian(s) have been approved according to district policy and procedure #3131.

The superintendent will develop procedures establishing the factors to be considered when the district develops attendance area boundaries.

The district reserves the right to base final decisions on the needs of all schools in the district. When enrollments in an attendance area exceed class size guidelines, students may be required to attend a school in another attendance area.

Cross References: Board Policy 3131 Attendance Zone Transfers
Legal References: RCW 28A.320.040 Bylaws for board and school government
                WAC 392-342-025 Racial imbalance prohibition—Definition and acceptance criteria

Adoption Date: May 22, 2007
STUDENTS

Attendance Zone Transfers

Each student in the district is required to attend the school designated for the geographic attendance area in which he or she resides.

A. District-initiated Transfers

In those cases where estimated enrollments exceed class size guidelines, the district may implement student transfers in order to operate an effective and efficient educational program.

Prior to the implementation of any planned transfer of students, parent(s) or guardian(s) of students involved in such planned transfer shall be notified. An orientation to the new school may be arranged for transferred students at the request of the parent or guardian.

B. Transfer Requests

A parent(s) or guardian(s) of students residing within the district may request that his or her child be allowed to attend another school in the district. Requests must be submitted, in writing, to the principal of the building at which the student is currently assigned for placement in grades K-8, or to the Student Services Office for placement in grades 9-12. Parent(s) or guardian(s) requesting transfers will be informed by letter of the approval or denial of the request. Requests which are granted must be renewed by the parent or guardian and approved by the district on an annual basis, or the student will be returned to the attendance-area school.

Transfers may be granted according to procedures established by the Superintendent. Criteria to be considered shall include space (seat) availability, substantial hardship to the student, and demonstration of other unique and justifiable needs. Transfers shall not be granted for purposes of student participation in extracurricular activities, or for interscholastic athletics and activities as governed by WIAA rules and regulations. The district will not provide transportation for students transferring outside their attendance boundary.

Per RCW 28A.225.270, the district shall permit the children of full-time certificated and classified employees to enroll at the school to which the employee is assigned, a school in the district’s K-12 continuum that includes the school to which the employee is assigned, or a school in the district providing early-intervention pre-school services if the student is eligible for such services.

Providing false or inaccurate information or documents relating to non-attendance area transfer or enrollment may result in the student(s) being immediately withdrawn from the non-attendance area school and enrolled in their attendance area school. In such cases, the student(s) will not be eligible to transfer to a non-attendance area school. Such cases may also impact a student’s athletic eligibility under applicable district and WIAA rules and regulations.

Parent(s) or guardian(s) shall be informed annually of the district’s attendance area transfer option. The district shall make available for public inspection the Superintendent of Public
Instruction’s annual information booklet on enrollment options in the state at each school building, the central office and local public libraries.

Cross References: Board Policy 3130 Attendance Areas

Legal References:
- RCW 28A.225.270 Intradistrict enrollment options policies
- RCW 28A.225.300 Enrollment options information to parents
- RCW 28A.225.280 Transfer students’ eligibility for extracurricular activities
- RCW 28A.225.290 Enrollment options information booklet

Adoption Date: March 8, 2011
STUDENTS

Attendance Zone Transfers

Voluntary Transfer Procedures

Students are required to attend the school designated for the geographic attendance area in which he or she resides. A student’s legal residence determines the student’s attendance area. Parent(s) or guardian(s) requests for student transfers to a non-attendance area school must be submitted to and approved according to this procedure.

1. Transfer Request Procedure - Elementary and Middle Schools

Students wishing to attend school outside of their attendance area may do so only with the written approval of both the principal of the sending school and the principal of the receiving school. Principals will only consider the unique and justifiable needs and/or substantial hardship of the individual student requesting the transfer and the space (seat) availability in the building. In the event such a transfer is approved, the district assumes no responsibility for transporting the student to any school other than the one to which he or she would normally have been assigned. Further, the district reserves the right to return the student to his or her original school based upon the needs of the district.

Applications for in-district transfers must be received after March 1 and on or before June 1 for the following school year. The district will notify the parent or guardian of the approval or denial between June 1 and September 15. The district must review space (seat) availability which may not be known until September.

2. Transfer Request Procedure - High Schools

Students wishing to attend school outside of their attendance area may do so only with the written approval of the designated district administrator. The district will only consider the substantial hardship of the individual student requesting the transfer and the space (seat) availability in the building. In the event such a transfer is approved, the district assumes no responsibility for transporting the student to any school other than the one to which he or she would normally have been assigned. Further, the district reserves the right to return the student to his or her original school based upon the needs of the district.

Applications for in-district transfers must be received after March 1 and on or before June 1 for the following school year. The district will notify the parent or guardian of the approval or denial between June 1 and September 15. The district must review space (seat) availability which may not be known until September.

For purposes of this policy and procedure, “hardship” means a unique circumstance beyond the control of the student and/or parent or guardian requiring a waiver of residence. Curriculum offerings, usual maturation problems, family situations, or peer relationships do not constitute a
hardship. The burden of providing evidence that a hardship exists shall be borne by the student. There must be a direct causal relationship between the claimed hardship and the student’s request for a transfer.

3. High School Extracurricular, Interscholastic Athletics and Activities

Transfers shall not be granted for purposes of student participation in extracurricular activities, or for interscholastic athletics and activities as governed by Washington Interscholastic Activities Association (WIAA) rules and regulations. The following eligibility rules will apply to transfer students regarding enrollment and athletic participation.

a. Any student who is approved to transfer to and is enrolled in a high school outside his or her attendance area will be allowed to try out and participate in athletics at the freshman, sophomore, and junior varsity levels. Varsity level participation will not be allowed for a period of one (1) calendar year from the first day of attendance.

b. A student will only be allowed to participate in interscholastic athletics and activities if there is no evidence the student transferred for the purpose of participating in interscholastic athletics and activities or no evidence the student transferred as a result of having been recruited to participate in interscholastic athletics or activities.

c. If a student transfers (registers and enrolls) at a non-attendance area school, he or she will not be permitted to return to the attendance area school until the end of the current semester. If the student returns to the attendance area school, the student will be ineligible to participate in varsity level interscholastic athletics or activities for one (1) calendar year from the first day of attendance.

d. A student whose primary, bonafide legal residence changes with the parent or legal guardian to a different attendance area shall be deemed a resident of the new attendance area and the transfer procedures in this section will not apply unless the student requests to remain enrolled at the non-attendance area school. The district may require documentation of the change in residence including, but not limited to, court papers, utility bills, and affidavits.

e. A student whose parents or legal guardians reside in different locations is deemed to be a resident of the attendance area in which the parent or guardian with primary custody resides (student resides with parent/guardian more than 50% of a non-holiday school week). If primary custody is shared equally between parents or guardians, or if the student is homeless, or is in the custody of the Department of Social and Health Services, the student is deemed to be a resident of the attendance area of the school in which the student is enrolled on the first day of the school year. The district may require documentation of residence including, but not limited to, court papers, utility bills, and affidavits.

f. Exceptions to the procedures applicable in this section may be granted only in the case of hardship as determined and allowed by the WIAA or designee.
4. Appeal Process

The following process shall be used to appeal a principal’s or district administrator’s decision to deny an intra-district transfer from an attendance area school to a non-attendance area school. Determinations regarding athletics eligibility shall be heard according to WIAA procedures, and this appeal procedure shall not apply.

a. The student and the parent/guardian may appeal the principal’s or district administrator’s decision to the Superintendent. Appeals must be in writing and must be received in the Superintendent’s Office no later than three (3) school days after the principal’s decision. Any appeal received after the deadline is deemed waived.

b. The Superintendent may review the appeal or may designate another district administrator to review the appeal. The Superintendent or designee shall respond to the appeal in writing within ten (10) school days of receipt of the appeal.

c. The student and parent/guardian may appeal the decision of the Superintendent or designee to the Board of Directors in writing within ten (10) school days following the date of notification of the decision. The Board of Directors shall schedule a hearing to review the appeal and the findings and recommendations of the district administration. The decision of the Board of Directors shall be in writing and shall be issued within five (5) school days following the date of the hearing. The decision of the Board of Directors is final.

Adoption Date: February 2009
## Pasco School District
### High School Request for Attendance Zone Transfer
#### Board Policy 3131

### Request for School Year
Previous Year Renewal Request: YES, NO

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade</th>
<th>Student ID #</th>
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### Assigned High School Attendance Zone:

### Requested High School Attendance Zone:

### Reason for Requesting Change:

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For purposes of this policy and procedure, "hardship" means a unique circumstance beyond the control of the student and/or parent or guardian requiring a waiver of residence. Curriculum offerings, usual maturation problems, family situations, or peer relationships do not constitute a hardship. The burden of providing evidence that a hardship exists shall be borne by the student. There must be a direct causal relationship between the claimed hardship and the student’s request for a transfer. PSD Board Policy 3131P

**PLEASE NOTE:** It is the parent’s responsibility to provide transportation for parent requested transfers to an out-of-attendance-area school unless established routes are in place. If it becomes necessary to transfer students to ease overcrowding students from out-of-attendance-area schools will be the first ones considered.

Method of transporting student to and from school will be:

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I understand the Pasco School District Attendance Zone Transfer board policy and procedures 3131.

---

Parent Signature
ESTUDIANTES

Traslados de Zonas de Asistencia

Se requiere que cada estudiante en el distrito asista a la escuela designada para el área de asistencia geográfica en la que él o ella reside.

A. Traslados Iniciados por el Distrito

En los casos donde la matrícula estimada excede las reglas establecidas para el número de alumnos por clase, el distrito puede implementar los traslados de estudiantes a fin de emplear un programa educativo eficaz y eficiente.

Antes de implementar cualquier traslado de estudiantes, el padre(s) o tutor(es) de los estudiantes involucrados será notificado del traslado planeado. A petición del padre o tutor de los estudiantes traslados se podrá programar una orientación a la nueva escuela.

B. Solicitudes de Traslado

Los padres o tutores de los estudiantes que residen dentro del distrito podrán solicitar que a su hijo se le permita asistir a otra escuela en el distrito. Las solicitudes deben ser presentadas por escrito al director de la escuela en la que el estudiante está actualmente matriculado. Las solicitudes concedidas deben ser renovadas por el padre o tutor y aprobadas por el distrito anualmente, o el estudiante será regresado a la escuela de su zona de asistencia.

Los traslados podrán ser concedidos según los procedimientos establecidos por la Superintendente. Los criterios que se tomarán en cuenta deben incluir; el espacio disponible (asiento), dificultades sustanciales del estudiante, y la prueba de otras necesidades únicas y justificadas. Los traslados no serán concedidos para los propósitos de la participación en las actividades extracurriculares del estudiante o para el atletismo y las actividades interescolares según rígidas conforme a las normas y reglamentos de WIAA. El distrito no proveerá transporte para los estudiantes que son trasladados fuera de su zona de asistencia.

Según la referencia legal RCW 28A.225.270, el distrito permitirá a los niños de los empleados de tiempo completo certificados y clasificados la inscripción a la escuela que al empleado se le ha asignado, una escuela en el continuo de K-12° del distrito que incluye la escuela a la que el empleado ha sido asignado, o una escuela del distrito que provee servicios preescolares de intervención temprana si el estudiante es elegible para estos servicios.

Los padres o tutores que solicitan traslados serán informados por escrito sobre la aprobación o denegación de la solicitud. Si la solicitud de traslado es negada, el proceso de apelación se explicará en la carta de notificación. Si la negación es apelada ante la Mesa Directiva a través del proceso de apelación, la decisión de la Mesa Directiva será definitiva y no habrá más apelaciones.
Proporcionar información falsa o incorrecta o documentos relacionados con el traslado o la inscripción a un área fuera de la zona de asistencia podrá resultar en que el estudiante (s) sea retirado de la escuela fuera de su zona de asistencia y matriculado en la escuela de su zona de asistencia escolar. En tales casos, el estudiante (s) no será elegible para solicitar un traslado a una escuela fuera de su zona de asistencia.

Los padres o tutores serán informados anualmente sobre la opción de traslado del área de asistencia del distrito. El distrito pondrá a disposición para la inspección pública el folleto anual de información del Superintendente de Instrucción Pública sobre las opciones de inscripción del estado en cada escuela, la oficina central y las bibliotecas públicas locales.

Referencias Cruzadas: Política de la Mesa Directiva 3130 Áreas de Asistencia
Referencias Legales: RCW 28A.225.270 Política de Opciones de Inscripción dentro del distrito
RCW 28A.225.300 Información sobre las Opciones de Inscripción para los padres
RCW 28A.225.280 Elegibilidad del estudiante trasladado para las actividades extra curriculares
RCW 28A.225.290 Folleto de información sobre las opciones de inscripción

Fecha de Adopción: February 26, 2009
ESTUDIANTES

Traslados de Zonas de Asistencia

Se requiere que cada estudiante en el distrito asista a la escuela designada para el área de asistencia geográfica en la que él o ella reside.

A. Traslados Iniciados por el Distrito

En los casos donde la matrícula estimada excede las reglas establecidas para el número de alumnos por clase, el distrito puede implementar los traslados de estudiantes a fin de emplear un programa educativo eficaz y eficiente.

Antes de implementar cualquier traslado de estudiantes, el padre(s) o tutor(es) de los estudiantes involucrados será notificado del traslado planeado. A petición del padre o tutor de los estudiantes traslados se podrá programar una orientación a la nueva escuela.

B. Solicitudes de Traslado

Los padres o tutores de los estudiantes que residen dentro del distrito podrán solicitar que a su hijo se le permita asistir a otra escuela en el distrito. Las solicitudes deben ser presentadas por escrito al director de la escuela en la que el estudiante está actualmente matriculado. Las solicitudes concedidas deben ser renovadas por el padre o tutor y aprobadas por el distrito anualmente, o el estudiante será regresado a la escuela de su zona de asistencia.

Los traslados podrán ser concedidos según los procedimientos establecidos por la Superintendente. Los criterios que se tomarán en cuenta deben incluir; el espacio disponible (asiento), dificultades sustanciales del estudiante, y la prueba de otras necesidades únicas y justificadas. Los traslados no serán concedidos para los propósitos de la participación en las actividades extracurriculares del estudiante o para el atletismo y las actividades interescolares según rígidas conforme a las normas y reglamentos de WIAA. El distrito no proveerá transporte para los estudiantes que son trasladados fuera de su zona de asistencia.

Según la referencia legal RCW 28A.225.270, el distrito permitirá a los niños de los empleados de tiempo completo certificados y clasificados la inscripción a la escuela que al empleado se le ha asignado, una escuela en el continuo de K-12º del distrito que incluye la escuela a la que el empleado ha sido asignado, o una escuela del distrito que provee servicios preescolares de intervención temprana si el estudiante es elegible para estos servicios.

Los padres o tutores que solicitan traslados serán informados por escrito sobre la aprobación o denegación de la solicitud. Si la solicitud de traslado es negada, el proceso de apelación se explicará en la carta de notificación. Si la negación es apelada ante la Mesa Directiva a través del proceso de apelación, la decisión de la Mesa Directiva será definitiva y no habrá más apelaciones.
Proporcionar información falsa o incorrecta o documentos relacionados con el traslado o la inscripción a un área fuera de la zona de asistencia podrá resultar en que el estudiante (s) sea retirado de la escuela fuera de su zona de asistencia y matriculado en la escuela de su zona de asistencia escolar. En tales casos, el estudiante (s) no será elegible para solicitar un traslado a una escuela fuera de su zona de asistencia.

Los padres o tutores serán informados anualmente sobre la opción de traslado del área de asistencia del distrito. El distrito pondrá a disposición para la inspección pública el folleto anual de información del Superintendente de Instrucción Pública sobre las opciones de inscripción del estado en cada escuela, la oficina central y las bibliotecas públicas locales.

Referencias Cruzadas: Política de la Mesa Directiva 3130 Áreas de Asistencia

Referencias Legales:  
RCW 28A.225.270 Política de Opciones de Inscripción dentro del distrito
RCW 28A.225.300 Información sobre las Opciones de Inscripción para los padres
RCW 28A.225.280 Elegibilidad del estudiante trasladado para las actividades extra curriculares
RCW 28A.225.290 Folleto de información sobre las opciones de inscripción

Fecha de Adopción: February 26, 2009
Distrito Escolar de Pasco
Solicitud de Escuela Preparatoria para Traslado de Zona de Asistencia
Política de la Mesa Directiva 3131

Solicitud para el Año Escolar: ____________________________
Solicitud para Reanudar el Año Previo SÍ _____ NO _____

NOMBRE DE ESTUDIANTE: ____________________________
GRADO: ____________
NÚM. DEL ESTUDIANTE: ____________________________

Nombre del Padre: ____________________________
Domicilio: ____________________________
Teléfono del Hogar: ____________________________
Teléfono de Trabajo: ____________________________

Zona de Asistencia Asignada para la Escuela Preparatoria: ____________________________
Zona de Asistencia de la Escuela Preparatoria Que se Está Solicitando: ____________________________
Razón por la cual se Solicita el Cambio: ____________________________

Para propósitos de esta política y procedimiento, "dificultad" significa una circunstancia única más allá del control del estudiante, padre o tutor quien requiere una exención de residencia. No constituyen una dificultad las clases que se ofrecen en el currículo, problemas normales de madurez, situaciones de familia, o relaciones con compañeros. Será la responsabilidad del estudiante proveer pruebas de que existe una dificultad. Debe haber una relación directa causal entre dicha dificultad y la petición de traslado del estudiante. Política de la Mesa Directiva del Distrito Escolar de Pasco 3131P

POR FAVOR HÁGASE NOTAR: Es la responsabilidad del padre proveer transportación para los estudiantes de traslados solicitados a una escuela fuera de la zona de asistencia a menos que ya estén establecidas las rutas de transporte. Si fuere necesario tener que trasladar estudiantes para aliviar la falta de espacio se considerarán primero los estudiantes fuera de su área de asistencia.

El método para transportar al estudiante de ida y vuelta a la escuela será: ____________________________

Entiendo la política 3131 y los procedimientos de la mesa directiva del Distrito Escolar de Pasco sobre los Traslados de Zona de Asistencia.

Firma del Padre

Distribution: Copies - Parent, Releasing Principal, Receiving Principal
RCW 28A.225.270,290,300
4/2013
PSD Board Of Directors Form 3131
STUDENTS

Release of Resident Students

A student who resides within the boundaries of the district shall be released to attend school in another district that agrees to accept the student if:

A. A financial, educational, safety or health condition affecting the student would be reasonably improved as a result of the transfer;

B. Attendance at the school in the nonresident district is more accessible to the parents(s) or guardian(s) place of work or to the location of child care; or

C. There is some other special hardship or detrimental condition affecting the student or the student’s immediate family which would be alleviated as a result of the transfer. Special hardship or detrimental condition includes, but is not limited to, the following:

1. A student who becomes a resident of the district in mid-year may apply for a release to complete the current school year only in his or her former district of residence if transferring mid-year would create a special hardship or detrimental condition.

2. A student who has dropped out of high school for six weeks or longer, or has returned from participation in a substance abuse treatment program, or is about to become or is a teen parent, or has returned from hospitalization due to a mental health problem may be released to attend any other high school in the state provided he or she is accepted by the nonresident high school.

In all cases that the district approves the release of a resident student, the student or the student’s parent(s) or guardian(s) shall be solely responsible for transportation, except that a student may ride on an established district bus route if the superintendent determines that the district would incur no additional cost.

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

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

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

If the request is denied, the superintendent shall notify the parent(s) or guardian(s) of the right to petition the board, upon five (5) school business days prior to notice, for review of the decision.
and to have a hearing before the board at its next regular meeting. Following the hearing by the board, a final decision shall be promptly communicated to the parent(s) or guardian(s) in writing.

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

Resident parent(s) or guardian(s) shall be informed of interdistrict enrollment options annually. The district shall make available for public inspection the superintendent of public instruction’s annual information booklet on enrollment options in the state at each school building, the central office and local public libraries.

Legal References:  

<table>
<thead>
<tr>
<th>Code</th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCW</td>
<td>28A.175.090</td>
<td>Attendance at nonresident high schools</td>
</tr>
<tr>
<td>RCW</td>
<td>28A.225.220</td>
<td>Adults, children from other districts, Agreements for attending school – Tuition</td>
</tr>
<tr>
<td>RCW</td>
<td>28A.225.230</td>
<td>Appeal from certain decisions to deny Student’s request to attend Nonresident district – Procedures</td>
</tr>
<tr>
<td>RCW</td>
<td>28A.225.290</td>
<td>Enrollment options information booklet</td>
</tr>
<tr>
<td>RCW</td>
<td>28A.225.300</td>
<td>Enrollment options information to parents</td>
</tr>
</tbody>
</table>

Adoption Date: March 5, 1998
Section I:
A. Student Information

<table>
<thead>
<tr>
<th>Student’s name</th>
<th>Birthdate</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian (if different from above)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current School</td>
<td>Current District</td>
<td>Current Grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Does the student require any special services/programs? Yes [ ] No [ ]

Check the appropriate special services/programs:
- [ ] Special Education
- [ ] Bilingual/Migrant
- [ ] Remedial (Chapter/LAP)
- [ ] Other
- Transfer applies to school year 20____ to 20____

B. Reason for transfer request

________________________________________________________

School/District being requested

Proposed effective date of transfer ________________________

C. It is understood that we, as parents, must assume responsibility for adequate transportation and supervision to and from school. We certify that the information given above is true and we have read and agreed to the terms of school district board policy relating to the transfer of non-resident students.

Parent Signature ___________________________ Date __________

Section II:
Resident District Agreement to Waive Attendance (_________ School District)

Having examined the circumstances and facts stated above and agreeing that the student will be best accommodated by the non-resident district, the district hereby agrees to waive attendance for the 20____ to 20____ school year.

[ ] Approved [ ] Disapproved*

(Principal) ___________________________ (Date)____________________

[ ] Approved [ ] Disapproved*

(Special Education Administrator, if applicable) ______________________ (Date) ____________

[ ] Approved [ ] Disapproved*

(Superintendent or designee) ___________________________ (Date) __________

Section III:
Non-Resident District Agreement to Accept the Student (_________ School District)

Agreeing that the student will be best accommodated by the non-resident district, this district hereby agrees to accept the student beginning _______ 20____.

[ ] Approved [ ] Disapproved*

(Principal) ___________________________ (Date) ____________

[ ] Approved [ ] Disapproved*

(Special Education Administrator, if applicable) ______________________ (Date) __________

[ ] Approved [ ] Disapproved*

(Superintendent or designee) ___________________________ (Date) __________

*Requests that have been disapproved will be followed by a letter of explanation from the superintendent or designee.
APPLICATION FOR ATTENDANCE IN
NON-RESIDENT SCHOOL DISTRICT

A. Instructions

1. Parents must complete Section I. Parent signature is required for all requests.

2. Completed application must be presented to the school principal and signed by the superintendent or his designee.

3. Present a completed application with official signatures to the district being requested.

B. A release may be granted under the following conditions:

1. There is a financial, educational, safety, or health condition affecting the student which would likely be reasonably improved as a result of the transfer.

2. The student’s attendance in the nonresident district makes him or her more accessible to the parent or guardian’s place of work or to the location of child care.

3. There is a special hardship or detrimental condition.

C. Refer to Pasco School District’s policies:

3140 Release of Resident Students
3141

ALLOW ONE WEEK FOR APPROVAL

FOR OFFICE USE ONLY:
Distribution of copies:

______ To parent
______ To non-resident school district
______ To resident school
______ To desegregation specialist
______ Phoned parent

Revised 6/91
STUDENTS

Nonresident Students

Any student who resides outside the district may apply to attend a school in the district. All applications for nonresident attendance will be considered on an equal basis. The district shall provide information on interdistrict enrollment policies to nonresidents on request and have copies of the superintendent of public instruction’s annual information booklet on enrollment options in the state available for public inspection at each school building, the central office and local public libraries.

A parent(s) or guardian(s) shall apply for admission on behalf of his or her child by completing the appropriate district application. The superintendent will accept or reject an application for nonresident admission based upon the district’s desegregation plan and the following standards:

1. Whether space is available in the grade level or classes at the building in which the student desires to be enrolled.

2. Whether appropriate educational programs or services are available to improve the student’s condition as stated in requesting release from his or her district of residence,

3. Whether the student’s attendance in the district is likely to create a risk to the health or safety of other students or staff,

4. Whether the student’s attendance in the district would result in the district experiencing a financial hardship,

5. Whether the student’s disciplinary records indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes), and

6. Whether the student has been expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the district’s policy for readmission of expelled students.

A student who resident in a district that does not operate a secondary program shall be permitted to enroll in secondary schools in this district in accordance with state law and regulation relating to the financial responsibility of the resident district.

A student who has dropped out of high school for six (6) weeks or longer, or has returned from participation in a substance abuse treatment program, or is about to become or is a teen parent, or has returned from hospitalization due to a mental health problem may attend high school in the district regardless of residence. Such a student will be admitted, provided that appropriate educational programs are available to accommodate the needs of the student.
The superintendent, in a timely manner, shall provide all applicants with written notification of the approval or denial of the application. If the student is to be admitted, the superintendent shall notify the resident district and make necessary arrangements for the transfer of student records.

If the application is denied, the superintendent will notify the parent(s) or guardian(s) of the right to petition the board, upon five (5) school business days prior notice, for review of the decision and to have a hearing by the board at its next regular meeting. Following the hearing by the board, a final decision shall be promptly communicated to the parent(s) or guardian(s) in writing.

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

Cross References:  Board Policy 3121  Enrollment and Attendance Records

Legal References:  RCW 28A.175.090  Attendance at nonresident high schools
RCW 28A.225.220  Adults, children from other districts, agreements for attending school – Tuition
RCW 28A.225.225  Applications to attend nonresident district – Acceptance and rejection – Notification
RCW 28A.225.240  Appeal from certain decisions to deny student’s request to attend nonresident district – Apportionment of credit
RCW 28A.225.290  Enrollment options information booklet
RCW 28A.225.300  Enrollment options information to parents
WAC 392-137-020  Nonresident students under the age of twenty-one – Mutual agreement between resident and nonresident districts required
WAC 392-137-040  District policies – Procedures and criteria for release of resident students and admission of nonresident students
WAC 392-137-055  Appeal notice

Adoption Date:  December 9, 1997
STUDENTS

Foreign Exchange Students

The board of directors welcomes and encourages the involvement of district-approved foreign exchange student organizations in the placement of foreign students at its high schools. The board believes that a successful exchange experience helps to promote the understanding of, and an appreciation for, persons of other cultures and nationalities. The district further believes that the experience should be a positive one for both the students and the educators.

Minors from foreign countries visiting the district for a short stay on a visitor’s visa, such as a vacation or visit with friends or family, may not enroll in school in the district. International exchange students who come to the U.S. for a long-term visit on the appropriate visa with the intention of attending school may register to attend school in the district through a district-approved international exchange program. The district may admit such international exchange students when admission does not adversely impact the instructional program of the district.

To ensure the possibility of a successful placement and a positive experience for all involved, the superintendent shall establish procedures governing the enrollment of foreign exchange students in the district’s high schools.

Legal References: RCW 28A.300.240 International Student Exchange
                   RCW 19.166 International Student Exchange

Adoption Date: April 13, 2010
STUDENTS

Exchange Students

The following procedures shall be in effect:

Approval

A. An organization which wishes to sponsor a foreign and/or domestic travel-study program shall submit a request which provides a complete program description, including the name, address, and telephone number of the local representative.

B. Each request shall be reviewed by the appropriate building principal. Notification of approval or denial shall be issued in writing to the program representative not later than June 1.

C. Program sponsors shall pay for the student activity costs and/or fees as required by the district.

D. Sponsoring agencies will provide necessary student tutorial help.

E. All sponsoring organizations shall register with and meet the requirements of the state secretary of state’s office.

F. A sponsoring organization may place a maximum number, as determined by the school principal, of exchange students in any one school per year. This requirement does not preclude groups of students from making short term visitations as part of cultural or other exchanges.

G. Criteria and expectations for foreign exchange programs shall follow guidelines as established in the Handbook of Foreign Study/Travel, published by the superintendent of public instruction.

Operations

A. A student placement agreement shall be established between the district and host family prior to departure by the student from his or her home. The student’s cumulative records shall be forwarded to the district prior to the approval for admission.

B. The sponsoring organization must provide the following:

1. Evidence that the enrolling student is proficient in the English language.

2. Name, address and telephone number of the local program coordinator who shall provide for emergency, advisory, liaison and tutorial services.

3. A transcript (translated into English) of the student’s academic records.
4. Certification that the student will receive adequate financial support for the duration of his or her stay in the district.

5. Name, address and telephone number of the student’s host family within the district.

C. Foreign exchange students shall not be included in any class ranking lists, nor shall a GPA be computed for them.

D. Prior to enrollment, all students possessing a J-1 visa must present required paperwork (IAP-66-medical, transcript, host family information) to the school staff member designated to coordinate the exchange program.

E. A foreign exchange student will be required to meet district and state graduation requirements in order to be eligible to receive a high school diploma.

F. A student is expected to comply with school policies and rules.

G. Eligibility of foreign exchange students for participation in extra-curricular athletics, music, and forensics and other such activities, is determined by the rules and regulations of the Washington Interscholastic Activities Association.

H. Except for unusual circumstances, tutorial assistance will not be provided.

Adoption Date: August 23, 1994
STUDENTS

Juvenile Offenders

Under state law, the district receives notifications from the court, state agencies, other school districts and law enforcement regarding juvenile offenders who are enrolled, or who intend to enroll, in the district. The Superintendent will develop procedures regarding notification of juvenile offenders and required dissemination of such information, consistent with state law and the terms of this policy.

1. School Procedures Upon Receipt of Notification

Principals who receive legally authorized or required notifications that juvenile offenders are enrolled, or intend to enroll, as a student in the school must provide the information received to every teacher of the student and any other staff member who, in the principal’s judgment, supervises the student or for security purposes should be aware of the information.

A convicted sex offender shall not attend a school in the district attended by his or her adjudicated victim(s) or victim’s sibling. The parents or guardians of the offender shall be responsible for transportation or other costs related to the offender’s attendance at another school.

A student who commits an offense under chapter 9A.36 (Assault), 9A.40 (Kidnapping and Unlawful Imprisonment), 9A.46 (Harassment), or 9A.48 (Arson) against a teacher shall not be assigned to that teacher’s classroom during the duration of the student’s attendance at that school or any school to which the teacher is assigned. A student who receives school discipline for any of the offenses listed above but is not charged with a crime may be removed from the teacher’s classroom at the discretion of the principal.

A student who commits an offense under chapter 9A.36 (Assault), 9A.40 (Kidnapping and Unlawful Imprisonment), 9A.46 (Harassment), or 9A.48 (Arson) against a student may be removed from the classroom of the student-victim for the duration of the offender’s attendance at the school or any other school where the student-victim is enrolled.

2. Authorized Dissemination of Information

Any information received by the district, including the principal and school personnel to whom notification is allowed, is strictly confidential and shall not be further disseminated, except as required by law.
Cross References:  
Board Policy 2161  Education of Students with Disabilities  
Board Policy 3140  Release of Resident Students  
Board Policy 4413  Release of Information Regarding Sexual Offenders

Legal References:  
RCW 9A.44.130  Registration of sex offenders and kidnapping offenders  
13.04.155  Notification of school principal of conviction, adjudication, or diversion agreement – Provision of information to teachers and other personnel – Confidentiality  
13.40.215  Juveniles found to have committed violent or sex offense or stalking – Notification of discharge, parole, Leave release, transfer, or escape – To whom given – Attendance—Definitions  
28A.225.330  Enrolling students from other districts – Requests for information and permanent records – Notification to teachers and security personnel  
28A.600.460  Classroom Discipline – Policies – Classroom placement of student offenders

Adoption Date:  November 14, 2006
STUDENTS

School Uniforms

Preserving an environment that is conducive to learning and assures the safety and well being of all students and staff is a primary concern of the Board of Directors. Individual schools within the district, with approval of the superintendent or designee, are authorized to adopt and implement a dress code that requires students who attend the school to wear a uniform, as long as such a requirement does not create an unfair barrier to attendance. Clothing worn in observance of a student’s religion is not subject to this policy.

Prior to adopting a uniform requirement for students, the superintendent or designee must determine whether the district would be able to accommodate students who cannot afford uniforms or who, with parent permission, elect not to participate, so that the uniform requirement is not an unfair barrier to school attendance and student participation. If the district is unable to make such accommodations, mandatory uniforms may not be adopted by a school.

A dress code allowing for optional student uniforms may be adopted by a school consistent with this policy and procedure, with approval of the superintendent or designee.

A school shall obtain student, staff and parental input prior to implementing a student uniform requirement. A decision that students must wear uniforms shall be made and communicated to students and parents no later than the last day of May in the school year prior to the implementation of the uniform requirement. Fifth-, eighth-, and twelfth-grade students are grandfathered and may be exempted from wearing uniforms for the first year of implementation at a particular building site.

Legal References: RCW 28A.320.140 Schools with special standards – Dress Codes

Adoption Date: February 13, 2007
STUDENTS

School Uniforms

Standard District Uniform

The Pasco School District student uniform shall consist of navy blue pants, skirts, or jumpers and white shirts or blouses. All clothing shall be free of logos. The individual school may further define the uniform requirements for its students, including standards for sweaters, sweatshirts, stockings, etc., but the navy blue and white color combination shall apply districtwide in order to accommodate the mobility of students between building sites.

Exceptions

Uniforms for recognized organizations such as Campfire, Girl Scouts, and Boy Scouts may be worn on meeting days. Complete uniforms must be worn. School picture days shall be “free dress” days. Other “free dress” days may occur for special occasions. Students and parents shall receive prior notification of all “free dress” days.

Support for Disadvantaged Students

Each school shall develop an assistance plan for families that cannot afford to buy student uniforms. Assistance plans may include the following:

A. Operation of a clothing bank at the school site to enable families to donate, exchange, and/or purchase used student uniforms

B. Financial support from the community for the purchase of new or used uniforms for needy students

C. PTA/PTO fund raising for student uniforms

D. Discounted prices with local suppliers

Student Transfers

Students who choose to attend a school not requiring uniforms shall be provided the following support:

A. By utilizing the district exemption process, students may elect to attend other schools within the district on a space-available basis.

B. Where transfer bus routes already exist, students may ride the bus to attend another school on the route.

Adoption Date: March 9, 1999
STUDENTS

Student Rights and Responsibilities

The mission of the district is to assure learning experiences to help all students to develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. As a result of the process of education, each student should clarify his or her basic values and develop a commitment to act upon these values within the framework of his or her rights and responsibilities as a participant in the democratic process. Each year, the district shall make available to all students, their parent(s) or guardian(s) and staff written statements pertaining to student rights, conduct, corrective actions and punishment. The school principal and staff shall confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards at each school. They shall also confer annually to establish criteria for determining when certificated employees must complete classes to improve classroom management skills.

Parent(s) or guardian(s) shall also be advised of their right to review classroom materials. No student in a research or experimentation project supported by federal funds shall be required to submit to psychiatric or psychological examination testing or treatment which might reveal specified personal information without prior written parental or guardian consent. The parent(s) or guardian(s) shall have the right to file a complaint with the school superintendent for abridgement of this provision.

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

- **RCW 28A.600.010** Government of schools, pupils, employees, rules and regulations for – Due process guarantees – Enforcement
- **RCW 28A.600.020** Government of schools, pupils, employees, optimum learning atmosphere
- **RCW 28A.600.040** Pupils to comply with rules & regulations
- **RCW 28A.400.110** Principal to assure appropriate discipline
- **RCW 28A.150.240** Basic Education Act of 1977 – Certificated teaching and administrative staff as accountable for classroom teaching – Scope – Responsibilities – Penalty
- **RCW 28A.405.060** Course of study and regulations – Enforcement – Withholding salary warrant for failure
- **20 U.S.C. 1232h** Protection of Pupil Rights (Hatch Amendment)
- **34 CFR Parts 75, 76 and 98 (1984)** Student rights in research, experimental activities and testing
- **WAC 180-40-225** School rules defining misconduct – Distribution of rules
- **WAC 392-168** Citizen Complaint Procedure for Certain Categorical Federal Programs

Adoption Date: December 9, 1997
STUDENTS

Rights, Responsibilities, and Authority of Certificated Staff

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

Certificated staff shall have the right to:

A. Expect students to comply with school rules.

B. Develop and/or review building rules relating to student conduct at least once each year. Building rules shall be consistent with district rules relating to student conduct.

C. Exclude a student from class for all or any portion of the period or for the balance of the school day, or up to the following two days, or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period or up to the following two days without the consent of the teacher.

D. Receive any complaint or grievance regarding corrective action or punishment of students. They shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.

Certificated staff shall have the responsibility to:

A. Distribute to students, parent(s) or guardian(s) and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior at each school.

B. Observe the rights of students.

C. Enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions shall be reported orally and in writing to the principal as soon as possible regardless of any corrective actions taken by the teacher.

D. Maintain good order in the classroom, in the hallways, and on the playgrounds or other common areas of the school, or while riding on school buses, including field trips.

E. Maintain accurate attendance records and report all cases of truancy.

F. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students.

G. Notify parent(s) or guardian(s) when students have problems in the area of discipline or academic performance.
H. Meet with a parent(s) or guardian(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.

Certificated staff shall have the authority to:

A. Use such reasonable action as is necessary to protect himself/herself, a student, or others from physical abuse or injury.

B. Remove a student from a class session for sufficient cause.

C. Detain a student after school, with due consideration for bus transportation, for up to a maximum number of minutes as determined by the school principal.

D. Impose or recommend appropriate disciplinary action.

Adoption Date: December 9, 1997
STUDENTS

Prohibition of Harassment, Intimidation and Bullying

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

Nothing in this policy requires the affected person to possess a characteristic that is a basis for the harassment, intimidation or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

A. Behaviors/Expressions

Harassment, intimidation or bullying can take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions, or electronically transmitted messages or images.

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

B. Training

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.
C. Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

D. Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

E. Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

F. Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References:  
- Board Policy 3200  Students Right and Responsibilities
- Board Policy 3210  Nondiscrimination
- Board Policy 3240  Student Conduct
- Board Policy 3208  Sexual Harassment
- Board Policy 3300  Corrective Actions or Punishment

Legal References:  
- RCW 28A.300.285  Harassment, intimidation and bullying prevention policies

Adoption Date:  May 24, 2011 effective August 1, 2011
A. Introduction

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, including gender expression or 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.
- 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. The district’s Incident Reporting Form is available at www.psd1.org.

Retaliation is when an aggressor harasses, intimidates, bullies, or takes other adverse action against a student or staff member who has reported incidents of bullying or who has participated in an investigation of 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 and Policies**

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 – Prohibition of Discrimination in Public Schools
- 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.

It is possible for reported conduct to constitute a violation of other policies, in addition to the policy against harassment, intimidation, and bullying. In cases where a written report or investigation of harassment intimidation and bullying indicates a potential violation of the policy against discrimination, 3210 nondiscrimination, the compliance officer or investigator must notify the policy 3210 compliance officer. The policy 3210 compliance officer will notify the complainant that his/her complaint will also proceed under the discrimination complaint procedure in WAC 392-190-065 through 075. The investigation and response timeline for a discrimination complaint under policy 3210 begins when the school district knows or should have known that a written report of harassment, intimidation or bullying involves allegations that the school district has violated its nondiscrimination policy.

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. The district’s policy and procedure will be available in each school in a language that families can understand.

   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**

   Annually 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. 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 Officers**
   The district will appoint a district-level compliance officer. The district compliance officer may designate building principals to serve as the building-level compliance officers. The district compliance officer will:
   1. Serve as the district’s primary contact for harassment, intimidation and bullying.
   2. Designate building principals as the building-level compliance officers.
   3. Provide support and assistance to the principal or designee in resolving complaints.
   4. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
   5. 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.
   6. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
   7. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training.
   8. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
   9. 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.

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.

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 an Incident 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. However, if the report is substantiated, appropriate action, including discipline, may occur. 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. However, if the report is substantiated, appropriate action, including discipline, may occur. (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 start 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

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 unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint. If the principal or designee is the subject of the complaint, the Incident Reporting Form will be submitted to the district compliance officer.

**Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying**

All reports of unresolved, severe, or persistent 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 Incident Reporting Form 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 alleged aggressor’s schedule and access to the complainant, and other measures.

c. Within two (2) school days after receiving the Incident Reporting Form, 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:
   - An interview with the complainant;
   - An interview with the alleged aggressor;
   - A review of any previous complaints involving either the complainant or the alleged aggressor; and
   - 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:

- The results of the investigation;
- Whether the allegations were found to be factual;
- Whether there was a violation of policy; and
- 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 a 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.

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. 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: Discipline/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.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider schoolwide 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 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.

**I. Immunity/Retaliation**

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

**J. Other Resources**

Students and families should use the district’s complaint and appeal procedures as a first response to allegations of harassment, intimidation and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person’s membership in a legally protected class under local, state or federal law. An harassment, intimidation or bullying complaint may also be reported to the following state or federal agencies:

- OSPI Equity and Civil Rights Office
  360.725.6162
Email: equity@k12.wa.us
www.k12.wa.us/Equity/default.aspx
• Washington State Human Rights Commission
  800.233.3247
  www.hum.wa.gov/index.html
• Office for Civil Rights, U.S. Department of Education, Region IX
  206.607.1600
  Email: OCR.Seattle@ed.gov
  www.ed.gov/about/offices/list/ocr/index.html
• Department of Justice Community Relations Service
  877.292.3804
  www.justice.gov/crt/
• Office of the Education Ombudsman
  866.297-2597
  Email: OEOinfo@gov.wa.gov
  www.governor.wa.gov/oeo/default.asp
• OSPI Safety Center
  360.725-6044
  www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx

K. Other District Policies and Procedures
Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined herein, but which are, or may be, prohibited by other district or school rules.

Date: December 15, 2015
Prohibición de Acoso, Intimidación y Acoso Escolar

El Distrito está comprometido a proporcionar un ambiente educativo seguro y civil para todos los estudiantes, empleados, padres/tutores legales, voluntarios y patrocinadores, libre de acoso, intimidación o acoso escolar.

“Acoso, intimidación o acoso escolar” significa cualquier mensaje intencional escrito o imagen — incluyendo aquellos que son transmitidos electrónicamente — verbal, o acto físico, incluyendo pero no limitado a uno demostrado a ser motivado por raza, color, religión, antepasados, origen nacional, género, orientación sexual, incluyendo expresión de género o identidad, discapacidades mentales o físicas, u otras características distintivas, cuando un acto:

1. Físicamente lastima a un estudiante o causa daño a la propiedad del estudiante.
2. Tiene el efecto de interrumpir substancialmente la educación del estudiante.
3. Es tan severo, persistente, o dominante que crea un ambiente educativo intimidante o amenazante.
4. Tiene el efecto de interrumpir substancialmente la operación ordenada de la escuela.

Nada en esta política requiere que la persona afectada posea una característica que es una base para el acoso, la intimidación o el acoso escolar.

“Otras características distintivas” pueden incluir, pero no están limitados a: la apariencia física, la ropa u otras prendas de vestir, el estatus socioeconómico y el peso.

“Actos intencionales” se refiere a la decisión del individuo a participar en el acto en vez del impacto final de la(s) acción.

A. Comportamientos/Expresiones

El acoso, la intimidación o el acoso escolar puede tomar muchas formas, incluyendo, pero no limitado a, insultos, rumores, bromas, insinuaciones, comentarios degradantes, dibujos, caricaturas, travesuras, gestos, ataques físicos, amenazas u otras acciones escritas, orales, físicas o mensajes o imágenes transmitidos electrónicamente.

Esta política no tiene la intención de prohibir la expresión de puntos de vista religiosos, filosóficos o políticos, siempre que dicha expresión no perturbe sustancialmente el ambiente educativo. Muchos comportamientos que no llegan al nivel de acoso, intimidación o acoso escolar aún pueden ser prohibidos por otras políticas del distrito o edificio, salón de clases o reglas de programas.

B. Capacitación

Esta política es un componente de la responsabilidad del distrito para crear y mantener una comunidad de aprendizaje segura, civil, respetuosa e inclusiva y se implementará en conjunto con la capacitación integral del personal y los voluntarios.
C. **Prevención**

El distrito proveerá a los estudiantes estrategias destinadas a prevenir el acoso, la intimidación y el acoso escolar. En sus esfuerzos para capacitar a los estudiantes, el distrito buscará alianzas con las familias, el orden público y otras agencias de la comunidad.

D. **Intervenciones**

Las intervenciones están diseñadas para remediar el impacto en los estudiantes señalados y otros que son afectados por la violación, para cambiar el comportamiento del agresor, y restablecer un ambiente escolar positivo.

El distrito tomará en cuenta la frecuencia de los incidentes, la edad de desarrollo del estudiante, y la gravedad de la conducta para determinar las estrategias de intervención. Las intervenciones abarcarán desde el asesoramiento, la corrección de la conducta y la disciplina, hasta remisiones a la policía.

E. **Represalias /Acusaciones Falsas**

La represalia está prohibida y tendrá como resultado una disciplina apropiada. Es una violación de esta política amenazar o dañar a alguien por denunciar el acoso, la intimidación o el acoso escolar.

Es también una violación de la política del distrito reportar deliberadamente falsas acusaciones de acoso, intimidación y acoso escolar. Los estudiantes o empleados no serán disciplinados por hacer una denuncia en buena fe. Sin embargo, las personas encontradas de haber denunciado o corroborado deliberadamente falsas acusaciones estarán sujetas a una disciplina apropiada.

F. **Oficial de Cumplimiento**

La superintendente designará un oficial de cumplimiento como el contacto principal del distrito para recibir copias de todas las quejas formales e informales y garantizar la implementación de políticas. El nombre e información de contacto para el oficial de cumplimiento será comunicado a través del distrito.

La superintendente está autorizada para dirigir la implementación de procedimientos que abordan los elementos de esta política.

Referencias Cruzadas: Política de la Directiva 3200  Derechos y Responsabilidades de Estudiantes
Política de la Directiva 3210  No Discriminación
Política de la Directiva 3240  Conducta Estudiantil
Política de la Directiva 3208  Acoso Sexual
Política de la Directiva 3300  Acciones Correctivas o Sanción

Referencias Legales: RCW 28A.300.285  Políticas de prevención de acoso, intimidación y acoso escolar

Fecha de Aprobación: 24 de mayo de 2011 efectivo 1º de agosto de 2011
Harassment-Intimidation-Bullying Incident Reporting Form

Today’s date: _______________________________

Name of reporting person (optional): ____________________________________________________________

Name of targeted student (student who was bullied/harassed/intimidated):
___________________________________________________________________________________________

Your email address (optional): ________________  Your phone number (optional): ________________

Name of school adult you’ve already contacted (if any): _____________________________________________

Name(s) of bullies (if known):
___________________________________________________________________________________________

On what dates did the incident(s) occur (if known):
___________________________________________________________________________________________

Where did the incident happen?  Circle all that apply.

Classroom  Hallway  Restroom  Playground  Locker room  Lunchroom  Sports field  Parking lot  School bus  Internet  Cell phone  Lunchroom  Off school property  On the way to/from school

Other (Please describe): ________________________________________________________________

Please check the box that best describes what the bully did.  Please choose all that apply.

☐ Hitting, kicking, shoving, spitting, hair pulling or throwing something at the student

☐ Getting another person to hit or harm the student

☐ Teasing, name calling, making critical remarks or threatening in person, by phone, by e-mail, etc.

☐ Putting the student down and making the student a target of jokes

☐ Making rude and/or threatening gestures

☐ Excluding or rejecting the student

☐ Making the student fearful, demanding money or exploiting

☐ Spreading harmful rumors or gossip

☐ Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)

☐ Other

If you select other, please describe: _________________________________________________________________
Why do you think the harassment, intimidation or bullying occurred?
___________________________________________________________________________________________

Were there any witnesses? Yes ☐ No ☐ If yes, please provide their names:
___________________________________________________________________________________________
___________________________________________________________________________________________

Did a physical injury result from this incident? If yes, please describe.
___________________________________________________________________________________________

Was the targeted student absent from school as a result of the incident? ☐ Yes ☐ No If yes, please describe:
___________________________________________________________________________________________

Is there any additional information?
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Thank you for reporting!

----------------------------------------------------------------For Office Use-------------------------------------------------------

Received by: ____________________________________________________________________________

Date received: ____________________________________________

Action taken: __________________________________________________________________________

Parent/guardian contacted: ___________________________________________________________________

Circle one: Resolved Unresolved

Referred to: ____________________________________________________________________________

Updated 7/20/15
Formulario de Notificación de Incidentes de Hostigamiento-Intimidación-Acoso Escolar

Fecha de hoy: _______________________________

Nombre de persona que presenta un informe (opcional): ______________________________________________

Nombre del estudiante identificado (estudiante que fue acosado/ hostigado/intimidadado):
____________________________________________________________________________

Su dirección de correo electrónico (opcional): ________________  Su número de teléfono (opcional): _______________

Nombre del adulto de la escuela que has contactado ya (si existe): ______________________________

Nombre(s) de acosadores (si se conocen):
___________________________________________________________________________________________

En qué fechas ocurrió el incidente(s) (si se conoce):
___________________________________________________________________________________________

¿Dónde ocurrió el incidente? Encierre todas las que correspondan.

Aula Pasillo Baño Patio de recreo Vestíbulo Cafeteria
Campo deportivo Estacionamiento Autobús escolar Internet Celular
Durante una actividad escolar Fuera de la propiedad escolar De ida/vuelta a la escuela

Otro (Por favor describa): _______________________________________________________

Por favor marque la casilla que mejor describa lo que hizo el acosador. Por favor elija todo lo que corresponda.

☐ Golpear, patear, empujar, escupir, estirar el pelo o lanzar algo al estudiante

☐ Conseguir que otra persona golpee o dañe al estudiante

☐ Ridiculizar, insultar, hacer comentarios críticos/amenazar en persona, por teléfono, correo electrónico, etc.

☐ Denigrar al estudiante y hacer que sea blanco de burlas

☐ Hacer gestos groseros o amenazantes

☐ Excluir o rechazar el estudiante

☐ Hacer que el estudiante tenga temor, exigiendo dinero o explotándolo

☐ Difundir rumores o chismes dañinos

☐ El acoso cibernético (acoso escolar por llamadas, mensajes de texto, correo electrónico, publicación por internet, etc.)

☐ Otro

Si selecciona otro, por favor describa: __________________________________________________________________________
¿Por qué crees que se produjo el hostigamiento, la intimidación o el acoso escolar?
___________________________________________________________________________________________

¿Hubo testigos?  Sí □ No □  De ser así, por favor proporcione sus nombres:
___________________________________________________________________________________________

___________________________________________________________________________________________

¿Resultó una lesión física como resultado de este incidente? De ser así, por favor describa.
___________________________________________________________________________________________

¿El estudiante identificado faltó a clases como resultado del incidente? □ Sí □ No De ser así, por favor describa:
___________________________________________________________________________________________

¿Hay alguna información adicional?
___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

¡Gracias por informar!

----------------------------------------------------------------For Office Use-------------------------------------------------------

Received by:  
Date received:  
Action taken:  
Parent/guardian contacted:  
Circle one:  Resolved  Unresolved

Referred to:  

Updated 7/20/15
STUDENTS

Sexual Harassment of Students Prohibited

The 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.

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally.
Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations
Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities
The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

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.

Notice and Training
The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District’s Title IX coordinator and provide contact information, including the coordinator’s email address.
Policy Review
The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Cross References:  
- Board Policy 3200  Students Right and Responsibilities
- Board Policy 3210  Nondiscrimination
- Board Policy 3240  Student Conduct
- Board Policy 3300  Corrective Actions or Punishment
- Board Policy 3207  Harassment, Intimidation, and Bullying

Legal References:  
- RCW 28A.400.310  Law against discrimination applicable to district’s employment practices
- 28A.640.020  Regulations, guidelines to eliminate discrimination
- Ch. 49.60  Law Against Discrimination
- WAC 392-200  Employment Discrimination
- 392-190-056, et seq.  Sexual harassment--Definitions
- 29 C.F.R. Part 1604.11  Sexual harassment

Adoption Date: June 13, 2017
STUDENTS

This procedure is intended to set forth the requirements of Policy 3208, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees, or third parties involved in school district activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the district will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

A. Notice

Information about the district’s sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, and will be reproduced in each student, staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 3208, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed with the Title IX/Civil Rights Compliance Coordinator at 1215 W. Lewis Street, Pasco, WA 99301.

B. Staff Responsibilities

In the event of an alleged sexual assault, the school principal or designee will immediately inform: (1) the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own complaint procedures; and (2) law enforcement. The principal or designee will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

C. Confidentiality

If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX/Civil Rights Compliance Coordinator for evaluation.

The Title IX/Civil Rights Compliance Coordinator should inform the complainant that honoring the request may limit the district’s ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will determine whether or not it can honor such a request while still providing a safe and
nondiscriminatory environment for all students, staff, and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant’s request to have his or her name withheld may limit the district’s ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the complaint.

D. Retaliation
Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take appropriate action against those found to have retaliated.

E. Informal Complaint Process
Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to the Title IX/Civil Rights Compliance Coordinator, Sarah Thornton, 1215 W. Lewis St., Pasco, 99301, 509-543-6700. Certificated or classified staff members who receive a complaint of sexual harassment shall inform the department or building administrator as soon as reasonably possible.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district’s investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the district believes the complaint needs to be more thoroughly investigated.

The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been
any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

F. Formal Complaint Process

1. Written Complaint to District
Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district’s investigation.

Filing of a Complaint

All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.

The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.

Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Coordinator, Sarah Thornton at the C.L. Booth Education Service Center, 1215 W. Lewis St., Pasco, WA 99301, 509-543-6700, sthornton@psd1.org. Any district employee who receives a complaint that meets these criteria will promptly notify the Title IX Coordinator.

Investigation and Response

The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator’s possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.

Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation. When the investigation is completed,
the Coordinator will compile a full written report of the complaint and the results of the investigation.

Superintendent Response

The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.

The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant’s right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).

The superintendent’s or designee’s response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.

Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent’s mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

2. Appeal to Board of Directors

Notice of Appeal and Hearing
If a complainant disagrees with the superintendent’s or designee’s written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

**Board Decision**

Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant’s right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

**3. Complaint to the Superintendent of Public Instruction**

**Filing of Complaint**

If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors’ decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district’s complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

**Investigation, Determination and Corrective Action**

Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance. A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

4. Administrative Hearing
A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office’s written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

5. Other Complaint Options
Office for Civil Rights (OCR), U.S. Department of Education
OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)
WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

6. Mediation
At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant’s right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being
mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

G. Training and Orientation
A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

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

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

H. Policy and Procedure Review
The Title IX Officer will annually review this policy and procedure and recommend updates to the board of directors or superintendent as needed. This review may involve students, staff, parents and community members.

Adoption Date: June 30, 2017
STUDENTS

Nondiscrimination

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, Girl Scouts, 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.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student’s ability to participate in or benefit from the district’s course offerings; educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

The district’s nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include:

1. notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories;
2. the name and contact information of the district’s compliance officer designated to ensure compliance with this policy; and
3. the names and contact information of the district’s Section 504 and Title IX compliance officers.

The district will annually publish notice reasonably calculated to inform students, students’ parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district’s discrimination complaint procedure.

The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district.

The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy.

Cross References: Board Policy 2120 Course Design, Selection, and Adoption of Instructional Materials

Board Policy 2140 Guidance and Counseling
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**Legal References:**

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<td>WAC</td>
<td>392-400-215</td>
<td>Student rights</td>
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<td>392-190</td>
<td>Equal Educational Opportunity — Unlawful Discrimination Prohibited</td>
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<td>12101-12213</td>
<td>Americans with Disabilities Act</td>
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Adoption Date: June 13, 2017
STUDENTS

Complaint Procedure-Discrimination Against Students Prohibited

Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations is satisfactory to the complainant, the administration, and the board of directors. This complaint procedure will apply to the general conditions of the nondiscrimination policy (Policy 3210) and more particularly to policies addressing guidance and counseling (Policy 2140), co-curricular program (Policy 2150), service animals in schools (Section () of Policy 2030) and curriculum development and instructional materials (Policy 2020).

As used in this procedure, the following definitions will apply:

A. **Complaint** means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

B. **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken by the district. The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a complaint under this policy and procedure and from retaliating against an individual for filing such a complaint.

A. **Informal Process for Resolution**

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the district must notify complainant of their right to file a formal complaint.

B. **Formal Process for Resolution**
1. Complaint to District
The complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer or designee will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The compliance officer shall provide the superintendent with a full written report of the complaint and the results of the investigation.

The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the Office of the Superintendent of Public Instruction.

The decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant’s right to appeal to the school board and the necessary filing information. The superintendent’s or designee’s response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with federal law.

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

2. Appeal to the Board of Directors
If a complainant disagrees with the superintendent’s or designee’s written decision, the complainant may appeal the decision to the board of directors by filing a written notice of appeal with the superintendent within ten (10) calendar days following the date upon which the complainant received the response.

The board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with federal law. The decision will include notice of the complainant’s right to appeal to the Office of the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the Office of the Superintendent of Public Instruction.
3. Complaint to the Superintendent of Public Instruction
If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

1. A complaint must be received by the Superintendent of Public Instruction (OSPI) on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors’ decision, unless the OSPI grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

2. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district’s complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

3. Upon receipt of a complaint, the OSPI may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

4. Administrative Hearing
A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office’s written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Ch. 34.05 RCW.

C. Mediation
At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The
complainant and the district may agree to extend the discrimination complaint process
deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an
opportunity to resolve disputes and reach a mutually acceptable agreement through the
use of an impartial mediator. Mediation must be voluntary and requires the mutual
agreement of both parties. It may be terminated by either party at any time during the
mediation process. It may not be used to deny or delay a complainant’s right to utilize the
complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be
an employee of any school district, public charter school, or other public or private
agency that is providing education related services to a student who is the subject of the
complaint being mediated; or 2) Have a personal or professional conflict of interest. A
mediator is not considered an employee of the district or charter school or other public or
private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding
agreement that sets forth the resolution and states that all discussions that occurred during
the course of mediation will remain confidential and may not be used as evidence in any
subsequent complaint, due process hearing or civil proceeding. The agreement must be
signed by the complainant and a district representative who has authority to bind the
district.

**Preservation of Records**
The files containing copies of all correspondence relative to each complaint communicated to the
district and the disposition, including any corrective measures instituted by the district, will be
retained in the office of the compliance officer for a period of six years.

Adoption Date:  June 30, 2017
STUDENTS

Freedom of Expression

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

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

Legal Reference: WAC 180-40-215 Student rights

Adoption Date: August 23, 1994
STUDENTS

Freedom of Expression

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

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

A. Publications or oral speeches which advocate racial, religious, or ethnic prejudice or discrimination or seriously disparage particular racial, religious, or ethnic groups are prohibited.

B. Distribution of written materials or presentation of an oral speech in an assembly or classroom setting may be restricted:

1. Where there is evidence which reasonably supports a forecast that the expression is likely to cause material and substantial disruption of, or interference with, school activities, which disruption or interference cannot be prevented by reasonably available, less restrictive means; or

2. Where such expression unduly impinges upon the rights of others.

C. Distribution of written material or presentation of an oral speech which are construed to be obscene shall not be permitted. Rules for determining obscenity should be consistent with those as applied to instructional materials. Obscene materials is what the average person, applying contemporary community standards, would find that the work taken as a whole, appeals to prurient interests; that the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; or, that the work, taken as a whole lacks serious literary, artistic, political, or scientific value.

D. Libelous material or speech will be prohibited. Libelous material shall be defined to include defamatory falsehoods about public figures or governmental officials. In order to be libelous, the defamatory falsehood must be made with actual malice, that is, with knowledge that it is false, or with reckless disregard of whether it was false or not.

E. Material may be considered profane when the language does not meet the standards of professional journalism as evidenced by the daily newspapers commonly distributed in the district. Sanctions may be imposed on a student when he or she engages in offensive language.

F. Publications may not invade the privacy of individuals. Such occurrences may include: exploitation of one’s personality; publications of one’s private affairs with which the public has no legitimate concerns; or wrongful intrusion into one’s private activities in a manner
that can cause mental suffering, shame, or humiliation to a reasonable person of ordinary sensibilities.

G. Publications or oral speeches which criticize school officials or advocate violation of school rules may be prohibited when there is evidence which supports a forecast that substantial disruption of school may develop.
STUDENTS

Student Publications

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

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

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

Legal References: WAC 180-40-215 Student Rights

Adoption Date: August 23, 1994
STUDENTS

Student Publications

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

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

While the district believes that students should be encouraged to exercise good judgment in the content of the student publication program, such expressive writing must be in keeping with the school’s instructional mission and values. Material must be free of content that: runs counter to the instructional program; invades the privacy of individuals; demeans or otherwise damages individuals or groups; supports the violation of school rules; or is inappropriate for the maturity level of the students. Such publication activities must also teach respect for the sensitivity of others and standards of civility as well as the elements of responsible journalism.

Adoption Date: August 23, 1994
STUDENTS

Distribution of Materials

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

Students responsible for the distribution of material which leads to a substantial disruption of school activity or otherwise interferes with school operations shall be subject to corrective disciplinary action.

Cross References: Board Policy 3220 Freedom of Expression
                   Board Policy 3300 Corrective Actions or Punishment

Legal References: WAC 180-40-215 Student Rights

Adoption Date: August 23, 1994
STUDENTS

Distribution of Materials

Students’ constitutional rights of freedom of speech or expression provide for the opportunity to distribute written materials on school premises. However, distribution of materials by students shall not cause disruption of or interference with school activities. Students will be subject to corrective action or punishment, including suspension or expulsion, depending on the nature of the disruption or interference resulting from distribution of materials.

The following guidelines are in effect in each school building:

A. A student may distribute no more than fifteen (15) copies of printed material without seeking the approval of the principal.

B. Any student intending to distribute more than fifteen (15) copies of any student-sponsored material shall submit a copy to the principal at least forty-eight (48) hours prior to the proposed time for distribution, together with a detailed description of the plan for distribution.

C. Distribution plans shall be approved by the principal if no substantial disruption or interference of school activity will result from distribution of materials at the time, place and manner indicated. If the plan is not approved, the student will be advised, in writing of the reasons for denial.

D. The student may request the superintendent to review the principal’s decision. Such request for review must be made within two (2) school business days following the principal’s decision. A decision shall be rendered by the superintendent within two (2) school business days.

Adoption Date: August 23, 1994
STUDENTS

Freedom of Assembly

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

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

Legal References: WAC 180-40-215 Student rights

Adoption Date: August 23, 1994
STUDENTS

Student Dress

Preventing disruptions to the 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 parent(s) or guardian(s), consistent with district policy.

Student dress shall 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;

B. Damage to school property shall result from the student’s dress; or

C. A material and substantial disruption of the educational process will result from the student’s dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student’s conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes, but is not limited to, the use, possession or display of obscene, sexual, drug or alcohol-related messages, or gang-related apparel or paraphernalia.

The superintendent shall establish procedures providing guidance to students, parents and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures shall ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action if corrections are not undertaken. Building administrators are authorized, within the scope of this policy and procedure, and with the approval of the superintendent, to adopt specific student dress codes at each school.

Cross References:      Board Policy 3220      Freedom of Expression

Legal References:      WAC 392-400-215      Student Rights
                      392-400-225      School district rules defining misconduct

Adoption Date: May 13, 2008
STUDENTS

Student Dress

The student and parent(s) or guardian(s) may determine the student’s personal dress and grooming standards, provided that the student’s dress and grooming shall not:

A. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;

B. Create a health or other hazard to the student’s safety or to the safety of others;

C. Create an atmosphere in which a student’s, staff member’s, or other person’s well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or

D. Imple gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or one’s person.

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

A. Creates a hazard to the student’s safety or to the safety of others; or

B. Shall prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

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

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

Adoption Date: October 14, 1997
STUDENTS

Student Privacy

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. However, no right nor expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school district; and the locker shall be subject to search in accordance with board policy.

The board of directors is committed to protecting the health and welfare of all students, maintaining the security of the schools, and promoting the effective operation of the schools.

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.

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 the parent(s) or guardian(s) have the same rights as eighteen-year-old students. Students over fourteen years of age have the right to keep private any district records indicating that they have been tested or treated for a sexually transmitted disease.

Cross References: Board Policy 3231  Searches of Students and Their Property
                                   Board Policy 3232  Locker Searches
                                   Board Policy 3414  Infectious Diseases

Legal References: Ch. 13 RCW  Emancipation of Washington Residents
                   RCW  28A.600.020  Government of schools, pupils, employees,
                                      rules and regulations for – To
                                      insure optimum learning atmosphere
                   RCW  28A.320.040  Bylaws for board and school government
                   WAC  180-40-215  Student Rights

Adoption Date: August 23, 1994
STUDENTS

Searches of Students and Personal Property

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student is subject to search by school officials if reasonable grounds exist to suspect that the search will yield evidence of a student’s violation of the law or school rules governing student conduct.

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

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

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

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

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

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.

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

Legal References:  
RCW 28A.600.210 School locker searches  
Through 330  
WAC 180-40-215 Student Rights

Adoption Date: August 23, 1994
STUDENTS

Searches of Students and Personal Property

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

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

A. Identify (1) the student’s suspicious conduct, behavior, or activity; (2) the source of the information; and (3) the reliability of the source of such information.

B. If suspicion could be confirmed, determine if such conduct is a violation of the law or school rules.

C. Determine if the student is likely to possess or have concealed any item, material, or substance which is itself prohibited or which would be evidence of a violation of the law or a school rule.

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

A. If evidence of criminal activity is suspected to be present and prosecution by civil authorities will be recommended if confirmed by the search, consult law enforcement officials regarding the appropriateness of a search by a law enforcement officer.

B. If evidence of violation of a school rule is suspected and if confirmed by the search will be handled solely as a student discipline action, proceed to search by asking the student to remove all items from pockets, purses, handbags, backpacks or gym bags.

C. If the student refuses to cooperate in a person search, the student should be held until the student’s parent(s) or guardian(s) is available to consent to the search. If a parent(s) or guardian(s) cannot be reached in a reasonable time, the principal may conduct the search without the student’s consent.

D. When reasonable grounds have been established, the principal has the authority to use a metal detector. The student should first be advised of the purpose of the search and asked to remove all metal items from his or her person, clothing, or property.

Adoption Date: August 23, 1994
STUDENTS

Locker Searches

Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school district. No right nor expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school.

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

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

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

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

Cross References: Board Policy 3231 Searches of Students and Their Property

Legal References: RCW 28A.600.210 School official searches of student lockers
Through 240

WAC 180-40-215 Student rights

Adoption Date: August 23, 1994
STUDENTS

Locker Searches

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

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

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

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

Administrative inspections or health and welfare inspections may be conducted at any time for the purpose of locating misplaced library books, textbooks, or other school property or to ensure that all lockers, desks, or storage areas are being kept clean and free from potential health or safety hazards.

Periodic inspections of lockers will reinforce the district’s ownership of lockers and the minimal expectation of privacy students have in the contents of their lockers.

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

Adoption Date: August 23, 1994
STUDENTS

Student Conduct

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

Students are expected to:

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

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

Cross References:  Board Policy 8123  Student Conduct on Buses
                      Board Policy 5336  Use of Tobacco

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

Adoption Date: July 15, 1997
STUDENTS

Student Conduct

Respect for the Law and the Rights of Others

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

Compliance with Rules

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

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

Alteration of Records and Cheating

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

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

Attendance

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

Alcohol, Chemical Substances and Tobacco Products

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance, or tobacco product.
Disruptive Conduct

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

A. Occupying a school building or school grounds in order to deprive others of its use;

B. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;

C. Setting fire to or substantially damaging school property;

D. Using, or threatening to use, firearms, explosives or other weapons on the school premises;

E. Preventing students from attending a class or school activity;

F. Blocking normal pedestrian or vehicular traffic on a school campus;

G. Interfering seriously with the conduct of any class or activity; and

H. Gambling or encouraging other students to gamble.

Damage or Theft of Property

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

Extortion, Assault or Causing Physical Injury

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

Gang Activity

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

Leaving Campus During School Hours

A student shall not leave the school campus during the school day unless excused by the school office. Pasco High School students may leave the campus during lunch.

Loitering

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

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

Weapons and Dangerous Instruments

A student shall not possess or transmit any object that can reasonably be considered a firearm, air gun, knife, or a dangerous weapon. (See Policy 3244.)

Adoption Date: December 9, 1997
STUDENTS

Student Driving

The board regards the use of motor vehicles and bicycles for travel to and from school as an assumption of responsibility by parent(s) or guardian(s) and students. The superintendent shall develop procedures governing the use of bicycles and motor vehicles while on school property and shall disseminate those procedures to all students so affected.

Adoption Date: August 23, 1994
STUDENTS

Student Driving

Students may drive automobiles to and from school and to and from lunch. They may not be driven during the school day without the consent of the parent(s) or guardian(s) and principal. They may not transport another student during the school day unless consent has been granted by the student’s parent(s) or guardian(s).

A student may use the school parking lot subject to the following conditions:

A. A student must register the car in the school office. The student must possess a valid Washington driver’s license and show evidence that there is a liability and property damage insurance coverage on the vehicle and acknowledge that he or she will assume full responsibility for any comprehensive or collision claims that may occur while on school property.

B. Students may not occupy a vehicle (without permission) during the instructional school day.

C. In terms of student conduct rules, “possession” of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon shall also extend to a student’s vehicle.

A student who does not conform to the above rules shall be subject to disciplinary action.

Adoption Date: August 23, 1994
STUDENTS

Closed Campus

All students through grade 8 shall remain on school grounds from time of arrival until close of school unless officially excused.

Adoption Date: August 23, 1994
STUDENTS

Social Events

The board recognizes the value of student social events in enhancing and enriching the school experience for the children of this district. The principal shall have authority to schedule appropriate school facilities and to provide appropriate staff for the conduct of social events. School-sponsored social events which take place outside school facilities must be approved by the superintendent.

Students shall be held responsible for compliance with rules set forth in advance for this event. Infractions of those rules shall be subject to the same corrective action or punishment as if applied during the regular school program.

The principal shall be responsible for the formulation of rules and procedures governing the conduct and safety of all participants.

Adoption Date: August 23, 1994
STUDENTS

Weapons and Firearms

It is the policy of the Pasco School District that there be no tolerance for the possession or use of weapons or firearms by students. Students may not possess or use weapons on school property, on school-provided transportation, in areas or facilities being used exclusively by a school, or at school-sponsored events or activities.

Weapons prohibited by this policy include firearms, “dangerous weapons”, and “deadly weapons” as defined under federal and state law. Weapons prohibited by this policy also include explosives, items capable of producing bodily harm, and objects, including toys or replicas, that can be reasonably used to inflict serious bodily injury when such an item is used with the intent to harm or intimidate another student, or when there is no other reasonable purpose for possessing the object except to use it as a weapon.

Possession or use of a firearm in violation of this policy shall result in a minimum one (1) year expulsion from the district. The superintendent or designee may modify the mandatory expulsion on a case-by-case basis. Exceptions to this policy may be made only as allowed by state law and authorized by the district. Schools shall post “Gun-Free Zone” signs around their facilities.

Any student who possesses any weapon, other than a firearm, in violation of this policy may be expelled or be subject to other school discipline as provided in board policy and state law.

The principal or designee shall promptly notify law enforcement and the student’s parent(s) or guardian(s) of an alleged violation of this policy.

Cross References:  Board Policy  4315  Regulation of Dangerous Weapons on School Premises  3300-3331 Corrective Actions or Punishments

Legal References:  RCW  9.41.010  Firearm defined  9.41.250  Dangerous weapon defined  9.41.280  Possessing dangerous weapons on school facilities—Penalty  9.94A.602  Deadly weapon defined  28A.600.420  Firearms on school premises, transportation or facilities— penalty—exemptions

  18 U.S.C. Sec. 921  Firearm defined

Adoption Date:  August 14, 2007
STUDENTS

Release of Student Directory Information

The district is prohibited from releasing any personally-identifiable records or files about an individual student without written parental or guardian consent. However, the district may release a list of students belonging to a group such as “graduating seniors.” A student’s name will be excluded from a listing of students on written request by a parent(s) or guardian(s). Information in a list may include:

A. The student’s name, address and telephone number;

B. Date and place of birth;

C. Major field of study;

D. Participation in officially recognized activities and sports;

E. Weight and height of members of athletic teams;

F. Dates of attendance;

G. Degrees and awards received; and

H. The most recent previous educational agency or institution attended by the student.

The district may also release photographs of students for public information purposes.

At least once a year, parent(s) or guardian(s) shall be notified of their right to request that any or all of these categories of information, including personally-identifiable photographs, not be released without their prior consent.

Cross References: Board Policy 3600 Student Records

Legal References: 34 CFR, Part 99 Family Education Rights and Privacy Act
RCW 40.24 Address Confidentiality Program
WAC 434-840 Address Confidentiality Program

Adoption Date: July 15, 1997
STUDENTS

Corrective Actions or Punishment

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

A. **Expulsion** is the exclusion from school or individual classes for a period of up to one calendar year, or longer as allowed by law.

B. **Suspension** is the exclusion from school, or individual classes for a specific period of time, after which the student has the right to return.

1. A suspension is short term if it is for a period of ten (10) consecutive school days or less. Separate short-term suspensions shall not total more than ten (10) school days in a semester for any student in grades K-4. Separate short-term suspensions shall not total more than fifteen (15) days in a semester for a student in any other grade. Students’ grades shall not be affected substantially as a result of a short-term suspension.

2. Suspensions which exceed ten (10) consecutive school days are long-term suspensions.

No student in kindergarten through grade four shall be subject to short-term suspension for more than ten school days during any school semester. No student in grades K-4 shall be subject to a long-term suspension. No loss of academic grades or credit shall be imposed by reason of the suspension of such a student.

For students in grade five and above, no single long-term suspension shall be imposed in a manner which causes the student to lose academic grades or credit in excess of one semester during the same school year.

C. **Discipline** constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

As a general rule, no student shall be suspended for a short or long term unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative ad hoc citizens committee, shall recommend for board approval the nature and extent of the corrective
actions and/or punishments which may be imposed as a consequence of prescribed misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances. Suspensions or expulsions shall be used only for instances of serious student misconduct as defined in the district’s discipline handbook.

Prior to the imposition of a corrective action or punishment upon a special education student, the school principal and special education staff who have knowledge of the student’s handicapping condition will determine if there is a causal relationship between the handicapping condition and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education programming procedures shall be employed. When a causal relationship is not found, the special education student is subject to the same disciplinary action as any other student.

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

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

The superintendent or designee shall have the authority to discipline, suspend or expel students. The superintendent shall identify the conditions under which a teacher may exclude a student for all or any portion of a school day and shall also designate which staff members have the authority to initiate or to impose discipline, suspensions or expulsions.

Parent(s) or guardian(s) and students shall be given notice in writing of the standard of conduct the district requires regarding drug and alcohol use and a statement of the disciplinary sanctions for violations of that standard. The notice in writing shall also include information about disciplinary sanctions for violation of the discipline code, which includes other areas in addition to drugs and alcohol.
Cross References:  Board Policy 2161  Education of Students with Disabilities

Legal References:  
- **RCW 9.41.280**  Carrying dangerous weapons on school facilities—Penalty—Exceptions
- **28A.225.020-030**  School’s duties upon child’s failure to attend school
- **28A.600.010**  Government of schools, pupils, employees, rules and regulations for – Due process guarantees – Enforcement
- **28A.600.015**  Rules incorporating due process guarantees of pupils with regard to expulsions and suspensions
- **28A.600.020**  Exclusion of student from classroom — Written disciplinary procedures — Long-term suspension or expulsion
- **28A.600.022**  Suspended or Expelled Students—Reengagement plan
- **28A.600.420**  Firearms on school premises, transportation, or facilities – Penalty – Exemptions
- **WAC 392-400**  Pupils
- **41 USC §§ 701-707**  Drug Free Workplace Action of 1988 and as amended in 1989
- **20 USC §§ 7101-7118**  Safe and Drug Free Schools and Communities Act
- **21 USC § 812**  Controlled Substance Act
- **21 CFR 1300.11-1300.15**

Adoption Date:  March 11, 2014
STUDENTS

Ad Hoc Citizens Guidelines for Exceptional Misconduct

Washington Administrative Code 180-40 requires that before a short- or long-term suspension or an expulsion may be imposed as a result of exceptional misconduct, the district must consult an ad hoc citizens committee to define “exceptional misconduct.” In the spring of 1993, a committee of eight parent(s) or guardian(s) consulted with the district to define extreme misconduct and sanction guidelines. These guidelines were written based on a principal panel discussion, a review of the law and district policy.

The following are presented as guidelines and are provided with the understanding that disciplinarians and hearing officers must evaluate each situation and apply the standards fairly.

<table>
<thead>
<tr>
<th>Possessing, Using, or Being Under the Influence of Controlled Substances (Including Look-Alikes)</th>
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<tbody>
<tr>
<td>First Offense:</td>
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<tr>
<th>Selling or Distributing, Possession With Intent to Sell or Distribute</th>
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Possession or Use of Tobacco Products

First Offense:
- One (1) to five (5) days work detention scheduled outside of the school day
- Drug/alcohol counseling

Second Offense:
- Five (5) to ten (10) days suspension
- Student/parent(s) or guardian(s) conference
- Drug/alcohol counseling

Third Offense:
- Suspension for ten (10) days or balance of semester
- Student/parent(s) or guardian(s) conference required for reinstatement
- Drug/alcohol counseling

Arson or Setting Fire to School Property, False Setting of Fire Alarm

- Law enforcement report to be filed
- Student/parent(s) or guardian(s)/counselor conference required
- Financial restitution
- Suspension or expulsion as appropriate for the severity of damages or repetitive offense(s)

Damaging School Property

- Financial restitution
- Suspension or expulsion as appropriate for the severity of damage or repetitive offense(s)
- Parent(s) or guardian(s) conference required
- Criminal charges also may be filed depending on the severity and appropriateness

Disrespect or Contempt Shown to Staff; Profanity, Verbal Abuse or Willful Disobedience; Disrespect, Contempt, Profanity or Verbal Abuse Communicated Toward Peers

First Offense:
- Short-term suspension
- Anger management counseling if necessary
- Law enforcement report to be filed depending upon severity of incident

Second Offense:
- Suspension or expulsion as appropriate for the severity of the offense
- Counseling if necessary
- Law enforcement report to be filed depending upon the severity of the incident
Disrupting the Educational Process

- Student/parent(s) or guardian(s) conference to try to determine cause of behavior and to provide help for the student
- Discipline, including possible suspension or expulsion as appropriate for the severity of the offense

Gang-Related Disturbances and Behavior,
Including, But Not Limited to,
Gang Graffiti, Gang Clothing and Gang Hand Signs

- Law enforcement report filed if appropriate
- Suspension or expulsion as appropriate for the severity of the offense
- Conference with student/parent(s) or guardian(s) prior to return

Extreme Uncontrolled Rage or Anger

- Short-term or emergency expulsion
- Student/parent(s) or guardian(s)/counselor conference to try to determine cause of behavior and to provide help for the student
- Anger management counseling if necessary

Threatening or Causing Physical Injury

First Offense
- Law enforcement report to be filed if appropriate
- One (1) to five (5) days suspension
- Conference with student/parent(s) or guardian(s) prior to return

Second Offense:
- Law enforcement report to be filed if appropriate
- Six (6) to ten (10) days suspension
- Conference with parent(s) or guardian(s)/counselor prior to return

Third Offense:
- Law enforcement report to be filed if appropriate
- Suspension or expulsion as appropriate for the severity of the offense
- Conference with student/parent(s) or guardian(s) prior to return
Inappropriate Sexual-Related Behavior, Verbal or Physical Abuse, or Harassment

First Offense:
- Law enforcement/CPS report to be filed if appropriate
- Conference with student/parent(s) or guardian(s)
- One (1) to five (5) days suspension

Second Offense:
- Law enforcement/CPS report to be filed if appropriate
- Conference with student/parent(s) or guardian(s)
- Six (6) to ten (10) days suspension
- Counseling if needed

Third Offense:
- Law enforcement/CPS report to be filed if appropriate
- Conference with student/parent(s) or guardian(s)
- Suspension or expulsion as appropriate for the severity of the offense
- Counseling if needed

Possessing and/or Using Weapons or Explosive Devices

- Law enforcement report to be filed
- Discipline, including suspension or expulsion as determined appropriate for the severity of the offense
- Emergency expulsion when necessary
- Student/parent(s) or guardian(s) conference

Cumulative Violations

- Law enforcement report to be filed
- Student/parent(s) or guardian(s) conference required
- Suspension or expulsion as appropriate for the severity of the offenses

Adoption Date: August 23, 1994
STUDENTS

Student Discipline

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

A. Consistent from day to day and student to student;

B. Balanced against the severity of the misconduct;

C. Appropriate to the student’s nature and prior behavior;

D. Fair to the student, parent(s) or guardian(s), and others; and

E. Effective

Since these criteria may be in conflict, established procedures must be followed in correcting misbehavior. Appeal procedures have been established in order to provide for an opportunity for every corrective action or punishment to be reviewed by someone in authority and to instill confidence among students and parent(s) or guardian(s) as to the essential fairness of staff.

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

A teacher shall have the authority to exclude a student from his or her classroom for all or any part of the period or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, except in emergency circumstances, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period without the consent of the teacher.

Legal References:  
RCW 28A.600.020  Government of schools, pupils, employees, rules and regulations for – To insure optimum learning atmosphere
RCW 28A.600.040  Pupils to comply with rules and regulations
RCW 28A.400.110  Principal to assure appropriate student discipline

Adoption Date:  August 23, 1994
STUDENTS

Prohibition of Corporal Punishment

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

Corporal punishment does not include:

1. The use of reasonable physical force by an administrator, teacher, other school employee or volunteer as necessary to maintain order to prevent a student from harming himself or herself, other students, school staff and other persons or property;

2. Physical pain or discomfort resulting from or caused by training for or participation in athletic competition or recreational activity voluntarily engaged in by a student;

3. Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects; or

4. Physical restraint or the use of aversive therapy as part of a behavior management program in a student’s individual education program which has been signed by the parent(s) or guardian(s) and is carried out according to district procedures in compliance with WAC 392-388 through 398.

Legal References:  
RCW 9A.16.100 Washington Criminal Code
WAC 180-40-235 Discipline – Conditions and Limitations

Adoption Date: July 15, 1997
STUDENTS

Detention

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

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

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

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

The principal shall be responsible for seeing that the time which the student spends for corrective action shall be used constructively.

Adoption Date: August 23, 1994
STUDENTS

Use of Restraint or Isolation with Students

This policy applies to any use of restraint or isolation of all students, including students who have an individualized education program (“IEP”) or who have in place a plan developed under section 504 of the Rehabilitation Act of 1973 (“504 plan”). This includes, but is not limited to, restraint or isolation of students that results in injury to the student or to staff.

The following definitions apply throughout this policy and procedure:

  a) “Isolation” means restricting the student alone within a room or enclosure from which the student may not leave. This does not include exclusion from the regular instructional area or temporary removal of a student to an unlocked area for appropriate behavior intervention.

  b) “Restraint” means physical intervention or force used to control a student, including use of a restraint device. It does not include the use of prescribed medical, orthopedic, or therapeutic devices when used as intended.

  c) “Restraint device” means a device used to assist in controlling a student, including but not limited to metal handcuffs, plastic ties, ankle restraints, leather cuffs, other hospital-type restraints, pepper spray, tasers, or batons. This does not include the use of assistive devices ordered by a medical provider when used to stabilize a student or items such as transportation harnesses and medical/orthopedic devices.

Use of restraint or isolation with students during school-sponsored instruction or activities may only be used to preserve the safety of students and/or staff, or in any manner consistent with a student’s written intervention plan. Such use must be reasonably necessary to control spontaneous behavior that poses an immediate likelihood of serious harm, and be consistent with staff training on the use of approved intervention strategies. Use of restraint or isolation with students must be monitored by a staff member and must be discontinued as soon as the likelihood of harm has dissipated. This policy is intended to encourage the use of the least amount of restraint or isolation necessary to protect the safety of staff and students under the circumstances.

Restraint or isolation with students who have either an IEP or a 504 Plan is not permitted unless necessary for specific advanced education planning, and is agreed upon by the parent or guardian. Use of said restraint or isolation must be consistent with the requirements of the IEP or 504 Plan. The planned use of aversive interventions with students on an IEP or 504 Plan is prohibited.

Use of restraint devices by district employees during school-sponsored instruction or activities is not authorized in any circumstance unless there is reason to believe imminent death or serious bodily injury to the student(s) and/or other person would result without the use of the restraint device.

The superintendent will establish procedures consistent with this policy. The procedures will include review of the incident with the student and parent/guardian to address the behavior
precipitating the action; addressing the appropriateness of the response; review of what training or support is needed to avoid similar incidents in the future; recommendations for resources; and review of the incident with staff member who took the action. The procedures will also include requirements for notice to the principal or designee, the district, and the parent/guardian.

The parent(s)/guardian(s) of a student with an IEP or 504 plan will be provided with a copy of this policy. An IEP will include procedures for notification to a parent/guardian regarding the use of restraint or isolation.

Cross References:
- Board Policy 2161: Special Education and Related Services for Eligible Students
- Board Policy 2162: Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973
- Board Policy 3311: Prohibition of Corporal Punishment

Legal References:
- RCW 9A.16.020: Use of Force – When lawful
- RCW 9A.16.100: Use of Force on Children – Policy – Actions presumed unreasonable
- 28A.150.300: Corporal Punishment Prohibited
- WAC Ch. 392-172A: Rules for the Provision of Special Education Discipline – Conditions and limitations
- ESHB 1688: K-12 Education – Student Restraint and Isolation -- Reporting

Adoption Date: March 8, 2016
STUDENTS

Use of Restraint or Isolation with Special Needs Students

Use of restraint or isolation of a student who has an individualized education program (“IEP”) or who has in place a plan developed under section 504 of the Rehabilitation Act of 1973 (“504 plan”) may be used consistent with board policy and this procedure. Parents/guardians must be provided a copy of this policy and procedure at the time the IEP or 504 plan is created.

Following the release of a student from the use of restraint or isolation, the school will implement the following:

1) Any school employee, school resource officer, or school security officer who uses restraint or isolation on a student during school-sponsored instruction or activities must inform the building administrator or his/her designee as soon as possible.

2) Within two business days of the incident, the school employee, school resource officer, or school security officer must submit a written report of the incident to the attention of the Special Services Department at the district office. The report should include, at a minimum, the following information:
   a. The date and time of the incident;
   b. The name and job title of the individual who administered the restraint or isolation;
   c. The name of the student;
   d. A description of the activity that led to the restraint or isolation;
   e. The type of restraint or isolation used on the student, including the duration;
   f. Whether the student or staff member was physically injured during the incident and whether any medical response was required (i.e. on-site medical care, 911 call, etc.).

3) The principal or his/her designee must make a reasonable effort to verbally inform the student’s parent/guardian within twenty-four (24) hours of the incident, and must send a written notice to the parent/guardian within five (5) business days after the incident. If the school or district customarily provides the parent/guardian with school-related information in a language other than English, the written report under this section must be provided to the parent/guardian in that language.

4) The principal or his/her designee will conduct follow-up to review the incident with the student to address the student’s behavior that precipitated the use of restraint or isolation;

5) The principal or his/her designee will review the incident with the staff person(s) who administered the restraint or isolation to discuss whether proper procedures were followed and what additional action, if any, is necessary.

Adoption Date: November 19, 2013
**Pasco School District Incident Report Form**  
**Use of Restraint or Isolation (Policy 3313 and 3313p)**

<table>
<thead>
<tr>
<th>Notifications</th>
<th>Name</th>
<th>Date Notified</th>
<th>Who did notification?</th>
<th>How?</th>
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<tbody>
<tr>
<td>Building Admin</td>
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<tr>
<td>Parent</td>
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<tr>
<td>District Admin</td>
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</tbody>
</table>

**Student’s Name:** __________________________________________  
**ID#:_________________**  
**Birthdate:** _______________  
IEP □ 504 □ Referral □

**Isolation:**

- **Initiated by:** _____________________________________________  
- **Job Title:** _______________________________________________  
- **Type of Isolation:** _______________________________________  
- **Location:** _______________________________________________  
- **Time In:** _________________  
- **Time Released:** ____________________  
- **Witnessed by (staff):** ____________________________________

**Restraint:**

- **Initiated by:** _____________________________________________  
- **Job Title:** _______________________________________________  
- **Restraint device used?** YES  NO  
- **What type:** ______________________________________________  
- **Type of Restraint:** _________________________________________  
- **Location:** _______________________________________________  
- **Time In:** _________________  
- **Time Released:** ____________________  
- **Witnessed by (staff):** ____________________________________

**Antecedents:** (Describe activity that led to isolation or restraint – ex: student was asked by staff member to surrender backpack)

__________________________________________________________________________________________________________________________________

**Student Behavior:** (Describe behavior student demonstrated that led to isolation or restraint – ex: student became physically aggressive; hitting, kicking staff)

__________________________________________________________________________________________________________________________________

**Was a student physically injured during the incident?** YES  NO  
**Who:**_______________________________________________________

**Was any staff member physically injured during incident?** YES  NO  
**Who:**_______________________________________________________

**Was any medical response required (On-site, 911 call, etc)** YES  NO  
**Describe:** ________________________________________________

**Signature of individual completing report:** _______________________  
**Administrator Signature:** ______________________

**3313F**  
*To be sent to Special Services within 48 hours of incident*  
**Date Form Received by Special Services Office:** ____________
Incident Review Summary *(to be completed by Principal or designee)*:

__________________________________________________________________________________________________

__________________________________________________________________________________________________

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Additional Action (If Any)

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__________________________________________________________________________________________________
STUDENTS

Suspensions or Expulsions

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule, no student shall be suspended for a short or long term unless other forms of corrective action reasonably calculated to modify his or her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative ad hoc citizens committee, shall recommend for board approval the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of prescribed misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances. No student shall be suspended or expelled because of one or more unexcused absence(s) pursuant to board policy 3122.

1. Short-Term Suspension

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

A. An oral or written notice of the charges shall be provided to the student;

B. An oral or written explanation of the evidence in support of the charges shall be provided to the student;

C. An oral or written explanation of the suspension which may be imposed shall be provided to the student;

D. The student shall be provided the opportunity to present his or her explanation.

The parent(s) or guardian(s) of the student shall be notified of the reason for the suspension and the duration of the suspension orally or by U.S. Mail as soon as reasonably possible. Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests if:

A. Such assignments or tests have a substantial effect upon the student’s semester grade or grades; or

B. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.
2. **Grievance Process for Short-Term Suspension**

Any student or parent(s) or guardian(s) who is aggrieved by the imposition of a short-term suspension will have the right to an informal conference with the principal or designee for the purpose of resolving the grievance. At such conference the student and parent(s) or guardian(s) will be subject to questioning by the principal or designee and will be permitted to question school personnel involved in the matter being grieved.

If the grievance is not resolved, the student and parent(s) or guardian(s) may, upon two (2) school business days prior notice, present a written and/or oral grievance to the superintendent or designee. If the grievance is not resolved, the parent(s) or guardian(s) and student, upon two (2) school business days prior notice, will have the right to present a written and/or oral grievance to the board at its next regular meeting. A closed meeting may be held for the purpose of considering the grievance. The board shall notify the parent(s) or guardian(s) and student of its response to the grievance within ten (10) school business days after the date of the meeting. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal or designee elects to postpone such action.

3. **Long-Term Suspensions or Expulsions**

A long-term suspension or expulsion may be imposed upon a student by the principal or designee for violation of school district rules when the nature and circumstances of the violation reasonably warrant a long-term suspension or expulsion. Any corrective action involving a suspension or expulsion from school for more than ten days must have an end date of not more than one calendar year from the time of the corrective action. The principal or designee shall make reasonable efforts to assist students and parents in returning the student to an educational setting prior to and no later than the end date of the corrective action. The principal may petition the superintendent for authorization to exceed the one calendar year limitation when warranted based on public health or safety.

5. **Emergency Expulsion**

A student may be excluded from school prior to a hearing, without other forms of corrective action, if the principal reasonably believes the student is an immediate and continuing danger to himself or herself, other students, staff, or administrators or poses an immediate and continuing threat of substantial disruption to the educational process of the district. Such emergency expulsion will continue until the student is reinstated by the principal or until a fair hearing is held and a final determination reached. Emergency expulsions 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. Notice and due process rights must be provided when an emergency expulsion is converted to another form of corrective action.

4. **Opportunity for Hearing: Long-Term Suspension, Expulsion, or Emergency Expulsion**

Prior to the long-term suspension or emergency expulsion of a student, written notice of an opportunity for a hearing must be provided to the student and parent(s) or guardian(s). Prior to the expulsion of a student, written or oral notice of an opportunity for a hearing must be provided
to the student and parent(s) or guardian(s). The notice of the opportunity for a hearing shall be delivered to the parent(s) or guardian(s) and student by certified mail or in person. The notice shall be in the predominant language of the student and/or parent(s) or guardian(s) in accordance with the law, and shall specify (1) the alleged misconduct and the school rules alleged to have been violated, (2) the proposed corrective action or punishment, (3) the right to a hearing for purposes of contesting the allegations, (4) notice that if a written or oral request for a hearing is not received by the district designee within three (3) school business days after the notice is received the hearing shall be waived and the recommended corrective action or punishment shall take effect, and (5) the date by which the request for a hearing must be received by the district.

The superintendent will designate the district employee(s) and/or office authorized to receive requests for appeals of long-term suspensions, expulsions, and emergency expulsions. Only the authorized district employee(s) will accept an oral request for a hearing. Oral requests for a hearing made to other employees or offices will not be accepted and will not be considered valid by the district.

If a hearing is requested, the superintendent or designee shall schedule the matter for a hearing within three (3) school business days of such request. The parent(s) or guardian(s) may request a brief extension of time in which to hold the hearing, not to exceed ten (10) school business days.

The parent(s) or guardian(s) and student and the district or its representatives shall be permitted to inspect in advance of such hearing any evidence to be introduced at the hearing. The parent(s) or guardian(s) and student have the right to:

1. Be represented by legal counsel;
2. Question witnesses, unless a school district witness does not appear and the nonappearance of the witness is excused by the hearing officer based upon evidence of good reason for doing so submitted by the district;
3. Explain the alleged misconduct;
4. Present relevant witnesses or other evidence.

The hearing shall be conducted before a hearing officer appointed by the district. Such hearing officer shall not be a witness and shall determine the guilt or innocence of the student solely on the evidence presented at the hearing. The hearing officer shall issue a final written decision setting forth the facts, conclusions, and disposition (either expulsion, nature and duration of a long-term suspension, or lesser form of corrective action to be imposed, if any). The decision shall be provided to the student and parent(s) or guardian(s) and legal counsel.

For emergency expulsions, the following will apply:

A. Written notice of the emergency expulsion shall comply with the following:
   a. Written notice shall be sent by certified letter deposited in the U.S. Mail within twenty-four (24) hours of the expulsion or by hand delivery to the student’s parent(s) or guardian(s) within twenty-four (24) hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;
b. The written notice will specify the reasons the student’s presence poses an immediate and continuing danger or an immediate and continuing threat of substantial disruption to the educational process;

c. The written notice will set forth the date on which the emergency expulsion began and will end.

B. The hearing will be scheduled within two (2) school business days of receipt of the request for a hearing.

C. The hearing officer will render the decision within one (1) school business day after the conclusion of the hearing. Notice and due process rights must be provided when an emergency expulsion is converted to another form of corrective action.

4. Appeal to the Board of Directors- Long-Term Suspension, Expulsion, or Emergency Expulsion

If the hearing officer imposes a lesser form of discipline rather than long-term suspension or expulsion, the grievance process will apply to all appeals.

If long-term suspension or expulsion is imposed, the parent(s) or guardian(s) and student will have three (3) school business days after receiving the hearing decision to appeal that decision to the board of directors. The long-term suspension or expulsion will be in effect while the appeal is pending, up to ten (10) consecutive school days.

The board shall hold a meeting to informally review the matter within ten (10) school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent(s) or guardian(s), and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the board deems reasonable. Prior to adjournment, the board shall agree to one of the following procedures:

A. The board will study the hearing record or other materials submitted and record its findings within ten (10) school business days;

B. Schedule and hold a special meeting to hear further arguments on the case and record its findings within fifteen (15) school business days; or

C. Hear and try the case de novo before the board within ten (10) school business days.

Any decisions by the board to affirm, reverse, or modify the imposition of long-term suspension or expulsion upon a student will be made only by:

A. Those board members who have heard or read the evidence,

B. Those board members who have not acted as a witness in the matter, and
C. A majority vote at a meeting at which a quorum of the board is present.

Within 30 days of receipt of the board final decision, any parent and student desiring to appeal any action upon the part of the board regarding the suspension or expulsion may serve a notice of appeal upon the board and file such notice with the superior court clerk of the county. Such notice will also set forth in a clear and concise manner the errors complained of.

7. Readmission Petition Process and Reengagement Plans

A. Readmission Petition Process

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

1. Reasons the student wants to return and why the request should be considered;

2. Evidence which supports the request; and

3. A supporting statement from the parent(s) or guardian(s) or others who will assist the student.

The student and parent(s) or guardian(s) shall be advised of the decision, in writing, within seven (7) school days of the receipt of such application.

B. Reengagement Plan

The district will make efforts to have suspended or expelled students returned to an educational setting or school program as soon as possible. The district will convene a reengagement meeting no later than five (5) business days prior to a student’s re-enrollment following a long-term suspension or expulsion. The reengagement meeting does not replace the petition for readmission.

6. Emergency Removal

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

A. The danger or threat ceases; or
B. The principal acts to impose corrective action.

The principal or designee will meet with the student as soon as reasonably possible following the student’s removal and take or initiate appropriate corrective action. In no case shall the student’s opportunity for such meeting be delayed beyond commencement of the school day following the emergency removal. The teacher or administrator who removed the student shall be notified of the action which has been taken or initiated.

Cross References:  
Board Policy 3122  Excused and Unexcused Absences
Board Policy 3300  Corrective Actions or Punishment

Legal References:  
RCW  9.41.280  Possessing dangerous weapons on school facilities — Penalty — Exceptions
28A.225.020-030  School’s duties upon child’s failure to attend school
28A.400.110  Principal to assure appropriate student discipline — Building discipline standards — Classes to improve classroom management skills
28A.600.010  Enforcement of rules of conduct — Due process guarantees — Computation of days for short-term and long-term suspensions
28A.600.015  Rules incorporating due process guarantees of pupils with regard to expulsions and suspensions
28A.600.020  Exclusion of student from classroom — Written disciplinary procedures — Long-term suspension or expulsion
28A.600.022  Suspended or Expelled Students—Reengagement plan
28A.600.420  Firearms on school premises, transportation, or facilities — Penalty — Exemptions
WAC  392-400-205  Definitions
392-400-235  Discipline — Conditions and limitations
392-400-240  Discipline — Grievance procedure
392-400-245  Short-term suspension — Conditions and limitations
392-400-250  Short-term suspensions — Prior conference required — Notice to parent
392-400-255  Short-term suspension — Grievance procedure
392-400-260  Long term suspension — conditions and limitations
392-400-265  Long-term suspension — Notice of hearing — Waiver of hearing
392-400-270  Long-term suspension — Prehearing and hearing process
392-400-280  Expulsion — Notice of hearing — Waiver of hearing
392-400-285  Expulsion — Prehearing and hearing process
392-400-290  Emergency removal from class, subject, or activity
392-400-295  Emergency expulsion — Limitations
392-400-300  Emergency expulsion — Notice of hearing — Waiver of hearing right
392-400-305  Emergency expulsion — Prehearing and hearing process
392-400-310  Appeals — Long-term suspension and expulsion
392-400-315  Appeals — Hearing before school board or disciplinary appeal council — Procedures
392-400-317  Appeals — Discipline and short-term suspension grievances
392-400-320  School board or disciplinary appeal council decisions

Adoption Date: August 26, 2014
STUDENTS

Student Health

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

A. The maintenance of student health records;

B. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;

C. Consulting services of a qualified health specialist for staff, students and parent(s) or guardian(s);

D. Vision and hearing screening;

E. Scoliosis screening; and

F. Immunization records and screening.

Cross References:  Board Policy 3413 Student Immunization
                   3414 Infectious Diseases
                   3416 Medication at School
                   3417 Catheterization
                   3420 Anaphylaxis Prevention

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

Adoption Date: October 26, 2010
STUDENTS

Student Immunizations and Life-Threatening Health Conditions

Student Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of his or her having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles, rubella, mumps, hepatitis B, tetanus and Hib (preschool only). If the parent(s) or guardian(s) says the child has had a disease and does not want the child immunized, a student satisfies the requirement upon a physician’s verification that the student has had the disease. The parent must also present evidence of a positive titer.

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

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

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

Students are not to be registered without proof of immunization. However, if a student who is already enrolled is found to be noncompliant, the principal shall provide written notice to the parent(s) or guardian(s) informing them of:

A. The immunization requirement,

B. The denial of further attendance by the student,

C. The procedural due process rights, and

D. The immunization services that are available.

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

Life-Threatening Health Conditions

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

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

A. Written notice to the parent(s), guardian(s) or person(s) in loco parentis delivered in person or by certified mail;

B. Notice of the applicable laws, including a copy of the laws and rules;

C. The order that the student shall be excluded from school immediately and until a medication or treatment order is presented; and

D. Description of the rights of the parent(s) or guardian(s) and student to a hearing and the hearing process and explanation that the exclusion continues until the medication or treatment plan is presented or the hearing officer determines that the student should no longer be excluded from school.

E. If the parent(s) or guardian(s) requests a hearing, the district shall schedule one within three (3) school days of receiving the request, unless more time is requested by the parent(s) or guardian(s).

F. The hearing process shall be consistent with the procedures established for disciplinary cases pursuant to Chapter 180-40 WAC.
Cross References:
- Board Policy 2161: Special Education and Related Services For Eligible Students
- Board Policy 2162: Education of Students with Handicapping Conditions According to Section 504 of the Rehabilitation Act of 1973

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

Adoption Date: October 21, 2003
STUDENTS

Student Immunization

Children enrolled in the school district must meet the immunization requirements of the State of Washington. The school nurse is responsible for communicating those requirements to appropriate staff.


Adoption Date: February 27, 1996
STUDENTS

Infectious Diseases

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

The board authorizes the school principal to exclude a student who has been diagnosed by a physician or is suspected of having an infectious disease in accordance with the regulations within the Infectious Disease Control Guide (SPI-1991). The principal and/or school nurse shall report the presence of a suspected case or cases or reportable communicable disease to appropriate local health authority as required by the state board of health. The principal shall cooperate with the local health officials in the investigation of the source of the disease.

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

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

Adoption Date: February 27, 1996
STUDENTS

Infectious Diseases

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

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

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

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

The following diseases or conditions require a case report within one (1) day of diagnosis:

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

The following diseases or conditions require a case report within seven (7) days of diagnosis:

1. Acquired immunodeficiency syndrome (AIDS) and class IV human immunodeficiency virus (HIV);
2. Viral encephalitis;
3. Giardiasis;
4. Hepatitis non-A, non-B, and unspecified;
5. Mumps;
6. Kawasaki syndrome;
7. Lyme disease;
8. Reye Syndrome;
9. Rheumatic fever;
10. Tetanus;
11. Toxic shock syndrome; and
12. Tuberculosis.
<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion From School</th>
<th>Statement to Return to School</th>
<th>Report to Health Department (HD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquired immunodeficiency syndrome</td>
<td>Determine by local advisory panel</td>
<td>Determined by local advisory panel</td>
<td>Yes</td>
</tr>
<tr>
<td>Animal bite</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Athlete’s foot</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Chicken pox</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Common cold</td>
<td>If feeling ill</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Conjunctivitis (pink eye)</td>
<td>If drainage of pus</td>
<td>No</td>
<td>*Clusters of cases</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>For child’s comfort</td>
<td>No</td>
<td>*Clusters of suspected food or water-borne illness</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Yes</td>
<td>Yes – from HD</td>
<td>Yes</td>
</tr>
<tr>
<td>Fifths disease</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Hand, foot, mouth disease</td>
<td>No</td>
<td>No</td>
<td>*Clusters of cases</td>
</tr>
<tr>
<td>Hepatitis (all types)</td>
<td>Yes</td>
<td>Yes – from physician</td>
<td>Yes</td>
</tr>
<tr>
<td>Herpes simplex or fever blister (cold sore)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude from swimming and contact sports, exclude if drainage lesions</td>
<td>No</td>
<td>Group outbreaks</td>
</tr>
<tr>
<td>Infectious mononucleosis</td>
<td>By physician recommendation</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Influenza</td>
<td>For child’s comfort</td>
<td>No</td>
<td>If absenteeism is above 10%</td>
</tr>
<tr>
<td>Lice (pediculosis)</td>
<td>Yes – until treated</td>
<td>Yes – from parent</td>
<td>No</td>
</tr>
<tr>
<td>Measles</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Meningitis</td>
<td>Yes</td>
<td>Yes – from physician</td>
<td>Yes</td>
</tr>
<tr>
<td>Mumps</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Pertussis (whooping cough)</td>
<td>Yes</td>
<td>Yes – from physician</td>
<td>yes</td>
</tr>
</tbody>
</table>

*Clusters defined as several cases in one setting
<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion From School</th>
<th>Statement to Return to School</th>
<th>Report to Health Department (HD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinworms</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Yes</td>
<td>Yes – from physician or HD</td>
<td>Yes</td>
</tr>
<tr>
<td>Ringworm (tinea)</td>
<td>Yes – until treatment started</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Rubella</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Scabies</td>
<td>Yes – until treated</td>
<td>Yes – from parent</td>
<td>If multiple children are affected</td>
</tr>
<tr>
<td>Sexually transmitted diseases</td>
<td>No</td>
<td>No</td>
<td>Yes – if suspect child abuse</td>
</tr>
<tr>
<td>Strep throat</td>
<td>Yes – until treatment obtained</td>
<td>No</td>
<td>If absenteeism is above 10%</td>
</tr>
<tr>
<td>Scarlet fever</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tetanus (lockjaw)</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>When recommended by HD</td>
<td>Yes – from HD</td>
<td>Yes</td>
</tr>
<tr>
<td>Warts</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

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

Identification and follow-up

A. The length of absence from school for a student ill from a contagious disease is determined by the directions given in the Infectious Disease Control Guide, or instructional provided by the attending physician, or instructions from the local health officer.

B. The principal has the final responsibility for enforcing all exclusions.

C. When the principal suspects a nuisance disease such as pediculosis (lice), the principal may institute screening procedures to determine if, in fact, the disease exists. He or she may exclude the student from school until successfully treated.

D. Follow-up of suspected communicable disease cases should be carried out in order to determine any action necessary to prevent the spread of the disease to additional children.

Reporting at Building Level

A. A student who is afflicted with a reportable disease shall be reported by the school principal to the local health officer as per schedule. Employees learning of a student with a sexually transmitted disease shall report directly to the health department and shall otherwise maintain the information in strict confidence.

B. When symptoms of communicable disease are detected in a student who is at school, the regular procedure for the disposition of ill or injured students shall be followed. The principal or designee will:

1. Call the parent(s) or guardian(s) or emergency phone number to advise him or her of the signs and symptoms.

2. Determine when the parent(s) or guardian(s) will pick up the student.

3. Keep the student isolated but observed until the parent(s) or guardian(s) arrives.

First Aid Procedures

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

1. Soap and water are recommended for washing wounds. Individual packets with cleansing solutions can also be used.
2. Gloves must be worn when cleansing wounds which may put the staff member in contact with wound secretions.

3. Gloves and any cleansing materials will be discarded in a lined trash container that is disposed of daily according to WAC 296-62-08001, Bloodborne Pathogens, and included in the June 1992 SPI Infectious Disease Control Guide.

4. Hands must be washed before and after treating the student and after removing the gloves.

5. Treatment must be documented.

B. Thermometers shall be handled in the following manner:

1. Only disposable thermometers or thermometers with disposable sheath covers should be used when taking student’s temperatures.

2. Disposable sheath covers will be discarded in a lined trash container that is secured and disposed of daily.

Handling of Body Fluids

A. Body fluids of all persons should be considered to contain potentially infectious agents (germs). Body fluids include blood, semen, vaginal secretions, drainage from scrapes and cuts, feces, urine, vomit, saliva, and respiratory secretions.

B. Gloves must be worn when direct hand contact with body fluids is anticipated (e.g., treating nose bleeds, bleeding abrasions) and when handling clothes soiled by urine and/or feces and when diapering children. If gloves are not available, then hand washing is required to prevent the spread of disease.

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

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

Special Treatment of Students Infected with HIV

On the disclosure that a student has been identified as having acquired immunodeficiency syndrome (AIDS), being infected with HIV, the superintendent, principal, parent(s) or guardian(s), local health officer, school nurse and the private physician shall confer as necessary and determine the appropriate placement of the student. The student will be accommodated in a least restrictive manner, free of discrimination, without endangering the other students and the teacher. The student may only be excluded from school on the written concurrence of the public health officer and the student’s personal physician that remaining or returning to school would constitute a risk either to the student or to employees or other students.
All discussions and records will be treated as confidential, consistent with RCW 70.24.105.

Release of information regarding the testing, test result, diagnosis or treatment of a student for a sexually transmitted disease may only be made pursuant to a signed release and only to the degree permitted by the release. To be effective, a release must be dated and must specify to whom the release may be made and the time period for which the release is effective. Students fourteen (14) and older must authorize disclosure. Parent(s) or guardian(s) must authorize disclosure pertaining to younger students.

Any disclosure made pursuant to a release must be accompanied by the following statement:

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

Adoption Date: February 27, 1996
STUDENTS

Medication at School

Under normal circumstances prescribed oral medication and oral over-the-counter medications should be dispensed before and/or after school hours under supervision of the parent(s) or guardian(s).

If a student must receive prescribed or non-prescribed oral medication from an authorized staff member, the parent(s) or guardian(s) must submit a written authorization accompanied by written instructions from a licensed physician or dentist.

The superintendent shall establish procedures for:

A. Training and supervision of staff members in the administration of prescribed or non-prescribed oral medication to students by a physician or registered nurse;

B. Designating staff members who may administer prescribed or non-prescribed oral medication to students;

C. Obtaining a signed and dated parental and physician or dentist request for the dispensing of prescribed or non-prescribed oral medications;

D. Storing prescribed or non-prescribed medication in a locked or limited access facility; and

E. Maintaining records pertaining to the administration of prescribed or non-prescribed oral medication.

No medication shall be administered by injection except when a student is susceptible to a predetermined, life endangering situation. In such an instance, the parent(s) or guardian(s) shall submit a written and signed permission statement. Such an authorization shall be supported by signed and date written orders accompanied by supporting directions from the physician. A staff member shall be trained prior to injecting a medication.

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

Adoption Date: February 27, 1996
STUDENTS

Medication at School

Each school principal shall authorize specific staff members to administer prescribed or non-prescribed oral medication. These designated staff members will participate in an in-service training session conducted by a physician or registered nurse prior to the opening of school each year.

Prescribed or over-the-counter oral medication may be dispensed to students on a scheduled basis upon written authorization from a parent(s) or guardian(s) accompanied by written instructions from a licensed physician or dentist. Requests shall be valid for not more than the current school year. The prescribed or non-prescribed medication must be properly labeled and be contained in the original container. The dispenser of prescribed or non-prescribed oral medication shall:

A. Collect the medication authorization form properly signed by the parent(s) or guardian(s) and by the prescribing physician or dentist,

B. Store the prescription or non-prescribed oral medication in a locked cabinet,

C. Maintain a daily record which indicates that the prescribed or non-prescribed oral medication was dispensed, and

D. Provide for supervision by a physician or registered nurse.

In situations where the parent(s) or guardian(s), physician and school nurse believe it is in the best interest of the student that he or she carry and/or have access to medication for the purpose of self-administration, the following shall apply:

A. The appropriate written permission form shall be on file in the office.

B. Medications shall be stored or carried in the originally-labeled container.

C. Only one day’s dosage of medication shall be carried at any time, with the exception of asthma inhalers. Other multi-dose containers must be approved by the parent(s) or guardian(s), physician and school nurse.

Students may store self-administered medications in a secured area in the office, to be made available to the student as needed.

In certain cases, students will be allowed to self-administer asthma inhalers with written consent of a physician and parent(s) or guardian(s).

In the case of a child with a documented history of anaphylaxis, a child may carry medication to be self-administered or administered by other trained personnel, provided that there are written
instructions from a physician and signed parent(s) or guardian(s) permission on file. Students shall supply their own medication.

A copy of this policy shall be provided to the parent(s) or guardian(s) upon request. The parent(s) or guardian(s) shall agree in writing that because of the schedule and other responsibilities it is permissible for a dosage or dosages to be delayed or missed. If the parent(s) or guardian(s) refuses to accept that condition, the district shall reject the request.

No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent(s) or guardian(s) shall submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by a physician (e.g., medication administered to counteract a reaction to a bee sting). Such medication shall be administered by staff trained to administer such an injection.

Written orders for emergency medication, signed and dated, from the physician shall:

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

B. Identify the drug, the mode of administration, and the dose; (Epinephrine administered by inhalation, rather than injection, may be a treatment option. This decision must be made by the physician.)

C. Indicate when the injection shall be administered based on anticipated symptoms or time lapse from exposure to the allergen;

D. Recommend follow-up after administration, which may include care of the stinger, need for a tourniquet, administration of additional medications, transport to hospital; and

E. Specify how to report to the physician and any recordkeeping recommendations.

Adoption Date: January 15, 1999
STUDENTS

Catheterization

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

Catheterization is permitted under the following conditions:

A. A parent(s) or guardian(s) or other person having legal control over the student file a written, current and unexpired request that the district provide for the catheterization of the student;

B. A licensed physician of the student file a written, current and unexpired request that catheterization of the student be provided for during the hours when school is in session or the hours when the student is under the supervision of school officials;

C. A registered nurse provide written, current and unexpired instructions regarding catheterization which states which staff members are designated to provide for catheterization and a description of the nature and extent of any supervision that is required; and

D. A staff member who is authorized to provide for catheterization must receive training from a licensed osteopath, physician, practical nurse or registered nurse consistent with the rules of the state board of nursing (licensed practical nurses are exempted from the training requirement).

The district and its staff and the staff member who provides for catheterization in substantial compliance with this policy and the rules of the state board of nursing shall not be liable in any criminal action or for civil damages arising from providing catheterization. The district may discontinue catheterization service for a student without being liable so long as the affected parent(s) or guardian(s) are given advance oral/written notice.

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

Legal References: RCW 18.88.295 Registered Nurses
RCW 28A.210.290 Catheterization of School Students – Immunity from liability
WAC 246-839-820 Provision for Clean, Intermittent Catheterization in schools

Adoption Date: August 23, 1994
STUDENTS

Catheterization

The state department of health has established the following rules:

A. The student’s medical file shall contain a written request from the parent(s) or guardian(s) for the clean, intermittent catheterization of the student.

B. The student’s medical file shall contain written permission from the parent(s) or guardian(s) for the performance of the clean, intermittent catheterization procedure by the nonlicensed school employee.

C. The student’s medical file shall contain a current written order for clean, intermittent catheterization from the student’s physician and shall include written instruction for the procedure. The order shall be reviewed and/or revised each year.

D. The service shall be offered to all disabled students and may be offered to the nondisabled students at the discretion of the school board.

E. A licensed registered nurse shall develop instructional specific for the needs of the student. These shall be made available to the nonlicensed school employee and shall be updated each school year.

F. A licensed registered nurse, designated by the school board, shall be responsible for the training of the nonlicensed school employees who are assigned to perform clean, intermittent catheterization of the students.

G. The training of the nonlicensed school employees shall include but not be limited to:

1. An initial training of a length to be determined by the licensed registered nurse;

2. An update of the instructions and a review of the procedure each school year;

3. Anatomy, physiology and pathophysiology of the urinary system including common anomalies for the age group served by the employee;

4. Techniques common to the urinary catheterization procedure;

5. Identification and care of the required equipment;

6. Common signs and symptoms of infection and recommended procedures to prevent the development of infections;

7. Identification of the psychosocial needs of the parent(s) or guardian(s) and the students with emphasis on the needs for privacy and confidentiality;
8. Documentation requirements;

9. Communication skills, including the requirements for reporting to the registered nurse or the physician;

10. Medications commonly prescribed for the clean, intermittent catheterization patient and their side effects;

11. Contraindications for clean, intermittent catheterization and the procedure to be followed if the nonlicensed school employee is unable to catheterize the student;

12. Training in catheterization specific to the student’s needs;

13. Developmental growth patterns of the age group served by the employee;

14. Utilization of a teaching model to demonstrate catheterization techniques with return demonstration performed by the nonlicensed school employee if a model is available.

Adoption Date: August 23, 1994
STUDENTS

Related Health Services

Special Nursing Care/Medical Treatment Procedures

All requests for performance/supervision of nursing care or medical treatment not usually considered functions performed by school personnel are to be evaluated on an individual basis and accepted only after adequate procedures have been followed to protect students and staff.

A. Parent(s) or guardian(s) must provide a written request and authorization for the services desired.

B. The physician shall order in writing the specific service needed in order for the student to attend school. The physician’s order shall include the following information:

1. Instructions for performing the procedure,

2. Precautions and possible adverse reactions or side effects,

3. Time schedule and/or indications for procedure, and

4. Potential emergency, recommended course of action if emergency exists.

C. Review of the above request and order will be made by the health services staff.

D. Necessary training and/or instruction of individual(s) designated to perform the service will be coordinated by the school nurse.

E. The parent(s) or guardian(s) will provide adequate/necessary equipment to perform the service.

F. Determination that there is adequate and appropriate space for performing the service will be made by the school nurse.

G. A written record will be maintained of when and by whom service was provided.

H. All arrangements for care and supervision must be accomplished before the student is placed in a situation in which the school assumes responsibility.

Adoption Date: August 23, 1994
STUDENTS

Anaphylaxis Prevention

The district recognizes the potential for students to have a severe or life-threatening allergic reaction (anaphylaxis) at school or at school-sponsored events. The district also recognizes that it is not possible to achieve an allergen-free environment in district buildings. Therefore, the superintendent is directed to develop procedures which include reasonable precautions to help reduce the risk of anaphylactic reactions in students and strategies to reduce the presence of allergens in schools. The procedures shall also include the provision of training for employees in the awareness of and response to anaphylaxis emergencies.

Parents/guardians are responsible for informing the school about their student’s potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. Affected students may require planned care and support during the school day and during school sponsored activities. The district will take reasonable measures to avoid allergens for affected students. Additionally, appropriate student-specific training will be provided for personnel if necessary when a student’s risk for anaphylaxis is made known to the district.


Adoption Date: August 25, 2009
STUDENTS

Child Abuse Reporting

When any district employee has reasonable cause to believe that a child has suffered abuse or neglect, he or she is required to report the abuse or neglect, or cause a report to be made, to child protective services or the proper law enforcement agency within forty-eight (48) hours. “Abuse or neglect” means the injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child, as those offenses are defined by law, by any person under circumstances which indicate that the child’s health, welfare, and safety is harmed. Child abuse may include offenses by adults or minors.

Legal authorities have the responsibility to investigate reports of child abuse and neglect as they deem appropriate. Employees need not verify that a child has in fact been abused or neglected before making a report. Any conditions or information that may be reasonably related to abuse or neglect should be reported by the employee. An employee who has reasonable cause to believe that a student has been a victim of physical abuse or sexual misconduct by another school employee shall report such abuse or misconduct to the appropriate school administrator.

To enable staff to identify and report suspected child abuse and neglect, the superintendent shall develop reporting procedures to be disseminated to staff.

The district will follow the child sexual abuse investigation protocols developed by Franklin County as they apply to the district. Employees will cooperate with child protective services and law enforcement agencies investigating cases of child abuse and neglect as allowed by law.

Cross Reference: Board Policy 4411 Relations with the Law Enforcement and Child Protective Agencies


Adoption Date: November 14, 2006
STUDENTS

Child Abuse Reporting

1. Reporting Requirement-All Employees

District policy requires all district employees, including classified and certificated employees and substitutes, to report suspected child abuse or neglect to the proper authorities. Under state law, professional school personnel (defined as teachers, counselors, nurses, and administrators) are required to make such reports according to timelines and procedures contained in the law. The law permits any other person, which includes classified employees, to make such reports as well. Because the protection of students is of paramount concern to the district, it is the district’s expectation that all employees will follow the reporting requirements contained in this policy and procedure.

2. Reporting Procedures

(a) When a district employee has reasonable cause to believe that a child has suffered abuse or neglect, he or she shall report such incident, or cause such a report to be made, to the proper law enforcement agency or Child Protective Services (CPS). Such a report shall be made at the first opportunity, but no longer than forty-eight hours after there is reasonable cause to believe abuse or neglect has occurred.

(b) The principal or other supervising administrator shall be notified when an employee reports suspected abuse or neglect to the authorities. Classified employees shall notify a supervising administrator or, if one is not available, the school counselor, prior to reporting suspected abuse or neglect to the authorities.

(c) Any employee making a verbal report of suspected abuse or neglect to the authorities must submit a written report to the agency within twenty-four hours of the verbal report. A copy of the written report must be sent to the principal or supervising administrator and to the superintendent or designee. When making a report, an employee may request the assistance or guidance of a school counselor, nurse or administrator.

(d) A report of suspected abuse or neglect to either law enforcement or CPS must contain the following information, if it is known to the employee:
   (i) Name, address, and age of the child;
   (ii) Name and address of the child’s parent or guardian;
   (iii) A description, including the nature and extent, of the alleged injury, neglect, or sexual abuse;
   (iv) Any evidence of previous injuries;
   (v) The identity of the alleged perpetrator(s), if known;
   (vi) Any other information that may be relevant to determining the cause of the injury, neglect, or sexual abuse.

(e) Physical abuse or sexual misconduct by a school employee: By law, every employee who has knowledge or reasonable cause to believe that a student has been the victim of physical abuse or sexual misconduct by a school employee shall report such abuse or
misconduct to the appropriate school administrator. The administrator can be the principal, assistant principal, or any district office-level administrator. The law then requires the administrator to make a reasonable cause determination and, if it is found that reasonable cause to believe sexual abuse or misconduct by an employee has occurred, report to the proper law enforcement agency or CPS.

3. Guidelines for Reporting

(a) “Abuse or neglect” is defined in the law as the negligent treatment or maltreatment of a child by a person responsible for providing care to the child, or the sexual abuse, sexual exploitation, or injury of a child by any person which cause harm to the child’s health, welfare, or safety, excluding reasonable or moderate physical discipline as allowed by law (see RCW 9A.16.100). As defined by law, “abuse or neglect” can be inflicted “by any person” and, therefore, may include student-on-student abuse. Such cases are subject to the legal reporting requirements and this policy and procedure.

(b) District employees are protected from liability when they, in good faith, report child abuse or neglect or participate in an investigation arising out of such a report. It is not the employee’s responsibility to conduct an investigation, gather facts, or determine whether child abuse or neglect has occurred. Such a determination is the responsibility of the law enforcement agency or CPS. The district will provide employees with examples of behaviors which may be indicators of child abuse or neglect. For the protection of students, any doubt about a student’s condition should be resolved in favor of making the report.

(c) Employees may report suspected cases of child abuse or neglect to either the appropriate law enforcement agency or CPS. Usually if the alleged perpetrator of the abuse or neglect is a family member, the report should be made to CPS. However, if the employee has reasonable cause to believe the child has been the victim of a serious crime, or if the immediate safety of the child or others is in question, or if it is the first opportunity for the employee to make the report, the employee should make the report to the proper law enforcement agency.

(d) Professional school employees, as mandatory reporters under the law, are subject to criminal penalties for knowingly failing to make a required report, or knowingly failing to cause such a report to be made. All employees are subject to disciplinary action by the district for failing to follow this policy and procedure.

(e) A person who intentionally and in bad faith or maliciously knowingly makes a false report of alleged child abuse or neglect is subject to criminal penalties. It is a violation of district policy for any employee to intentionally make a false report of child abuse or neglect to any district employee or outside authorities, and any employee found to have done so is subject to disciplinary action.

4. Inter-agency Cooperation

District policy and state law require district staff to cooperate with state child protection agencies and law enforcement investigating reported child abuse or neglect. Such cooperation may include record sharing and interviewing staff and students. Protocols for cooperation have been
developed between the district and CPS. Child sexual abuse investigation protocols have also been adopted by law for Franklin County. District procedures are intended to be consistent with the inter-agency protocols and state and federal laws. Employees should be aware of the following:

(a) **Records**: Although state law and inter-agency protocols allow for sharing of information between school districts, law enforcement, and child protection agencies, federal law imposes additional requirements. Federal law allows the district to disclose student “directory information” without consent if the parent/guardian has not opted out of such disclosure in writing. Other personally identifiable information from an education record may be provided if knowledge of the information is necessary to protect the health or safety of the student or other individuals. The district may provide information pursuant to a lawfully issued subpoena, provided the parent or guardian has been notified in advance of the disclosure. All other disclosures of personally identifiable education information must have the consent of the parent or guardian.

(b) **Interviews**: Students may be interviewed at school for a child abuse investigation by a law enforcement officer or a state child protective worker, provided the interview can be conducted without disruption to the functions of the school. State law requires the investigator to determine whether the child wishes a third party to be present during the interview. If the child so wishes, an administrator or designee shall attend the interview. If the child does not wish to have a third party present, the interview may still take place at school. An administrator should ask whether he/she may be present during the interview. School employees who attend an interview do so in the role of observer, and should not participate in the interview or take notes. Any concerns with the interview should be discussed with the interviewer outside the presence of the child.

By law, the law enforcement agency or CPS must notify the parent or guardian of the interview at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation. The administrator or designee may notify the parent or guardian of the interview upon approval of the investigator. Any questions from a parent or guardian regarding a child interview or investigation must be directed to the investigating agency.

For requests by law enforcement to interview a student in cases which do not involve child abuse or neglect, see Board Policy and Procedure 4411.

(c) **Photographs**: If signs of abuse, such as bruising, abrasions or cuts, are plainly visible, an administrator or school nurse may take a photograph of the injury for purposes of documenting in a report pursuant to this policy, if such action does not violate a student’s personal privacy. Examples of permissible photos include the face, head, neck, hands, arms, legs, and feet. A student may be asked, but may not be compelled, to voluntarily lift a pant leg to knee-height, move a shirt collar or turtleneck, or to roll-up a sleeve to shoulder height. A male student may be asked to lift his shirt. No student shall be asked to fully remove any article of clothing for purposes of this procedure. Exceptions to this procedure may be made for students with a physical, sensory, or mental disability only with the permission of the Director of Special Services or designee.
The photograph should be provided to the agency to whom the report of suspected abuse or neglect is made. If the photograph or a copy of the photograph is retained by the school, it should be kept with a copy of the written report that was submitted to the agency.

Annual Notification

The district will provide notification annually to all employees regarding the law and district policy on reporting suspected child abuse and neglect. The notification will contain information for staff on indicators of abuse, including physical, emotional, and sexual abuse, and physical neglect. The information will also include examples of boundary invasion behaviors and sexual grooming behaviors to increase staff awareness to protect students from inappropriate behavior by adults.
STUDENTS

Concussion and Head Injury

The board of directors directs the superintendent or designee to develop procedures consistent with state law and Washington Interscholastic Activities Association (WIAA) guidelines to inform and educate coaches, student athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

The procedures shall require the district to distribute annually a head injury and concussion information sheet to all parents and guardians of student participants in competitive sport activities. The parent/guardian and student must return a signed acknowledgement indicating that they have reviewed and understand the information provided before the student participates in any covered activity. Until this acknowledgement form is returned and on file with the district, the student may not practice or compete.

The procedures shall include provisions for all coaches, including volunteers, to complete related training and to comply with WIAA guidelines for the management of head injuries and concussions.

A student athlete who has been removed from play may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.

Legal References:

- RCW 28A.600 Students
- RCW 4.24.660 Liability of school districts under contract with youth programs.
- Ch. 475, Laws of 2009 Youth sports—head injury policies

Adoption Date: November 24, 2009
STUDENTS

Suicide Awareness and Prevention

The board recognizes how physical and mental well-being relate to academic achievement. A student who experiences depression does not benefit fully from the educational program of the school. Moreover, a student who threatens or attempts suicide poses a danger both to self and possibly to others.

Because the entire staff, as well as the students, can benefit from and contribute toward the prevention of adolescent suicide, the board directs the superintendent to develop and implement a comprehensive suicide awareness and prevention program. The program that is developed should help the school staff, parent(s) or guardian(s) and students to:

A. Understand the developmental stages of adolescence and the causes of suicide;

B. Recognize the early warning signs of suicide;

C. Learn how to help in a suicidal crisis; and

D. Identify community resources.

In incidents of potentially self-destructive behavior, the student’s parent(s) or guardian(s) shall be notified immediately and their cooperation shall be sought for immediate intervention. If the parent(s) or guardian(s) is unwilling to cooperate, the school administration shall contact appropriate agencies to request intervention on the student’s behalf.

The board directs the superintendent to develop procedures to implement this policy and insure their dissemination to staff, students and parent(s) or guardian(s).

Cross References: Board Policy 2167 Drug and Alcohol Use/Abuse
                  Board Policy 3421 Child Abuse and Neglect
                  Board Policy 4100 Confidential Information

Legal Reference: RCW 9A.36.060 Promoting a Suicide Attempt

Adoption Date: August 23, 1994
STUDENTS

Suicide Awareness and Prevention

In the event of a potential suicide, staff members shall:

A. Ensure the short-term physical safety of the student;

B. Communicate with appropriate school personnel, parent(s) or guardian(s) and local support personnel and establish an interim plan of action;

C. Refer the student to the appropriate professional or community agency and implement a long-term plan of action.

Actual Suicide

In the event of an actual suicide, the school must exercise care to avoid contagion and to help deal with students and staff. The superintendent shall be contacted immediately. The police department also must be notified.

Follow-up actions to be taken are as follows:

A. Prior to the next school day, the principal will assemble the faculty and provide accurate information and plans for the day.

B. The superintendent, principal, and counselors will determine steps to take to deal with the current school situation and plan for and deal with problems which may arise.

C. Teachers will meet with students to provide accurate information and plans for the day. Particular attention should be directed to students who may need more intensive counseling on an individual basis.

Adoption Date: August 23, 1994
STUDENTS

Emergency Treatment

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

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

In the event that the parent(s) or guardian(s) or emergency contact cannot be reached and in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent(s) or guardian(s) is located, he or she may then choose to continue the treatment or make other arrangements.

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

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

Adoption Date: August 23, 1994
STUDENTS

Emergency Treatment

At least one administrator, one clerical staff member, and one teacher will be trained in first aid procedures at each school. Other staff are encouraged to become trained and/or maintain skills in recognized first aid procedures. Staff have the affirmative duty to aid an injured student and act in a reasonable and prudent manner in obtaining immediate care. The staff member who exercises his or her judgment and skills in aiding an injured person during the school day or during a school event is protected by the district’s liability insurance except when the individual is operating outside the scope of his or her employment or designated duties.

Any child who appears to be very ill or who has received a serious injury should be either sent home or to a physician or hospital as quickly as possible. The principal shall be responsible for making the appropriate decision. In the event the principal or nurse is not available, the staff member designated by the principal to take charge in emergency situations shall be responsible for the decision. For a life-threatening emergency, call for an ambulance. The principal or responsible designated person should contact the parent(s) or guardian(s) as quickly as possible to determine whether the child should:

A. Be sent to a hospital, or
B. Be sent to a doctor, or
C. Be sent home, or
D. Remain at school.

If the parent(s) or guardian(s) cannot be contacted, call the emergency number listed on the child’s enrollment card to determine the next course of action.

If a seriously ill or injured child is sent home or to the hospital by private automobile, someone trained in first aid should accompany the child.

If illness or injury is not life-threatening, the parent(s) or guardian(s) should arrange transportation. If ambulance service is required, secure permission from the parent(s) or guardian(s) to call one when possible. The child should be sent to the hospital of the parent(s) or guardian(s) choice.

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

A. Administer first aid to the child as necessary;
B. Notify the nurse, principal or responsible designated person;
C. Remain with the child until released by the principal or designee; and
D. The nurse or other responsible person so designated should make the decision whether an ill or injured child who has received first aid should return to class. If there is any doubt the parent(s) or guardian(s) should be consulted.

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

A. Stop play immediately at first indication of possible injury or illness.

B. Look for obvious deformity or other deviation from the athlete's normal structure or motion.

C. Listen to the athlete’s description of his complaint and how the injury occurred.

D. Move the athlete only after serious injury is ruled out.

The teacher or coach should avoid being hurried into moving an athlete who has been hurt. He or she should attempt to restore life-sustaining functions (e.g., stop/repair uncontrolled bleeding, suffocation, cardiac arrest) before moving the athlete to an emergency facility. He or she should obtain medical supervision if at all possible before moving an athlete with a suspected neck or spinal injury. If no physician is available, proceed with caution according to first aid procedures. If he or she must accompany the student to a doctor, the activity or event should cease.

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

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

Adoption Date: August 23, 1994
STUDENTS

Fire Drills

Students shall receive instruction so that in case of fire or sudden emergency they shall be able to leave their particular building in the shortest time possible and take other steps as the emergency demands without confusion or panic. Exit drills shall be held as frequently as may be necessary to assure rapid and orderly evacuation of the building.

The superintendent is directed to develop emergency evacuation procedures for each building. Emergency evacuation procedures must include instructing students in using alternative routes in order to exit a building in case of fire.

Legal References:  

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

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

Adoption Date: August 23, 1994
STUDENTS

Fire Drills

Introduction

In the event of a fire:

A. Give the fire alarm signal (one long continuous signal).

B. Call and report the fire.

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

Fire drills:

A. Instructions must be given to all students on the first day of school each year.

B. A fire drill should be held during the first week of school and on an average of once a month thereafter to assure rapid and orderly evacuation.

C. Fire exit routes shall be posted in each classroom.

D. Fire drills shall include instruction in using alternate routes when the regular route is blocked due to fire.

Authority to Call Drills

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

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

A. All persons in the building must take part in the fire drill.

B. Every fire alarm should be considered as a warning of an actual fire.

Frequency – Fire Drills in Schools

Fire drills shall be held as often as necessary to assure rapid and orderly evacuation of the school building. A record of all fire drills shall be kept on the premises, subject to inspection by the fire chief.
Warning Signals – Fire Drills

An emergency warning signal, either by whistle or hand siren, should be planned for, and occasionally used, thereby anticipating possible power failure.

Responsibilities of Staff

Principals shall:

A. Be in complete charge of all matters pertaining to organizing and conducting fire drills in the building and shall be responsible for the efficiency of the drill;

B. Be thoroughly familiar with the fire alarm system, all fire fighting equipment, all means of egress, and any special features of the building;

C. Be responsible for notifying custodians, engineers, and lunchroom staff that in case of an actual fire, the ventilating systems, the oil burners, gas meters and ovens are shut off;

D. Appoint all subordinate staff and instruct them in the general plan of the drills and details of their specific duties, such as instruction regarding:

1. How to send an alarm to the fire department;

2. How to use all in-school fire-fighting equipment;

E. Appointment of subordinate staff:

1. Searchers – These are teachers assigned to inspect sections of the buildings to make sure that everyone is out. Cloakrooms, lavatories, teachers’ room, and all other places frequented by students or teachers must be checked. Searchers shall rejoin their classes as soon as the inspection is completed.

2. Traffic Guards – These are staff appointed by the principal to assist in traffic control and maintain order.

Teachers shall:

A. Be in charge of their respective classes;

B. Issue all commands relative to participation in the fire drills except as delegated by them to instructional aides;

C. Unless assigned as searches, lead their classes to the designated outside stations; and

D. Immediately report to the principal or fire drill aides if any student is unaccounted for after a visual check of students.
Occasionally, fire department representatives may come to schools and request an immediate fire drill. In general, this is their method of checking upon the quality of the drill program; and principals are expected to cooperate fully.
STUDENTS

Earthquakes

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

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

Legal Reference: WAC 180-41-035 Evacuation of buildings in sudden emergency

Adoption Date: August 23, 1994
STUDENTS

Earthquake

In the threat of an earthquake, as with other unforeseen events, the district must be prepared to care for students and staff until danger subsides.

Each school principal, in consultation with staff, is required to prepare an emergency plan. The building staff is encouraged to contact the district office and the county emergency service department for technical assistance.

Preparation

The principal and building staff shall be responsible for conducting an annual inspection of the building early in the school year for the purpose of identifying potential hazards in the event of an earthquake. Those hazards that cannot be corrected by building-level personnel will be corrected by district maintenance personnel.

General Responsibilities

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

Teachers shall see that all members of their respective classes take protective action appropriate to their situations, evacuate classes in an orderly and expeditious manner, maintain order, supervise evacuated students, and insure orderly re-entry when signaled. Monitors may be appointed from the more mature pupils in each class to assist teachers. Monitors should be assigned to substitute for any teacher who may be injured.

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

Adoption Date: August 23, 1994
STUDENTS

Bomb Threats

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

Legal Reference: WAC 180-41-035 Evacuation of buildings in sudden emergency

Adoption Date: August 23, 1994
STUDENTS

Bomb Threats

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

Evacuation Decision

The principal should notify the district office immediately.

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

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

Adoption Date: August 23, 1994
STUDENTS

Emergency School Evacuation

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

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

Legal Reference: WAC 180-41-035 Evacuation of buildings in sudden emergency

Adoption Date: August 23, 1994
STUDENTS

Emergency School Evacuation

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

A. The report of an emergency shall be directed to the superintendent’s office.

B. If the nature of the emergency calls for immediate action on the part of a principal, he or she shall take necessary action and report such action to the superintendent’s office.

C. The superintendent’s office shall contact those departments and/or schools who must assist in the emergency action.

D. When appropriate the superintendent’s office shall contact the city police department and the county department of emergency services.

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

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

Adoption Date: August 23, 1994
STUDENTS

Removal or Release of Student During School Hours

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

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

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

Adoption Date: January 26, 2010
STUDENTS

Removal of Student During School Day

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

A. A student shall be released to the residential parent(s) or guardian(s). When in doubt as to who has custodian rights, school enrollment records must be relied upon as the parent(s) or guardian(s) have the burden of furnishing schools with accurate, up-to-date information.

B. The school should always obtain authorization from the residential parent(s) or guardian(s) before releasing the student to a nonresidential parent.

C. Prior written authorization from the residential parent(s) or guardian(s) is required before releasing a student into someone else’s custody unless an emergency situation justifies a waiver.

D. Law enforcement officers, upon proper identification, may remove a student from school without a warrant, provided that the law enforcement officer signs a statement that he or she is removing the student from the school. Residential parent(s) or guardian(s) should be contacted as soon as possible when a student is taken into custody.

E. Any other agencies must have a written administrative or court order directing the school district to give custody to them. Proper identification is required before the student shall be released.

F. Police should be called if a visitor, seeking to remove a student, becomes disruptive or abusive.

G. State law requires that school personnel not remove, cause to be removed or allow to be removed a student from school grounds during school hours without the consent of the student’s parent(s) or guardian(s), unless the employee is the student’s parent or guardian, the employee is providing bus transportation, the employee is supervising an extra-curricular activity and providing transportation for the student, or the student requires transportation for emergency medical care and the parent(s) or guardian(s) cannot be contacted. School security personnel may remove a student from school without parental authorization for disciplinary reasons, any anyone officially responding to a 911 emergency call may remove a student without prior parental authorization.

Adoption Date: October 14, 1997
STUDENTS

Associated Student Bodies

An associated student body (ASB) shall be formed in each school within the district whenever one or more students in that school engage in money-raising activities with the approval and at the direction or under the supervision of the district. An associated student body shall be a formal organization of students, including sub-components or affiliated student groups. Each associated student body shall submit a constitution and bylaws to the board for approval. The constitution and bylaws shall identify how student activities become approved as student body activities and establish standards for their supervision, governance and financing. Subject to such approval process, any lawful activity which promotes the educational, recreational or cultural growth of students may be considered for recognition as an associated student body activity. Any lawful fund-raising practices that are consistent with the goals of the district may be acceptable methods and means for raising funds for student body activities. Elementary schools are exempt from these requirements.

The principal shall designate a staff member as the primary advisor to the ASB and assure that all groups affiliated with the ASB have an advisory assigned to assist them. Advisors shall have the authority and responsibility to intervene in any activities that are inconsistent with district policy, ASB standards, student safety or ordinarily accepted standards of behavior in the community. When in doubt, advisors shall consult the principal regarding the propriety of proposed student activities.

Each ASB shall prepare and submit annually a budget for the support of the ASB program to the board for approval. All property and money acquired by ASBs shall be district funds and shall be deposited and disbursed from the district’s associated student body program fund.

Legal References:  

RCW 28A.325.020  
Associated student bodies – Powers and responsibilities affecting

RCW 28A.325.030  
Associated student body program fund – Created – Source of funds – Expenditures – Budgeting – Care of other moneys received by students for private purposes

WAC 392-138-030  
Powers – Authority and policy of board of directors

Adoption Date:  August 23, 1994
STUDENTS

ASB

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

Structure

A. ASBs are mandatory in grades 7 through 12 whenever students engage in money-raising activities with the approval and under the supervision of the district. ASBs are not mandatory at the elementary level (K-6). However, any money raised with the approval and under the supervision of the district must be administered in the same way as ASB money. The school principal is delegated to act as the ASB for K-6 school buildings.

B. The school board has authority over ASBs. ASBs are subject to the same laws as the district, including accounting procedures, budgets and warrants.

Financial Operations

A. The district must have an ASB program fund budget approved by the school board.

B. All ASB money is accounted for, spent, invested and budgeted the same way as other public money.

C. Disbursements may be made either by warrant, imprest bank accounts or petty cash funds.

D. ASB purchases in excess of $15,000 must comply with state bid procedure.

E. All property acquired with ASB moneys becomes property of the school district.

F. Those portions of ASB moneys which constitute bona fide voluntary donations, and are identified as donations at the time of collection, may be expended as gifts or grants for charitable or scholarship purposes, including student exchange programs.

G. Purposes that directly further or support the school district’s educational program, both curricular and extracurricular, are suitable use for ASB funds.

H. ASB funds may not be used for gifts to individuals for private benefit; however, canned food collections, gifts to the needy or supporting an exchange student are allowed.

Adoption Date: August 23, 1994
STUDENTS

Student Fees, Fines, Charges

Within the concept of free public education, whereby all children are required to attend school, the district shall provide an educational program for the students as free of costs as possible.

The superintendent may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials, students are free to purchase them elsewhere, or provide reasonable alternatives, and a proper accounting is made of all moneys received by staff for supplies and materials.

The board delegates authority to the superintendent to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the board regarding fee schedules. Arrangements shall be made for the waiver or reduction of fees for students whose families, by reason of their low income, would have difficulty paying the full fee. The USDA Child Nutrition Program guidelines shall be used to determine qualification for waiver. The superintendent shall establish a procedure for notifying parent(s) or guardian(s) of the availability of fee waivers and reductions.

A student shall be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student’s grades, transcripts or diploma may be withheld until restitution is made by payment or the equivalency through voluntary work. The student or his or her parent(s) or guardian(s) may appeal the imposition of a charge for damaged to the superintendent and board of directors.

The student and his or her parent(s) or guardian(s) shall be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. When the damages or fines do not exceed $100, the student or his or her parent(s) or guardian(s) shall have the right to an informal conference with the principal. As is the case for appealing a short-term suspension (Policy #3322), the principal’s decision may be appealed to the superintendent and to the board of directors. When damages are in excess of $100, the appeal process for long-term suspension (Policy #3324) shall apply.

If a student has transferred to another school district that has requested the student’s records, but that 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 within two (2) school days. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.
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<td>Fees – Tuition – Supplies – Authority of school districts to charge tuition fees or textbook fees</td>
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<td>AGO 1973, No. 11</td>
<td>Tuition and Fees – Authority of school districts to charge various fees</td>
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<td>RCW 28A.225.330</td>
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<tr>
<td>WAC 246-100-166</td>
<td>Immunization of day care and school children against certain vaccine-preventable diseases</td>
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Adoption Date: December 10, 1996
STUDENTS

Student Fees, Fines, Charges

Student fee schedules for individual buildings must be approved by the director of fiscal services. Each building shall submit a report which includes the fees collected by each department. In establishing fees for classes, the following guidelines shall be used:

A. Class registration literature shall describe fees for each class or activity and the process for obtaining a waiver or fee reduction.

B. A fee may be collected for any program in which the resultant product is in excess of minimum requirements and, at the student’s option, becomes the personal property of the student. Fees may not exceed the cost of the materials. The district shall furnish materials for those introductory units of instruction where a student is acquiring the fundamental skills for the course. A student must be able to obtain the highest grade offered for the course without being required to purchase extra materials.

C. A fee may be collected for personal physical education and athletic equipment, apparel and towels or towel service. However, any student may provide his or her own if it meets reasonable requirements and standards relating to health and safety.

D. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the district may be collected.

E. Students may be required to furnish personal or consumable items including pencils, paper, erasers, and notebooks.

F. Security deposits for the return of materials or equipment may be collected. Provisions shall be made to return the deposit when the student returns the item at the conclusion of the school term.

G. A fee may be collected for a unit of instruction where the activity necessitates the use of facilities not available on the school premises, and participation in the course is optional on the part of the student. A waiver or fee reduction need not be offered for such activities.

Fees shall not be levied for:

A. Field trips required as part of a basic educational program or course,

B. Textbooks which are designated as basic instructional material for a course of study, and

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

Fee waivers and reductions shall be granted to students whose families would have difficulty paying by reason of their low income. The USDA Child Nutrition Program guidelines shall be used to determine qualification for a fee waiver or reduction.
Fines or damage charges may be levied for lost textbooks, library books or equipment. In the event the student does not make proper restitution, grades, transcripts and/or diplomas will be withheld. A student may make restitution through a voluntary work program. If a student has transferred to another school, which has requested the student’s records, without paying an outstanding fine or fee, only records pertaining to the student’s academic performance, special placement, immunization history, and discipline actions shall be sent to the enrolling school, within two (2) school days. The official transcripts will not be sent until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

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

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

Adoption Date: October 14, 1997
STUDENTS

Student Fund-Raising Activities

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

The superintendent shall establish rules and regulations for the solicitation of funds by approved school organizations, official school-parent groups and by outside organizations. The principal shall distribute these rules and regulations to each student organization granted permission to solicit funds. These rules shall include a list of approved student fundraising activities. The board shall review and approve the list of approved student fundraising activities one time each school year.

Cross Reference:  Board Policy 3510

Associated Student Bodies

Legal Reference:  WAC 392-138-030(2)

Powers—Authority and policy of Board of Directors

Adoption Date:  January 18, 2005
STUDENTS

Student Fund-Raising Activities

Guidelines for student fund raising activities are as follows:

A. Student participation must be voluntary.
B. The fund raising activity must be such that it is not likely to create a poor public relations image.
C. Fund raising activity efforts must not interfere with the educational program.
D. Fund raising activities conducted by associated student bodies or sub-groups thereof must conform to the district ASB accounting requirements. Expenditures of all ASB funds must be approved by the ASB.
E. Fund raising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made.
F. Sponsorship of fund raising activities by schools' official parent groups, even where moneys realized shall be donated to associated student bodies, is encouraged to minimize accounting difficulties. If fund raising activities are co-sponsored by a student body organization and a parent group, an arrangement for the proportional sharing of expenses and profits or losses should be made prior to initiation of fund raising.
G. The following types of fund raising activities are approved:
   1. Sales of goods, including but not limited to, candy, T-shirts, books, school supplies, magazine subscriptions, fruit or other food items (if stored and maintained appropriately), rummage or garage sales, etc;
   2. Fee for service activities that do not interfere with the school day, including but not limited to, car washes, recycling drives (such as paper and bottles), yard work, dinners or breakfasts, etc., provided adequate supervision is present;
   3. Carnivals when organized and supervised by the school and/or the recognized parent group;
   4. Skating and bowling parties provided there is adequate supervision and liability protection;
   5. Bandathons, bikeathons, and walkathons;
   6. Basketball games or other organized sports activities if liability insurance for participants and facilities is included in the contract, and;
   7. Talent, variety, musical, and drama productions (after school hours).
   Any major purpose fund-raising activity of a type not listed above must have the approval of the superintendent or designee.
H. When the ASB shares in the receipts derived from vending machine operations or from the sale of student pictures, such activities must be in compliance with policy.

Reviewed: August 23, 2005
STUDENTS

Student Fundraising for Charitable Purposes

Student fundraising for charitable purposes is permissible when specifically pre-approved by the building principal. Funds raised by students for charitable purposes will be considered private funds and will be subject to all district fundraising policies and procedures. These funds will be held in trust in one or more separate accounts within the District ASB fund and will be disbursed for the purpose determined by the student group(s) conducting the fundraiser.

The District shall withhold an amount (or otherwise be compensated) for the direct costs of its services when appropriate.

Prior to participation in the fundraisers, supporters and prospective customers must be notified of the intended use of the proceeds and informed that the proceeds are not ASB funds, but will be held in trust by the District exclusively for the specified purpose(s).

As provided by RCW 28A.325.030, WAC 392-138, Section 7, Article VIII of State Constitution charitable purpose does not include any activity related to assisting a campaign for electing of a person to an office or for the promotion or opposition to a ballot proposition.

The Superintendent shall establish procedures pertaining to fundraising for charitable purposes.

Cross Reference: Board Policy 3510 Associated Student Bodies
Board Policy 3530 Student Fund-raising activities

Legal References: RCW 28A.325.030 Associated student body program fund — Fund-raising activities — Nonassociated student body program fund moneys
WAC 392-138-200 Nonassociated student body private moneys
WAC 392-138-205 Nonassociated student body private moneys – Deposit and investment
WAC 392-138-210 Nonassociated student body private moneys – Disbursement approval – Total disbursements

Adoption Date: March 2, 2004
FUNDRAISING FOR CHARITABLE PURPOSES REQUEST FORM

Name of Club/Activity ____________________ Date of Request ____________________

Description of fundraising activity (include cost of items):

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Gross amount expected to be raised $ ______________________________

Estimated net profit after expenses $ _______________________________

Describe projected use of Net Profit:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Beginning date of fundraiser ____________________ Ending Date __________________

Prepared by ___________________________________ Minutes Dated __________________
(Student Club Officer or Club Advisor/Athletic Coach)

Approval (after receiving the following signatures, this form will go to the Vice Principal in charge of ASB or the Principal)

Club Advisor/Athletic Coach ___________________________________ Date _______________

Student Club Officer _________________________________________ Date _______________

Activities Director __________________________________________ Date _______________

Student ASB Treasurer ________________________________________ Date _______________

Approved YES NO Vice Principal/Principal ____________________
(circle one) Date __________________

If NO – State reason __________________________________________

For reference - See Pasco School District Board Policy 3540 & 3540P
Also See RCW28A.325.030, WAC 392-138, Section 7, Article VIII
Student Fundraising for Charitable Purposes

Definition
1) Charitable fundraising can be defined as an official, organized effort by student groups to raise money for donation to a specific group, individual or cause.

Pre-approval
1) Each charitable fundraiser must be pre-approved by the building principal.
2) Approval of the type of activity must be documented on the Fundraising Activity Form.
3) The intended beneficiary must be identified on the Fundraising Activity Form at the time of pre-approval.
4) The principal will take reasonable steps to insure that the proposed beneficiary is a legitimate charitable organization or cause.

Fundraising Guidelines
1) Money, inventory and other assets must be secured.
2) Appropriate record keeping forms must be used to document details of the event.
3) Money must be deposited according to District guidelines.
4) A financial summary must be completed at the end of the event.

District responsibilities/Private activity
1) Charitable fundraising is a private activity and district funds cannot be used to offset, front-fund or pre-pay expenses.
2) All expenses, including start-up costs, must be paid from the proceeds of the fundraiser or by donation. Note that reimbursements following the event are allowable if proceeds are sufficient to cover the amount.
3) The district shall withhold an amount (or otherwise be compensated) for the direct cost of its services when appropriate.

Notification of intended use of proceeds
1) Supporters and prospective customers of the fundraiser must be notified of the intended use of the proceeds, and informed that the proceeds are not ASB funds, but will be held in trust by the district exclusively for the specified purpose(s).
2) Notification can be on a sign, posted in plain view of where money is exchanged; on preprinted cards that are handed out at the time of a transaction; or affixed to the back of tickets or receipts. (Cards are available through Printing Services.)

3) The following language must be used for notification: “Proceeds from the event will be donated to ______________. Funds collected are not Associated Student Body (ASB) funds, but will be held in trust by the Pasco School District exclusively for the specified purpose.”

Deposit Information
1) Money should be deposited to the ASB fund. A unique, site-defined code in the 62XX series of accounts should be used for each event.

Disbursement Information
1) Payment of the donation should be processed by warrant requests after completion of the fundraiser.
2) A copy of the receipts or deposit should be attached to the warrant request as backup documentation.
3) The warrant request may not exceed the amount indicated on the backup documents.

Adoption Date: March 2, 2004
STUDENTS

Student Records

The district will 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 will 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. The district will retain records in compliance with the General Records Retention Schedule for School Districts and Educational Service Districts in Washington State.

Student records are the property of the district but will be available in an orderly and timely manner to students and parent(s) or guardian(s), including the Washington Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent(s) or guardian(s) or adult student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student.

Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district which permits prospective employers to review the student’s transcript. Parental, guardian or adult student consent will be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

A grades report, transcript, or diploma will not be released until a student has made restitution for damages 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 will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two (2) school days and copies of the records will be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school will 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.
Cross Reference: Board Policy 3520  
Student Fees, Fines, Charges

Legal References:  
20 U.S.C. §1232g  Family Education Rights and Privacy Act  
CFR 34, Part 99  Family Education Rights and Privacy Act Regulations  
Pub. L. 112-278  Uninterrupted Scholars Act of 2013  
RCW 28A.225.330  Enrolling students from other districts  
RCW 28A.230.120  Option to receive final transcripts – Notice  
RCW 28A.230.180  Educational and career opportunities  
In the military, student access to Information on, when  
RCW 28A.635.060  Defacing or injuring school property – Liability of parent or guardian  
RCW 40.24.030  Address Confidentiality Program—Application -- Certification  

Ch. 70.02 RCW  Medical records – health care information access and disclosure  
WAC 181-87-093  Failure to assure the transfer of student record information or student records  
Ch. 43-840 WAC  Implementation of Address Confidentiality Program  
WAC 246-100-166  Immunization of day care and school Children against certain vaccine-Preventable diseases  
Ch. 392-415 WAC  Secondary Education-standardized high school transcript

Adoption Date: November 12, 2013
REQUEST TO GAIN ACCESS TO STUDENT RECORDS

Nature of request (check)  _____ Inspect or review  _____ Obtain copies

1. Student_________________________ Birthdate_________________________

2. Records requested (specify)_________________________________________

3. Requestor_________________________ Phone_________________________
   Address__________________________________________________________________________

Status (check one)

_____ Parent/legal guardian or custodian
_____ Student whose records are requested
_____ Other* (specify)

4. Reason for request_______________________________________________________
   _____________________________________________________________________________

5. Date of request________________________________________________________________

6. Signature of requestor (if available)___________________________________________

ACTION ON REQUEST

Request (check one)  _____ Granted  _____ Denied (specify reason)

Records furnished (specify)_____________________________________________________
   _____________________________________________________________________________

Date furnished_________ Amount charged for copies__________

Furnished by____________________________ Title_______________________________

*Notice: Student records obtained under this request remain subject to the requirement of the federal “Family Educational Rights and Privacy Act of 1974” which requires written parent(s) or guardian(s) or student consent before the records may be shared with any other party.
The Family Educational Rights and Privacy Act (FERPA) affords parents or guardians and students over 18 years of age ("eligible students") certain rights with respect to the student’s educational records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the day the district receives a request for access.*

Parents or guardians and eligible students should submit a written request that identifies the records they wish to inspect. The principal or counselor will make arrangements for access and notify the parent or guardian or eligible student of the time and place where the records may be inspected. Copies of the contents of the records will be furnished upon request if no other means are available. A charge will be made to defray the cost of copying.

2. The right to request the amendment of the student’s educational records which the parents or guardians or eligible student believe are inaccurate or misleading.

If parents or guardians or eligible students have concerns regarding the accuracy or appropriateness of any information maintained by the school about the student, they are encouraged to inform the principal of this concern. An opportunity will be provided by the principal to meet and attempt to resolve this concern. Failing to reach an agreement, a formal hearing may be required. Parents or guardians or eligible students should write to the director of elementary or secondary education to request a formal hearing, clearly identifying the part of the record they want changed and specifying why the information is inaccurate or misleading.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

School district records for your child will be transferred to another school district in which the child enrolls or intends to enroll upon receipt of a request from the other district. If you do not wish records to be released on such occasions, you must notify the Pasco School District in writing.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Pasco School District to comply with the requirements of FERPA. The name and address of the office which administers FERPA is: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

The Family Educational Rights and Privacy Act permits a school district to identify certain information as “directory information,” which may be released publicly without the permission of the parents or guardians of the student. The school district identifies directory information about the student as the following: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and school attended.

*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within five (5) business days. RCW 42.17.320

Note: This form will be distributed to all parents in English and Spanish at the beginning of each school year. It will be available in other languages upon request.

This form accompanies Pasco School District Board of Directors
Policy #3600, which was revised on December 10, 1996.
The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 allows certain information from student records to be released for educational purposes to schools and the community. The information may include student name and address, age and birthplace, participation in officially recognized school events and programs, weight and height of athletic team members, awards or photographs.

Photographs of students and examples of student work may also appear on the Pasco School District web pages. As a safety precaution, the district will not identify students by their full name.

Parents and students over 18 years of age have the right to request that all or portions of directories or photographs not be released without prior written approval.

If you do NOT want director information or photographs released of your child in the (current) school year, please sign and return the attached form to your child’s school by October 6, of current school year.

MEDIA/PHOTO/INTERNET REFUSAL

I, ________________________________, deny permission for my son/daughter, ________________________________, to be photographed and/or directory information be released for use by:

_____ print or electronic media, and/or

_____ Pasco School District Internet/web pages

for publications that will be seen by the public. I understand the Pasco School District shall not release student information for commercial purposes.

Signed ________________________________

Date ________________________________

Phone Number ________________________________

Inserted: September 3, 2003
STUDENTS

Student Records

Definitions: For the purpose of this policy, the Pasco School District has used the following definition of terms.

Student – Any person who attends or has attended a school in the Pasco School District.

Eligible student – A student or former student who has reached age 18 or is attending a postsecondary school.

Parent – Either natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student’s parent or guardian.

Education records – Any record (in handwriting, print, tapes, film, or other medium) maintained by the Pasco School District or an agent of the district which is directly related to a student, except:

1. A personal record kept by a school staff member if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker’s temporary substitute.

2. An employment record which is used only in relation to a student’s employment by the Pasco School District.

3. Alumni records which contain information about a student after he or she is no longer in attendance in the district, and the records do not relate to the person as a student.

Annual Notification

The Pasco School District, to meet requirements of Section 99.7 of FERPA regulations, will provide parent(s) or guardian(s) with annual notification of their FERPA rights by sending form 3600 home with students at the beginning of each school year. If parent(s) or guardian(s) have a primary or home language other than English, the district will provide notification in the appropriate language.

Procedure to Inspect Education Records

Parent(s) or guardian(s) of students or eligible students may inspect and review the student’s education records upon request. Parent(s) or guardian(s) or eligible students should submit to the student’s school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect (Form 3600F, Request to Gain Access to Student Records). The principal will make the needed arrangements for access as promptly as possible and notify the parent(s) or guardian(s) or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. The parent(s) or guardian(s) shall be provided analysis and interpretation by qualified school personnel of all
information in the cumulative folder and supplementary records. When a record contains information about students other than the parent’s or guardian’s child or the eligible student, the parent(s) or guardian(s) or eligible student may not inspect and review the portion of the record which pertains to other students.

Refusal to Provide Copies

The Pasco School District will not provide a parent(s) or guardian(s) or eligible student a copy of the student’s education record unless failure to do so would effectively prevent the parent(s) or guardian(s) or eligible student the right to inspect and review the records. If the record involves answers to a standardized test, the district will not provide a parent(s) or guardian(s) a copy of standardized test questions.

Fees for Copies of Records

The fee for copies will be 15 cents per page. (NOTE: A school district may not charge for search and retrieval of the records; however, it may charge for copying time and postage.)

Types, Locations, and Custodians of Education Records

The following is a list of types of records that the district maintains, their locations, and their custodians.

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative School Records</td>
<td>School Principal’s Office</td>
<td>School Principal</td>
</tr>
<tr>
<td>Transcripts</td>
<td>District Administration</td>
<td>Records Management Manager</td>
</tr>
<tr>
<td>Health Records</td>
<td>School Principal’s Office</td>
<td>School Principal</td>
</tr>
<tr>
<td>Speech Therapy and Psychological Records</td>
<td>Office of Special Services</td>
<td>Director, Special Services</td>
</tr>
<tr>
<td>School Transportation Records</td>
<td>School Bus Garage</td>
<td>Transportation Supervisor</td>
</tr>
<tr>
<td>Special Test Records</td>
<td>School Principal’s Office</td>
<td>School Principal</td>
</tr>
<tr>
<td>Occasional Records</td>
<td>Principal will collect and make available at student’s school</td>
<td>School Principal</td>
</tr>
</tbody>
</table>

Disclosure of Education Records
The Pasco School District will disclose information from a student’s education records only with the written consent of the parent(s) or guardian(s) or eligible student, except:

1. To school officials who have a legitimate educational interest in the records.

   A school official is:

   a. A person employed by the district as an administrator, supervisor, instructor, or support staff member.
   b. A person elected to the school board.
   c. A person employed by or under contract to the district to perform a special task, such as an attorney, an auditor, medical consultants or therapists.

   A school official has a legitimate educational interest if the official is:

   a. Performing a task that is specified in his or her position description or by a contract agreement.
   b. Performing a task related to a student’s education.
   c. Performing a task related to the discipline of a student.
   d. Providing a service or benefit relating to the student or student’s family, such as health care, counseling, or job placement.

2. To officials of another school in which a student seeks or intends to enroll upon request of such official.

3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs.

4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of the district.

7. To accrediting organizations to carry out their functions.

8. To parent(s) or guardian(s) of an eligible student who claim the student as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully issued subpoena.

10. To appropriate parties in a health or safety emergency.
Record of Requests for Disclosure

The Pasco School District will maintain a record of all requests for and/or disclosure of information from a student’s education records, excluding requests of school officials and requests for directory information. The record will indicate the name of the party making the request, any additional parties to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parent(s) or guardian(s) or eligible student.

Directory Information

The Pasco School District designates the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The District may disclose any of those items without prior written consent, unless notified in writing to the contrary by the first Monday in October of each school year.

Correction of Education Records

Parent(s) or guardian(s) or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parent(s) or guardian(s) or the eligible student must ask Pasco School District to amend the record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student’s privacy or other rights.

2. Pasco School District may comply with the request or it may decide not to comply. If it decides not to comply, the district will notify the parent(s) or guardian(s) or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights.

3. Upon request, Pasco School District will arrange for a hearing and notify the parent(s) or guardian(s) or eligible student, reasonably in advance, of the date, place, and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parent(s) or guardian(s) or eligible student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The parent(s) or guardian(s) or student may be assisted by one or more individuals, including an attorney.

5. Pasco School District will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reason for the decision.
6. If Pasco School District decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the parent(s) or guardian(s) or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student’s education records as long as the contested portion is maintained. If Pasco School District discloses the contested portion of the record, it will also disclose the statement.

8. If the Pasco School District decides that the information is inaccurate, misleading, or in violation of the student’s right of privacy, it will amend the record and notify the parent(s) or guardian(s) or eligible student, in writing, that the record has been amended.

**Maintenance of Student Records**

The student’s building principal, counselor, or teacher shall be the custodian of the cumulative folder. The building principal or the student’s counselor shall be the custodian of the supplemental records. Principals shall:

1. Maintain only those records authorized by these procedures;
2. Safeguard student records from unauthorized use and disposition;
3. Maintain access records;
4. Honor access requests for parent(s) or guardian(s) or eligible student;
5. Delete or correct records upon approval of the director of student services or upon order of the superintendent or the board of directors;
6. Follow the records review schedule and procedures established by the director of student services.

The director of student services shall provide overall supervision of student records management and control and shall enforce the student records policy and the administrative procedures. The director of student services may assume the duties of custodian and shall:

1. Request student records from other schools;
2. Maintain security of student records;
3. Transfer, destroy and expunge records as permitted;
4. Supervise activities of their custodians;
5. Conduct informal hearings and grant or deny approval of corrections or deletions requested by parent(s) or guardian(s) or eligible students;
6. Establish records review schedules and procedures for their respective schools or departments in accordance with procedures governing records disposition (psychological test scores shall be reviewed annually to determine their relevance to the continuing educational needs of the student);

7. Certify by June 30 of each year the following:
   a. Only records pertinent to educational program placement are being maintained, unless otherwise authorized by law, and
   b. Required reviews have been accomplished.

Disposition of Student Records

The permanent student record shall serve as the record of the student’s school history and academic achievement. Permanent records filed in the student’s cumulative folder are to be extracted and retained before disposition of the folder.

When a student transfers to another school in the district, all records, including the permanent student record, shall be transmitted to the other school. When a student transfers to a school outside of the district, the senior custodian will purge the cumulative folder of all nonofficial, extraneous information. A copy of all records will be sent to the requesting school, unless the student has an outstanding fee or fine. In those instances, the enrolling school shall be provided with the student’s academic, special placement, and discipline records within two (2) school days, but the official transcript shall be withheld until the fee or fine is discharged. The enrolling school district shall be notified that the transcript is being withheld due to an outstanding fee or fine. The cumulative folder for an elementary or middle school student who leaves the school district shall be maintained for three (3) years after discontinuance of enrollment in the district. Cumulative folders of high school students shall be retained for three (3) years after discontinuance of high school enrollment. In all cases, the student’s permanent record card shall be retained in perpetuity by the district.

Contents of a student’s supplementary records shall be maintained for five (5) years. At the time a student graduates from school or ceases to need special education services, the parent(s) or guardian(s) shall be informed that record information regarding the handicapping condition is no longer needed. In informing the parent(s) or guardian(s) about his or her rights regarding such records, the district shall advise the parent(s) or guardian(s) that the information may be needed by the student or the parent(s) or guardian(s) to establish eligibility for certain adult benefits, e.g., social security. At the request of the parent(s) or guardian(s), the record information relating to the handicapping condition shall be destroyed.

A parent(s) or guardian(s), at his or her expense may receive a copy of all records to be transmitted to another school district.

Educational Records to Non-Custodial Parents
A non-custodial parent has the same rights of access to school records as custodial parents, unless the divorce decree contains a specific court order to the contrary. In the absence of a prohibiting court order, principals will provide copies of report cards, official school district calendar, and notices of regularly-scheduled conferences to non-custodial parents making such request at a charge of 15 cents per page. Principals will inform the custodial parent of the receipt of a request from the non-custodial parent.

Defacing or Injuring School Property Liability of Pupil, Parent, or Guardian – Voluntary Work Program as Alternative – Rights Protected.

Any pupil who shall deface or otherwise injure school property shall be liable to suspension and punishment. If school district property has been lost, willfully cut, defaced, or injured, the grades, diploma, and transcripts of the pupil responsible for the damage or loss may be withheld until the pupil’s parent(s) or guardian(s) has paid for the damages. When the pupil and parent(s) or guardian(s) are unable to pay for the damages, the school will provide a program of voluntary work for the pupil in lieu of monetary payment. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released. The student appeal process is delineated in Policy #3314.

Adoption Date:  August 23, 1994
STUDENTS

Child Custody

The district will presume that the person who enrolls a student in school is the residential parent of the student, and will rely on the decisions of the residential parent regarding release of the student and the day-to-day care and control of the student. Parents and legal guardians have the right to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others, subject to the authority granted to the residential parent.

Unless informed otherwise, the district will presume that there are no restrictions regarding the nonresidential parent’s right to have contact with the student and to be kept informed of the student’s school progress and activities. If restrictions are made relative to the above rights, the residential parent will be required to submit a certified copy of the court order which affects these right(s). If these rights are questioned by either parent, the issue will be referred to the appropriate authorities for resolution.

Unless there are court-imposed restrictions, the nonresidential parent, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries, or any other information to which they are entitled under the Family Education Rights and Privacy Act (FERPA).

If there is a valid court order on file with the district that restricts any parent or other person from having contact with the student, then the student will not be permitted to visit with or be released to that parent or other person.

Cross References:
- Board Policy 2420
- Board Policy 3440
- Board Policy 3600

Grading and progress reports
Removal of student during school hours
Student Records

Legal References:
- 9A U.L.A. 96 5408a
- CFR 45, Part 99
- RCW 26.09.250
- RCW 13.34.200

Uniform marriage and divorce act
Family education rights and privacy act
Child custody – powers and duties of custodian
Order terminating parent and child relationship

Adoption Date: April 9, 2013
STUDENTS

Student Travel

The board recognizes that student travel can be an educationally sound and important ingredient in the instructional and extra-curricular program of the schools.

Travel which takes students out of the state or is planned to keep students out of the district overnight must be approved in advance by the Board of Directors.

The superintendent shall develop procedures for student travel, which shall insure that the safety of the student shall be protected and that parent or guardian permission is obtained before the student leaves the schools.

No staff member may solicit students for any privately arranged out of state or overnight field trip or excursion without board permission.

Legal References:  
RCW 28A.330.100(5) Additional powers of board  
RCW 67.20.020 Parks – Contracts for cooperation  
WAC 180-87-090 Improper remunerative conduct

Adoption Date:  February 4, 2003
Student Travel

School administration will consider the following components to determine whether to submit student trips for board approval for extra-curricular activities.

1. Time out of school
   a. Protecting instructional time is a primary district priority

2. Duration of the event
   a. Activities scheduled as a part of the event on more than one day

3. End time of the event

4. Type of event
   a. Academic
   b. Athletics
   c. Extra-curricular

5. Consideration of events where there are similar or comparable events that are geographically closer.

6. Time of year

7. Location
   a. Distance from the school and the ability to provide additional support for emergencies or unexpected circumstances

8. Transportation (flight, rental, car, bus, or other)

9. Housing arrangements/accommodations

10. Age and maturity level of students including behavior, academic, and attendance history

11. Fit within the risk parameters covered by district insurance

12. Budget source and available dollars

13. Field trips
   a. Integration with the curriculum and coordinated with classroom activities that enhance its usefulness
   b. Provides learning experiences in an environment beyond the classroom

School administration will consider the advantages, disadvantages, and benefits to the students of returning students back to Pasco on a schedule that allows for at least one full day at home on a weekend within the above considerations and any other circumstances that might apply to a specific situation. Students should return home from an event on the same day especially if arrival in Pasco can be scheduled prior to midnight.

The staff member proposing the overnight trip must meet with the school principal or designee to describe the purpose and circumstances of the trip and request approval prior to discussion with
students or parents. Requests to extend a stay beyond when the event concludes or depart for a trip early should be justified by an educational purpose, experience or opportunity. It is the school administrator’s responsibility to determine the submission to the board for approval.

Each student participating in a field trip must return a permission slip signed by his/her parent/guardian prior to participating in the trip.