

Parent/Student Handbook

Tumwater School District 2019-20



**Continuous Student Learning in a
Caring, Engaging Environment**

**IMPORTANT INFORMATION
ENCLOSED**

Please save this document

Tumwater School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator- Shawn Batstone, 360-709-7030, shawn.batsone@tumwater.k12.wa.us. Section 504 Coordinator- Kelli Ehresmann, 360-709-7040, kelli.ehresmann@tumwater.k12.wa.us. Address: 621 Linwood Avenue SW, Tumwater, WA 98512

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or district office or view it online at www.tumwater.k12.wa.us/Page/6021

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Parent Handbook—General Information

Academic Collaboration Time (ACT) — Early Release Schedule

Academic Collaboration Time is a 75-minute early release time every Friday. Teachers use this time to collaborate and review each student's progress. Every professional in the school engages with colleagues in the ongoing exploration of four crucial questions that drive their work and next steps for their students.

What do we want each student to learn?

How will we know when each student has learned it?

How will we respond when a student experiences difficulty in learning?

How will we respond if a student already knows the material?

Weekly collaboration time has been valuable as it provides opportunities to design early interventions that will support individual students—from our struggling learners to our high achievers. ACT has also bolstered professional growth through teaming and a shared commitment to academic achievement for **ALL** students.

AHERA—Asbestos Management Plan

The Environmental Protection Agency, as part of its regulations of asbestos in schools, asks that districts notify parents, teachers and employee groups that an Asbestos Management Plan has been developed. The Tumwater School District developed a management plan for each of its facilities during the summer/fall of 1988 that is updated every three years. These plans record surveillances, inspections, training for maintenance and custodial staff and summaries of asbestos abatement activities. Each site's Asbestos Management Plan has been filed with the Superintendent of Public Instruction and is available at each school administration office and at the Building & Grounds Department. This notification will be repeated annually.

Alternative Education —Options

The Tumwater School District offers a Secondary Options (Alternative) High School. This program offers an alternative course of study for students seeking a non-traditional high school experience due to unique learning styles, employment, incarceration, deficiency of credits towards graduation in the traditional high school setting, and other unexpected life circumstances. Secondary Options offers courses of study in classroom, contract based, and online learning settings and may be combined with New Market Skills Center and Running Start (South Puget Sound Community College) courses. All coursework is designed to meet the educational needs of a diverse student population. Special education and related services are available to Options students. No student will be denied access to the program or otherwise be subjected to discrimination on the basis of a disability. All Secondary Options program credits qualify for a regular high school diploma. For more information, please call 360-709-7760.

Assessment

Tumwater's comprehensive assessment program provides information on student achievement to students, staff, parents, and community members. Students are assessed throughout the school year using a variety of assessment strategies and tools. Staff members use the results to see how well students are mastering state standards or other course expectations. Teachers use the data to inform their work as they support the individual needs of students.

Washington students are assessed annually by the state to meet federal accountability requirements. All state assessments and their alternatives measure students on the currently adopted State Learning Standards. Smarter Balanced Assessments are administered each spring in English Language Arts and math for students in grades 3-8 and 10. The Washington Comprehensive Assessment in Science (WCAS) is administered during the spring

for science to all students in grades 5, 8, and 11. Depending on a student's expected graduation year, s/he must meet the standards on specific state assessments or state-approved alternative to meet graduation requirements. For more information on these assessments, please visit <http://www.k12.wa.us/assessment/StateTesting/default.aspx>.

Juniors and seniors planning to attend a 4-year college should take the SAT or ACT test. Sophomores may take the Preliminary SAT (PSAT) in their schools for test familiarity and to focus students on career and college readiness. Information on registration, test fees, dates and locations may be obtained from the counseling office at your high school.

Additional information about test scores can be accessed through the District's assessment web page at <https://www.tumwater.k12.wa.us/Domain/273> or the report card published by the Office of Superintendent of Public Instruction at <http://reportcard.ospi.k12.wa.us>. You can also receive information by calling each school or by contacting the Student Learning Office at 360-709-7030.

Before & After School Child Care

The Tumwater School District, YMCA, Boys & Girls Club, and City of Tumwater work together to provide care options for many students both before and after school. These programs all accommodate ACT/Early Release Friday afternoons.

- **South Sound YMCA Y-Care** is available at all Tumwater elementary schools. The program begins before school at 7:00 a.m. until school starts and after school until 6:00 p.m. South Sound YMCA has also partnered with the Military and you may be eligible for fee assistance through Child Care Aware. If you are interested in Y- Care, please contact your school, the South Sound YMCA at 360-705-2642 or visit www.southsoundymca.org.
- **The Boys & Girls Clubs** of Thurston County, **Tumwater Branch** is located on the Tumwater High School campus for students ages 6-18. The Club is open from 2:30-7:00 p.m. daily and provides programs all day long during school vacations. During the school year, transportation is provided from every school in the district for a small fee. If you would like more information about B&G Club, please call 360-570-8888 or visit www.bgctc.org.
- **Child Care Action Council (CCAC)** - The CCAC provides consultation for families looking for quality day care. They assist with referrals to licensed child care centers and homes in Thurston, Mason, and Lewis counties. Call 360-754-0817, 1-800-446-1114, or visit www.ccacwa.org.

Communications

Strong communication is a key to student success! Below is a list of communications tools we utilize regularly. You may also call the District Office team at 360-709-7000 for assistance.

- **The TSD Website** serves as a convenient, accessible source for District information and updates. Visit us at <http://www.tumwater.k12.wa.us>. To access your school website, go to the district site and then choose your school from the drop-down menu.
 - **The Staff Directory** includes email addresses and phone numbers for all staff.
 - **Skyward Family Access System:** All District families have access to online information about their child(ren) via this system. Sign up only once for your family. As any younger students enroll, they are automatically added to your account. Elementary families can see contact information, lunch accounts, attendance records, and immunization records. You can also add money to lunch accounts online. Secondary families have access to all of the above, plus can track assignments and

grades. All families can update their preferences for contact by updating the “Skylert” tab within the Skyward system.

- **School Messenger Phone and Email System:** All schools and the District Administrative Office are using this system to communicate with families. Please provide current contact information, including an email address if you have one, to your school. Better communication allows us to provide you with information you need to help your student succeed!
- **School Newsletters:** Newsletters are prepared by each of our schools, and then sent home with students and/or posted to their school website.
- **The Open Line** newsletter is published three times per year and mailed to all Tumwater School District residents. Copies are also available at our schools, the District Office or on the District’s website by visiting “Community Relations/Publications.”
- **Facebook:** We use FB to provide brief updates, post important information and shared information around the district. The District Facebook is @TumwaterSD and can be accessed from the homepage of our website.
- **Twitter:** The District Twitter is @TumwaterSDNews. Twitter is used to provide brief updates from around the District.
- **“A Rich Heritage”** School History Book details the history of Tumwater schools. This is a ‘must read’ for those who wish to learn more about District roots in the early pioneer days and how we have evolved. Written by local author Don Trosper, this book reflects hours of research and personal interviews conducted by members of TSD’s History Committee. Books sell for \$10 and can be purchased at the District Administration Office.

Conferences—Parent/Teacher

Success for **ALL** students continues to be our common goal. Parent/Teacher communication is key to your child’s academic success. A partnership between you and your child’s teacher will help that teacher to better understand your child and how they can best support the education of their student.

Fall conference week for the elementary and middle schools will be **November 4-8, 2019**. Spring conferences will be **March 30-April 3rd, 2020**. Parents and/or teachers may request spring conference dates based on student needs. Teacher communication will occur throughout the year and may include parent meetings for struggling learners and/ or those in need of additional support.

Conference Release Times and Lunch Information

For families with preschool or kindergarten students, please check with your school for additional schedule information during Conference Weeks. Conference Week dismissal times are listed below:

Black Lake	11:55 a.m.	Lunch served
East Olympia	11:55 a.m.	Lunch served
Littlerock	12:05 p.m.	Lunch served
Michael T. Simmons	11:40 a.m.	Lunch served
Peter G. Schmidt	11:40 a.m.	Lunch served
Tumwater Hill	11:45 p.m.	Lunch served
Middle Schools	10:30 a.m.	Breakfast only/No lunch served
High Schools	2:10 p.m.	Regular Schedule– Fall Conference Week
	10:15 a.m.	Half-Day– Part Spring Conf. Week (3/30-

Custody/Protection Orders

In cases involving court-ordered custody or restrictions to access to children, parents/guardians must provide the school office with legal paperwork showing the current restrictions.

Emergency Preparedness

The District's emergency procedures were created to assist both students and staff in the event of natural disasters or any other unforeseen emergency. Changes in bus schedules, school closures, or early dismissals due to inclement weather will be broadcast to all families in the district using our School Messenger phone and email system. Emergency messages will also be posted to the home page of our District website www.tumwater.k12.wa.us, on Facebook, Twitter and on our emergency phone line 360-709-7999. In addition, we belong to a statewide reporting network which parents can subscribe to for alerts and which provides our reports to local media. Their web address is www.flashalert.net. Local radio and TV stations begin announcements about inclement weather delays and closures at around 5:45 a.m. For more information about emergency procedures, go to the home page of the TSD website, click on "District" and then "Emergency Communications."

Enrolling in School

Children must be five years old on or before August 31st to attend kindergarten, and six years of age on or before August 31st to enter first grade. All new students are required to provide a birth certificate or other acceptable proof of birthdate, immunization records, and proof of residency in our district for registration. Visit the website for your child's school or the district website at www.tumwater.k12.wa.us for more information and basic registration forms. Each school may have additional forms.

Facility Use

All District facilities are available for public use, community and youth organization meetings and events, non-profit organization events and recreational activities pursuant to TSD Policy 4260. Facility applications are available at all sites, on our website or by contacting Support Services at 360-709-7725. All athletic events/leagues must submit their sportsmanship code with their application. This code will outline behavior expectations for both participants and spectators. The enforcement procedures for said code should also be included. A certificate of insurance may be required by the district prior to approval of the facility use application.

Family Educational Rights and Privacy Act (FERPA)

This Act affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Please contact the principal at your child's school to review education records.
- The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized 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/medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing his or her tasks. A school official has a legitimate

educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Dept. of Education 400 Maryland Ave SW, Washington, DC 20202- 4605.

Food Services

Our outstanding Food Services Department serves both breakfasts and lunches that meet federal nutrition requirements. Computerized accounts are available for student convenience.

Tumwater participates in the Federal Free & Reduced School Meals Program. The secondary schools also offer healthy a la carte items, and breakfast is served at all schools. Free or reduced lunches are provided for children whose family meets federal guidelines. Application forms are mailed to all Tum- water School District families in August, are available in school offices or by visiting the Food Services web page. Our meal charge policy will be posted to the website this summer. Please feel free to direct any questions to Bob Gibson, Food Services Supervisor, at 360-709-7740.

Breakfast	
Student	\$ 1.85
Reduced	\$ Free due to grant
Adult	\$ 2.25
Lunch	
Elementary	\$ 2.90
Middle/High School	\$ 3.20
Milk	\$ 0.50
Reduced K-3	\$ Free due to grant
Reduced 4-12	\$.40
Adult	\$ 4.00

Graduation Requirements —Coursework

High school graduation requirements are established by the State Board of Education and the Tumwater School District Board. The requirements are designed to provide students with a well-rounded education and up-to-date skills. Tumwater School District course graduation requirements include:

Subject	Class of 2016-2018	Class of 2021 and Beyond
English	4	4
Mathematics	3	3
Science (including 1 lab credit)	2 (incl 1 lab)	3 (incl 2 lab)
Social Studies	3	3
Health and Fitness	2	2
Arts	1	2
Occupational Education	1	
Career and Tech Ed		1
World Language		2
Electives	6	4
Total Credit Requirements	22	24

Health/Immunization Information

Immunizations: The District is in the process of reviewing its policies/procedures to ensure that current legislation/laws are represented. Updated information will be distributed to all families/students upon completion.

Homeless/Displaced Student Assistance – McKinney-Vento Homeless Assistance Act

Homelessness Defined: The McKinney-Vento Act defines homelessness as the following living situations:

- Residing in a shelter, vehicle, campground, on the street, in 24-hour restaurants, at bus stations or in a motel, etc.
- Displaced due to natural disaster (hurricane, flood, earthquake, etc.)
- Staying in an abandoned building, trailer or other inadequate accommodations
- Doubled up with friends or relatives
- “Couch Surfing”
- “Bounced Around” from family member to family member
- An unaccompanied youth living on his/her own

Rights of Homeless Students and Responsibilities of the School District

- Homeless students have the right to register for and attend school, even if they do not have their full documentation such as immunization records, proof of residency, utility bill, birth certificate, special education records, etc.
- Registration must be immediate! Attendance will begin as soon as possible. As with all new students, secretaries/registrars may need time to contact the teacher(s) and make sure there is a desk and appropriate classroom materials. The school counselor will arrange assistance with school breakfast and lunch, as well as transportation (as determined by counselor and homeless liaison in cooperation with the parent/guardian).
- Homeless students have the right to stay in the same school, even if they move to another enrollment area or a new school district, if it is reasonable, feasible and in the best interest of the child. This helps children maintain stability. Research shows that students who change schools lose between 2-6 months of academic achievement with each move.
- Transportation must be provided by the school district in the form of school bus, city bus passes or gas vouchers. Counselors will assist with transportation planning and implementation.
- Students are entitled to free breakfast and lunch without the need to fill out the forms. Counselors make this referral.
- The services above will continue until the end of the school year in which homelessness ends for that family.
- Our counselors form the first line of support for homeless children within their respective schools.
- Each school district must have a Homeless Liaison. Our Liaison, Becky Powell, can be reached at 360-709-7006 or at becky.powell@tumwater.k12.wa.us. The Program Coordinator, Tami Collins, can be reached at 360-709-7007.

Homeless Students in the Tumwater School District

Over the course of the 2018-19 school year, our district served approximately 228 homeless students. Within the three largest districts (Tumwater, Olympia and North Thurston), there were more than enough homeless students last year to fill one of our high schools. If you learn of a TSD student who is experiencing homelessness, please contact your school counselor. We are dedicated to helping our homeless youth find success within our schools and community. At the District Office, we have a Student Assistance Fund supported by community donations that can be accessed for a variety of student needs—such as clothing, school supplies, medications and toiletries. Contact your school counselor or Becky Powell to learn more about assistance for homeless students.

In addition, the district partners with TOGETHER! (a local non-profit), housing the Community Schools Program's Community Schools Managers who serve our students and families:

A.G. West Black Hills High School- Jennifer Gould

Tumwater High School- Lindsey Bates

Secondary Options- Eva Donjacour

G.W. Bush & Tumwater Middle Schools: Michael Dennis

East Olympia, Littlerock & Peter G. Schmidt Elementaries: Edward Jett

Black Lake, Michael T. Simmons & Tumwater Hill Elementaries: Courtney Prothero

Community Schools Managers are able to help families connect with community resources as well as providing support for students while at school by helping with clothing, food, Intercity Transit bus passes, eye glasses, setting up medical appointments and so much more. If your child/family could benefit from the assistance of the Community Schools Program, please contact the appropriate school and ask to speak with the Community schools Manager.

My TRL (Timberland Regional Library Partnership)

MyTRL allows for students to view and check out electronic library resources that are automatically returned, so no fines incur. Students can also upgrade their online only library card to a regular library card with a parent's permission and verification of the address and contact information. Students who already have a regular TRL card may continue to use it as well as the TSD digital card. Parents may choose to opt out of the MyTRL program at any time via the District's Skyward Family Access portal or in person at their child's school. Teacher-librarians have been trained on accessing the MyTRL services and how to help students access their new accounts. Please direct questions to your child's school teacher-librarian.

New Market Skills Center

New Market Skills Center (NMSC) is a cooperative educational campus that is a consortium between 10 school districts and is an extension of a student's high school. It provides advanced Career and Technical Education training opportunities in 15 different program areas that may lead to industry certification and can result in employment. It is available to students 16-20 years old and enrolled in a school district. Registration forms are available in the high school Counseling Centers, on-line at <http://www.newmarketskills.org>, or by calling 360-570-4500. You can find more about NMSC by visiting their website at <http://www.newmarketskills.org>.

Every Student Succeeds Act (ESSA) and Highly Qualified Teachers

Effective immediately, districts are no longer required to identify and document "highly qualified teacher" (HQT) status for teachers hired **after December 10, 2015**.

Title II Part A requires Districts and schools to inform the parents of Title I, Part A students that they may request, and the district and schools will provide, certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child:

- Whether or not the child's teacher has met State certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or otherwise provisional status where state certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the child receives instructional services from paraprofessionals, and if so, the paraprofessional's qualifications.

If you need to review this information in another language, please visit www.k12.wa.us/TitleI/ParentFamilyEngagement/ParentsGuardians.aspx. If you are interested in knowing the professional qualifications of your student's teacher, contact Beth Scouller, Executive Director of Human Resources at 360-709-7020.

Performance Reports

- Office of the Superintendent of Public Instruction (OSP I) Online Report Cards
OSPI's report card provides school data at the state, school district and building levels. Find the report card by going to <http://reportcard.ospi.k12.wa.us>.
- School Performance Reports
Tumwater School District also produces an annual School Performance Report for each building. These include test scores, the school's improvement plan and more. To see a school's performance report, go to the District website at www.tumwater.k12.wa.us, choose a school from the drop-down menu called "Select a School", select the "Our School" option the top of the page, then select "Our Report Card".

Pesticide/Herbicide Application

As necessary and in compliance with all state and local regulations, the district uses pesticides/herbicides to control pest vegetation, rodents or insects. Pursuant to TSD Policy 6895, on those occasions products are applied by state licensed staff. At least 48 hours before any necessary pesticide/herbicide application inside or outside of facilities, a "Pesticide Application" notice will be displayed in the school office and the area of application. The notice will list what chemical(s) is to be used, when and where it will be applied, why it is being used and who to call for more information. Any areas treated are clearly marked with signs that include a phone number to call for more information. Typical pesticide/herbicide annual uses include: Generation Blue Max Rodenticide, applied to exterior bait stations by Mathis Exterminating; SprayPak Wasp, Bee & Hornet Killer, applied to wasp/bee/hornets nests by TSD Grounds; Barricade, preemergence grass and broad leaf weed control, applied to ornamental beds, concrete cracks and fence lines by Spring Green. Tumwater School District maintains records of all such applications. The district can provide notification of impending pesticide applications and information of any emergency applications. For this information, contact the Department of Buildings and Grounds at 360-709-7725.

Protection of Pupil Rights

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education: (1) Political affiliations or beliefs of the student or student's parent; (2) Mental or psycho- logical problems of the student or student's family; (3) Sex behavior or attitudes; (4) Illegal, anti-social, self- incriminating, or demeaning behavior; (5) Critical appraisals of others with whom respondents have close family relationships; (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; (7) Religious practices, affiliations, or beliefs of the student or parents; or (8) Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of: (1) The above and any other "protected information survey," regardless of funding; (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permit- ted or required under State law; and (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:

- (1) Protected information surveys of students; and
- (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
 - Inspect upon request any instructional material used as part of the educational curriculum.
 - These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

School Bus Safety

The mission of the TSD Transportation team: “To travel in a safe, secure system where all are regarded with dignity, and arrive at school ready to learn and grow.” To be safe, students should remember to: obey the driver promptly and willingly; remain in your seat and face the front; talk quietly, be courteous, use no profane language; maintain silence at the railroad crossings; no eating, drinking or chewing gum while on the bus. Students are cautioned about bringing and using electronic equipment such as cell phones or tablets on the bus. Inappropriate use may lead to discipline. Also, the District is not responsible for these items being lost, stolen or broken. At the beginning of each school year, students will be given a two-page flyer (School Bus Riding Regulations and WAC 392-145-016 Rules for Students Riding School Buses.) All students will be expected to abide by the rules outlined and the WAC.

School District Board of Directors Meetings

The School Board is responsible for establishing general policy for the school system, approving the employment of school personnel, selecting and evaluating the superintendent, adopting and revising the annual operating budget, providing the necessary facilities, and informing the public of the needs and progress of the educational system. Board meetings are usually held the second and fourth Thursday of each month. The first meeting of the month is usually held at the TSD Administration Office in the evening and the second meeting of the month is usually held at one of our schools in the morning. *Meeting dates and times will be made available on our website at www.tumwater.k12.wa.us. Meetings are open to the public and those signed up to address the Board are welcome to make comments regarding items not on the agenda at the beginning of each meeting. Copies of agendas are available for review on our website and in the Superintendent’s Office. **At the time of printing, the School Board is reviewing start times to determine what works best with the schedules of all involved. Once the Board has made a decision and voted, the agreed upon times will be posted on the district website.*

Special Services

The Special Services Department provides services to Birth—21 year old students with disabilities ranging from mild learning difficulties to severe disabilities. Services may include but are not limited to psychological assessments, counseling, transition services, vision and hearing screening, occupational, physical or speech therapy, school nursing and infant/toddler preschool programs for children birth to six years of age (home-based or center-based programs).

In addition, the department oversees Medicaid, School Nursing Services, Home/Hospital tutoring for students who are temporarily out of school due to extended illness or injury, and the Juvenile Detention Center. Special Services coordinates services delivered to private school students, requests for interpreters and works with the district’s Military Liaison. The Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities. Section 504 of the Rehabilitation Act requires that schools provide a full range of special accommodations/services so that students may participate and benefit from public education programs and activities. Students may be considered disabled under 504 even though they may not require Special Education Services pursuant to the Individuals with Disabilities Education Act (IDEA).

- **Childfind:** Childfind is a continuous process for locating, screening, evaluating and identifying any children from birth to 21 years of age residing in the Tumwater School District or attending a private school located within the district who may be in need of services in special education and/or related services. At the completion of a written referral, a Group of Qualified Professionals (GQP), including the parent, review existing information and decide if an evaluation should be conducted through Special Education. Once parent permission is given and an evaluation is conducted, the GQP team including the parent then meets and makes a determination about eligibility and need for Special Education and/or related services. (For the purposes of this statement, the definition of parent includes legal parent or guardian and students 18 years of age or older.) If you or someone you know suspects a child of having a disability, you can contact the Special Services Department at 360-709-7040.
- **Developmental Screenings:** For preschool students, the Special Services Department conducts Developmental Screenings several times per year. If you are concerned about your preschooler's developmental progress, please contact the Special Services Department at 360-709-7040.
- **504 Evaluation:** If you are concerned that a student has a disability that may require school based accommodations you may need to request a 504 assessment for a possible 504 plan, please contact the building School Counselor or the Special Services Department at 360-709-7040.

Student Insurance

The district makes voluntary student accident insurance available to parents through Myers-Stevens & Toohey & Co. Application forms are sent home, are available in each school office, and on our website. This insurance is highly recommended for students who are not covered by other health insurance, as district insurance does not cover student medical needs. Enrollment information is available from the district website by selecting "Parents/Student Resources/Parents/Student Insurance Option" or from the Meyers-Stevens webpage at <http://myers-stevens.com/>

Video Security on School District Grounds or Property

School District grounds, buildings and property, including buses used for District purposes, may be equipped with video and/or sound security cameras (video security cameras). Equipment may be placed to record only in areas where there is not a reasonable expectation of privacy, such as parking lots, entrances, exits, hallways, front offices, gymnasiums, cafeterias, libraries, and other public shared or common spaces.

Volunteering

There are many ways to get involved in your student's education. You can help as a reading buddy, in the office, on field trips, on the playing field, on a school or District committee and more! Each volunteer is required to fill out a volunteer application, which includes a background check. You can do this at your student's school or on-line at www.tumwater.k12.wa.us in the Quick Links section. We truly appreciate the thousands of volunteer hours that are given to our schools by parents, relatives and community members. Contact the school office or the District Office for more information about how to get involved.

Voter Registration

Anyone wishing to register to vote or to change their registration may get an application at one of our schools or the District Office. You can register at any time, but if you are registering by mail or changing your address you must do so 30 days prior to an election. You may register online, by mail, or in person at the Thur. Co. Auditor's Office 2000 Lakeridge Drive SW. Military families whose home residence is elsewhere can still register in WA. Visit the Auditor's webpage at www.co.thurston.wa.us/auditor/elections.

Rights & Responsibilities

We have included some key Tumwater School District policies on the following pages for your reference. All of our policies can be found on our website at www.tumwater.k12.wa.us by choosing “District” then “District Policies.” If you have any policy questions, please call the District Office at 360-709-7000.

Responsibility

The primary responsibility of the Tumwater School District and its professional staff is the maintenance of a safe and orderly school district in which all students can learn.

Students, parents and staff must work together to ensure a safe learning environment. It is paramount that students accept responsibility which will contribute to such an environment. It is expected that students will obey the law, adhere to the policies of the District, and comply with rules and regulations implementing these policies and procedures.

The following policies and procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities.

Rights & Responsibilities- 3200

Policy 3200, Student Rights, Responsibilities & Consequences is currently being reviewed and revised pursuant to recent legislative action. The amended policy & procedures will be distributed to all district students and families upon completion.

Attendance: Excused and Unexcused Absences - Policy 3122

Students are expected to attend all assigned classes each day. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents/guardians and guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents/guardians can request and be provided such information in languages in which they are fluent. Parents/guardians will be required to date and acknowledge review of this information online or in writing.

Definition of Absent or Absence

- (1) A student is absent when they are:
 - (a) Not physically present on school grounds; and
 - (b) Not participating in the following activities at an approved location:
 - i. Instruction;
 - ii. Any instruction-related activity; or
 - iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.
- (2) Students shall not be absent if:
 - (a) They have been suspended, expelled, or emergency expelled;

- (b) Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and
 - (c) The student is enrolled in qualifying “course of study” activities as defined by WAC 392-121-107.
- (3) A full day absence is when a student is absent for 50% of their scheduled day.
- (4) A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

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. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student’s excused absences. The following principles will govern the development and administration of attendance procedures within the district:

- A. Absences due to the following reasons must be excused:
1. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health); for the student or person for whom the student is legally responsible;
 2. Family emergency, including but not limited to a death or illness in the family;
 3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 4. Court, judicial proceeding, court-ordered activity, or jury service;
 5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
 6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
 7. Absence directly related to the student’s homeless or foster care/dependence status;
 8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
 9. Absences due to suspensions, expulsions, or emergency expulsions imposed pursuant to Chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying “course of study” activities as defined in WAC 392-121-107;
 10. Absences due to safety concerns, including absences related to threats, assaults or bullying;
 11. Absences due to a student’s migrant status;
 12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth. Principal (or designee) may excuse up to five (5) days per school year.

Any absence from school is unexcused unless it meets one of the above criteria provided in WAC 382-410-020. The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

- A. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; except that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult.

If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

Unexcused Absences

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month period during the current school year. The notification will include the potential consequences of additional unexcused absences.
- D. A conference with the parent or guardian will be held after three unexcused absences within any month period during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent/guardian will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent/guardian does not attend the conference, the parent/guardian will be notified of the steps the district has decided to take to reduce the student's absences.
- E. Not later than the student's fifth unexcused absence in a month, during the current school year, the district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community truancy board and file a stay petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- F. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/guardian, student or parent/guardian and student no later than the seventh unexcused absence, within any month period, during the current school year or upon the tenth unexcused absence during the current school year.
- G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

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

Student dependents pursuant to Chapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

Attendance: Excused and Unexcused Absences - Procedure 3122

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.

1. ***Participation in school-approved activity or instructional program.*** 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.
2. ***Absence due to:*** illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or jury service; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State-recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless, or foster care/dependence status; deployment (RCW 28A.705.010); suspensions, expulsions, or emergency expulsions (WAC392-121-107); safety concerns; or, migrant status.

When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone or send a written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone or written note upon the student's return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absences with a signed note of explanation. Students fourteen years old or older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion.

A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence.

3. ***Absence for parental-approved activities.*** This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. The principal or designee may excuse no greater than five days per school year. 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 or guardian approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent/guardian, 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.
4. ***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 will 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 will be a substantial lowering of the course grade.
5. ***Extended illness or health condition.*** If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course

which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.

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

Required conference for elementary school students

If an elementary school student has five or more excused absences in a single month during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s)/guardians(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school.

The conference must include at least one school district employee, preferably a nurse, counselor, social worker, teacher or community health service provider, and may occur on the same day as the scheduled parent-teacher conference, provided it takes place within thirty days of the absences. If the student has an Individualized Education Program or a Section 504 Plan, the team that created that program must reconvene. A conference is not required if prior notice of the excused absences was provided to the district or if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

Unexcused Absences

An "unexcused absence" means any absence from school is unexcused unless it meets one of the criteria provided in Policy 3122 or the parent, guardian or adult student fails to submit any type of excuse statement, whether by phone or in writing, for an absence.

Each unexcused absence within any month of the current school year will be followed by a phone call to the parent/guardian informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which the parent/guardian is fluent. A student's grade will not be affected if no graded activity is missed during such an absence.

After three unexcused absences within any month of the current school year, a conference will be held between the principal, student and parent/guardian to analyze the causes of the student's absenteeism. If a regularly scheduled parent/guardian-teacher conference is scheduled to take place within thirty days of the second unexcused absence, the district may schedule the attendance conference on the same day.

The district will designate a staff member to apply the Washington Assessment of the Risks and Needs of Students (WARNS) or another assessment and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS. Between the second and fifth unexcused absences, schools may administer the assessment which is required for middle school and high school students. As appropriate, the district will also consider:

- adjusting the student's course assignments;
- providing the student more individualized instruction;
- providing appropriate vocational courses or work experience;
- requiring the student to attend an alternative school or program;
- assisting the parent/guardian or student to obtain supplementary services; or
- referring the student to a community truancy board.

If the student's parent/guardian does not attend the conference, the conference may be conducted with the student and school official. However, the parent/guardian will be notified of the steps taken to eliminate or reduce the student's absences.

Transfers

In the case of a student who transfers from one district to another during the school year, the sending district will provide to the receiving district, together with a copy of the WARNS or another assessment and any interventions previously provided to the student, the most recent truancy information for that student. The information will include the online or written acknowledgment by the parent/guardian and student.

After three unexcused absences in the current school year, the district will

- a. conduct a parent-student conference and;
- b. enter into an agreement with the student and the parents/guardians that establishes school attendance requirements.
- c. If a student has an IEP or 504 plan, the IEP or 504 plan team members must be included in creating the plan to address and eliminate behaviors relating to truancy.

Not later than a student's fifth unexcused absence in a month during the current school year, the district will refer the student to a community truancy board; and file a stay petition to juvenile court (see below).

Community Truancy Board

A "Community Truancy Board" means a board established pursuant to a memorandum of understanding (MOU) between a juvenile court and the school district and composed of members of the local community in which the student attends school.

The district will designate and identify to the juvenile court (and update as necessary) a staff member to coordinate district efforts to address excessive absenteeism and truancy, including outreach and conferences, coordinating the MOU, establishing protocols and procedures with the court, coordinating trainings, sharing evidence-based and culturally appropriate promising practices. The district will also identify a person within each school to serve as a contact regarding excessive absenteeism and truancy and assisting in the recruitment of community truancy board members.

Not later than a student's **seventh unexcused absence within any month during the current school year, or a tenth unexcused absence during the current school year**, if the district's attempts to substantially reduce a student's absences have not been successful and if the student is under the age of seventeen, the district will file a petition and supporting affidavit for a civil action in juvenile court.

Petition to Juvenile Court

The petition will contain the following:

1. A statement that the student has unexcused absences in the current school year. While petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, but a petition may be filed earlier. Unexcused absences accumulated in another school or school district will be counted when preparing the petition.
2. An attestation that actions taken by the school district have not been successful in substantially reducing the student's absences from school;
3. A statement that court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.

4. A statement that RCW 28A.225.010 has been violated by the parent/guardian, student or parent/guardian and student;
5. The student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent/guardian are fluent in English, whether there is an existing Individualized Education Program (IEP) and the student's current academic status in school;
6. A list of all interventions that have been attempted, a copy of any previous truancy assessment completed by the student's current school district, the history of approved best practices intervention or research-based intervention(s) previously provided to the student by the district, and a copy of the most recent truancy information document signed by the parent/guardian and student.
7. Facts that support the above allegations.

Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

If the allegations in the petition are established by a preponderance of the evidence, the court shall grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.

If the court assumes jurisdiction, the school district will periodically report to the court any additional unexcused absences by the student, actions taken by the school district, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.

Excessive Excused Absences

On the tenth (10) excused absence within the school year, the school may request medical documentation of illness. Without this documentation the absence may be considered unexcused.

Tardy

Tardiness is defined as not being in the classroom at the assigned start to the instructional day or secondary class period. Parents/guardians and students are expected to make every effort to ensure students are in class on time.

When a student is tardy, the parent/guardian or student is expected to check-in at the office before the student proceeds to the classroom.

An early departure will be recorded for any student who leaves school less than 30 minutes prior to the end of the school day.

At the middle and high school level, a tardy becomes an absence if a student arrives more than ten (10) minutes late to any class. When a student's tardiness becomes frequent or disruptive, the student may be subject to disciplinary action.

When a student reaches five (5) tardies OR early departures, the principal may send a letter to the parent/guardian informing them of the number of tardies.

When a student reaches ten (10) tardies OR early departures, the principal may send a registered letter to the parent/guardian informing them of a meeting at the school with the administrator.

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

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding - discipline or corrective action. (See WSSDA policy 3241, Classroom Management, Discipline and Corrective Action.)

Drug & Alcohol Use - Policy 3409

The Board recognizes that the use, abuse and/or possession of alcohol, or controlled illegal, addictive, and/or harmful substances, by adolescents (unless prescribed by a physician for therapeutic use) is a societal problem and may impair the normal development and well-being of all students. The Tumwater School District supports chemical abstinence for all adolescents and children so they can reach full intellectual, emotional, social and physical potential.

The District will provide a comprehensive health curriculum in grades kindergarten through nine which includes a drug and alcohol prevention program. After grade nine, specific programs or classes will address prevention and intervention. The District will provide a Student Assistance Program which evaluates, at district expense, the extent of students' usage of alcohol and other drugs. The evaluation services are provided by a certified drug and alcohol treatment agency (pursuant to Chapter 275-19 WAC).

Both parents and students will receive the results of the evaluation, along with any recommendations for necessary lifestyle changes. The evaluation is provided by the Tumwater School District as a service to students and their families.

For those students who show signs or symptoms of drug, or alcohol usage, district personnel will assist both the student and the parents in finding a solution to the problem. For those students who require either in-patient or out-patient treatment, such treatment will be at parent expense. Follow-up and continuing support is provided by District personnel so that students may continue their education.

Electronic Resources - Procedure 2022

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career.

All use of the network must support education and research consistent with the mission of the district and conform to state and federal law, network provider policies, licenses and district policy.

By use or accessing of the Tumwater School District network all individuals agrees that upon such use or access to abide by the policies and procedures in this document as well as to abide by all of the other policies and procedures of the Tum- water School District.

Network

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

Every effort must be made to conserve network resources. For example, users should frequently delete unused files from home and shared directories. Staff may use the network for incidental personal use in accordance with all district policies/ procedures.

No Expectation of Privacy

The district provides the network system, e-mail and Internet access exclusively as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review, modify, delete and store data without prior notice including the content and usage of:

1. The network;
2. User files and disk space utilization;
3. User applications and bandwidth utilization;
4. User document files, folders and electronic communications;
5. E-mail;
6. Internet access; and
7. Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with district policy and the Family Educational Rights and Privacy Act (FERPA).

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

1. Personal gain, commercial solicitation and compensation of any kind;
2. Actions that result in liability or cost incurred by the district;
3. Downloading, installing and use of non-educational games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the district Technology Department;
4. Support for or opposition to ballot measures, candidates and any other political activity;
5. Use of the network for charitable purposes unless pre-approved by the superintendent or his/her designee;
6. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
7. Disabling or removing of installed firewalls, virus scanners, and other attack detection software is strictly prohibited unless prior approval is given by the district Technology Department;
8. Unauthorized access to other district computers, networks and information systems;
9. Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
10. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
11. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
12. System components including hardware or software will not be destroyed, removed, modified, and/or installed, without the approval of the district Technology Department; and

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

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

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password. The following procedures are designed to safeguard network user accounts:

1. Users shall change passwords regularly and avoid easily guessed passwords;
2. Do not use another user's account;
3. Do not insert passwords into e-mail or other communications;
4. If you write down your user account password, keep it in a secure location;
5. Do not use the "remember password" feature of Internet browsers; and
6. Lock the screen or log off if leaving the computer.

Use of Personal Electronic Devices

While in accordance with all district policies and procedures, students and staff may use personal electronic devices to further the educational and research mission of the district. Public network access is available at schools with Wi-Fi deployments for personal electronic devices. Use of the public network must also be in accordance to district policy and procedures.

Connection of personal electronic devices (wired or wireless) including portable devices with network capabilities to the district private enterprise network is permitted only after approval by the district Technology Department to confirm that the device is equipped with up-to-date virus software, compatible network card and is configured properly.

The district Technology Department will retain the final authority in deciding when and how students and may use personal electronic devices on school grounds and during the school day.

Internet Safety

Personal Information and Inappropriate Content:

1. Students and staff shall not reveal personal information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
2. Students and staff shall not reveal personal information about another individual on any electronic medium without first obtaining permission;
3. Photographs of students are considered "directory information" and maybe used in district publications or on the website. Parents who did not wish photographs that include their children to be published may request in writing to the school office;
4. Student work maybe electronically posted with parent and student permission;
5. The district will provide education to students regarding appropriate on-line behavior in accordance with the Children's Internet Protection Act. Education will be coordinated through the Media Specialist at each school site; and

6. If students encounter dangerous or inappropriate information or messages, they shall notify the appropriate school authority.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a district decision.

1. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
2. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
3. Communications may not be encrypted as to avoid security review.
4. E-mail inconsistent with the educational and research mission of the district could be considered SPAM and blocked from entering district e-mail boxes;
5. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
6. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

Purchasing

The purchasing and/or installation of all software and hardware for use on the district network must be approved and processed through the district Technology Department.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures. Violation of policies and procedures could be cause for disciplinary action or legal action.

Harassment, Intimidation & Bullying - Policy and Procedure - 3207 Summary

Our Commitment to the School Community: Tumwater School District is committed to a safe and civil educational environment for all students, employees, parents/guardians, volunteers and patrons, that is free from harassment, intimidation and bullying.

Definition of Harassment, Intimidation and Bullying:

“Harassment, intimidation or bullying” means any intentional electronic, written, verbal, or physical act, including but not limited to those shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, mental or physical disability or other distinguishing characteristics, when such an act:

Physically or emotionally harms a student or damages the student’s property; or Has the effect of substantially interfering with a student’s education; or

Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

Has the effect of substantially disrupting the orderly operation of the school.

What makes bullying different from other incidents where kids may be hurt? These are the key ideas:

- **There is an imbalance of power.** People who bully use their power to control or harm, and the people being bullied may have a hard time defending themselves.
- **Intent to cause harm.** Actions done by accident are not bullying; the person bullying has a goal to cause harm.
- **Repetition.** Incidents of bullying happen to the same person over and over by the same person or group.

What do we do to address bullying?

- **Teach/inform students:** Students are given age-appropriate information about bullying, prevention strategies, ways to identify and report bullying. Each school displays information about how to report bullying, including reporting forms.
- **Staff training:** Staff receives annual training on the school district’s policy and procedures, including staff roles and responsibilities, how to monitor common areas, and the use of the District’s incident reporting forms.
- **School Compliance Officer:** Each school has a designated compliance officer to oversee the implementation of anti-harassment policies and procedures. Contact your school office for more information.
- **District Compliance Officer:** Assistant Superintendent Shawn Batstone, 360-709-7030. The District Compliance Officer oversees implementation across the district and serves as a resource.

What can you do to report bullying?

You can report bullying to any school staff member or the District Compliance Officer. Reports can be filed anonymously. Each school office has reporting forms. They are also available on the Tumwater School District website in both the “For Parents” and “For Students” sections.

What happens after bullying is reported?

Each situation is different. Sometimes a report can be followed by quick intervention and resolution. These situations typically do not meet the definition of bullying.

When an incident or series of incidents meets the definition of bullying described above, a designated staff member conducts an investigation and follows a specific timeline described in the procedures. The investigation includes interviews and notification of parents of both the alleged aggressor and the targeted student. If the outcome of the investigation indicates that bullying has occurred, consequences may be assigned and a plan is

developed which includes a plan for follow-up. On completion of the investigation and the plan, a report form is forwarded to the District Compliance Officer.

The complete policy and procedure including report forms can be viewed on the District website under “For Parents” and “For Students”. Hard copies can be obtained from your school or the District Office.

We recognize that bullying is a widespread and persistent problem that can happen anywhere despite education and prevention efforts. We ask you to partner with us to address this problem and to ensure that our schools are safe and positive places for growing and learning.

Useful Websites:

<http://www.tumwater.k12.wa.us/domain/235> - This is the anti-harassment page of the Tumwater School District website.

www.StopBullying.gov - This U.S. Government website is managed by the departments of Health & Human Services, Education and Justice. There are materials here for both kids and adults.

Sexual Harassment- 3205

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policies and procedures 5013 and 3205, contact your school or district office, or view it online here: <http://www.tumwater.k12.wa.us/Page/6021>

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you are encouraged to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed on the inside cover of this handbook. This is often the fastest way to resolve your concerns. School level administrators will be involved in any investigation conducted as a result of a complaint.

Complaint to the School District

Step 1: Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appealing District Decision

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 30 (thirty) calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-684-4500 | TTY: 206-684-4503 | OC.R.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Student Privacy and Searches - Procedure 3230

Searches of Students and Their Property

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

Establishing Reasonable Grounds

The following review of the basis for the search should occur before conducting a search:

1. Identify
 - a. The student's suspicious conduct, behavior, or activity;
 - b. The source of the information; and
 - c. The reliability of the source of such information.
2. If suspicion could be confirmed, would such conduct be a violation of the law or school rules?
3. Is the student 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:

1. 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.
2. If evidence of violation of a school rule is suspected, and if confirmed by the search will be handled solely as a student discipline action, proceed to search by asking the student to remove all items from pockets, purses, handbags, backpacks, gym bags, etc.
3. If the student refuses to cooperate in a personal search, the student should be held until the student's parent or guardian is available to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the principal may conduct the search without the student's consent.

Locker Searches

Lockers and desks are the property of the school district. When assigned a locker and desk, a student shall be responsible for its proper care. A student or his/her parent or guardian may be required to make payment in full for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked.

General inspection of lockers may be made without prior notice given to students for the purpose of collecting library and textbooks and other school property. A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events.

The school reserves the right to inspect individual lockers without advance notice. When possible, before opening a student's locker the principal, assistant principal or his/her designee shall seek the consent of the student to conduct a locker inspection. A third party shall always be present to witness such inspection. If the student is not available or does not consent to the inspection and when the search is prompted by a reasonable suspicion that the search will yield evidence of the student's violation of the law or school rules, the principal, assistant principal or his/her designee may open the locker and conduct a search using methods reasonable related to the objectives of the search.

The principal, assistant principal or his/her designee shall be responsible for completing a written report, which describes the purpose of the locker inspection, witnesses present, objects found during the locker inspection and their disposition.

Student Safety Related to Dress - Procedure 3224

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

1. 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.
2. Create a health or other hazard to the student's safety or to the safety of others.
3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.

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

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

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

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

Title I Parent & Community Involvement - 4130

The Board recognizes that parent involvement significantly contributes to the achievement of academic standards by students participating in district programs. The Board views the education of students as a cooperative effort among school, parents and community. The Board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parent involvement. Parent involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

1. Play an integral role in assisting their child's learning;
2. Are encouraged to be actively involved in their child's education; and
3. Are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

The Board recognizes that parents play an important role in a child's education. In recognizing that role, the Board respects parents as partners in the decision-making process for their children's education. The Board believes that meaningful parent involvement and the development of collaborative relationships between home and school are critical to success for all students. When teachers and parents communicate and share similar high and realistic expectations for student achievement and behavior, students can be expected to learn more and perform better in school.

The term "parent" as used in this policy refers to parents, extended family, guardians, or other persons with whom a Tumwater School District student resides. In using these terms, the Board recognizes that families within our community vary in family composition, cultural backgrounds, abilities, financial resources, and belief structures.

Schools also need the support of other members of the community including parent organizations, public agencies, businesses, civic and faith-based organizations to support effective education. The District will create partnerships with community organizations that promote education as an investment in the community. Community groups and parents will be encouraged to help schools develop and implement innovative programs that advance educational goals and support high academic achievement for all students.

The Board of Directors adopts as part of this policy the following guidance for parent involvement. The District shall:

1. Put into operation programs, activities and procedures for increasing the involvement of parents in all of its schools consistent with federal and state laws including Title I and the Learning Assistance Program (LAP). Those programs, activities, and procedures will be planned, implemented, and evaluated with meaningful consultation from parents of participating children;
2. Work with schools to ensure that the required school-level parental involvement plans, as a part of the school improvement plans, meet the requirements of federal and state laws;
3. To the extent possible, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children in school activities including providing information and school reports in an understandable and uniform format in a language parents understand and providing alternative formats upon request;
4. Coordinate and provide technical assistance in planning and implementing effective parent involvement activities to improve student academic achievement; and
5. Involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.

Tobacco & Tobacco Products - Policy 3411

Smoking or the use or possession of any kind of tobacco product shall be prohibited on all district property, including athletic fields and district vehicles. Tobacco use is defined as the use of any pipe, cigar, smokeless tobacco, cigarette or any other smoking equipment, including e-cigarettes or the chewing or sniffing of a tobacco product.

This policy is applicable to all students enrolled in the District, who, for whatever reason at whatever time, occupy or use district property. Notices of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the Superintendent or his/her designee. Student handbooks shall include notice that using or possessing tobacco on school property is prohibited. Students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Weapons on School Premises - Policy 4210

It is a violation of district policy and state law for any person to carry or possess a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

1. Persons engaged in military, law enforcement, or school district security activities;
2. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
3. Persons competing in school authorized firearm or air gun competitions; and
4. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

1. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up/dropping off students; and
2. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

School Delay/Closure Procedures For The 2019-20 School Year

When weather or other events impact our ability to transport our students or to operate our schools, these are the procedures that we typically follow.

- Beginning at *around* 5:30 AM, the district provides delay and closure information to local television and radio stations using www.flashalert.net . Information is posted to both this site and to Tumwater School District site, www.tumwater.k12.wa.us , sent out on the District's Twitter @TumwaterSDNews, and on our Facebook page.
- By 6:00 AM we call and send an email to all District parents and staff using our SchoolMessenger system. To update your contact information, please call your school or access the "Skylert" tab in Skyward.

You may also call the District's information line **360-709-7999**, watch **KOMO Channel 4, KING Channel 5, KIRO Channel 7, or KCPQ Channel 13** or check any of the following radio stations:

AM Radio Stations	FM Radio Stations
KGTK 920	KPLU 88.5
KOMO 1000	KMPS 94.1
KGY 1240	KXXO 96.1
KITZ 1400	KGY 96.9
	KIRO 97.3

ACT DAYS ARE IMPACTED BY LATE START

If weather causes a late start on a Friday ACT day, students will be released at the regularly scheduled time. There will be no early release for teacher collaboration.

HOW ARE DECISIONS MADE?

When weather events happen, there are always questions about the process for making decisions to delay or close schools.

Here are typical steps that are followed:

⇒ **3:00-5:00 AM:** The Transportation Supervisor drives bus routes to determine road conditions and checks local, state and regional weather forecast information.

⇒ **5:15 AM:** The Transportation Supervisor makes recommendations to the Superintendent relative to school closure or late start. The Superintendent may check forecasts and consult with other local school district leaders before making the final decision by around 5:30 AM, when he contacts staff to alert the media, parents and staff.

Our Schools

Black Lake Elem.....360-709-7350
School Hours.....8:55am-3:25pm
 6345 BL/Belmore Rd SW, Olympia 98512
 Misty Hinkle, Principal
 Office Hours.....8:30am-4:00pm
 Fridays (ACT).....2:10pm
 Half Day/Conf. Week.....11:55am

East Olympia Elem.....360-709-7150
School Hours.....8:55am-3:25pm
 8700 Rich Road SE, Olympia 98501
 Patty Kilmer, Principal
 Liz Masunaga, Asst. Principal (half time)
 Office Hours.....8:00am-4:00pm
 Fridays (ACT).....2:10pm
 Half Day/Conf. Week.....11:55am

Littlerock Elem.....360-709-7250
School Hours.....9:05am-3:35pm
 12710 Littlerock Rd SW, Olympia 98512
 Glenn Spinnie, Principal
 Office Hours.....8:00am-4:00pm
 Fridays (ACT).....2:20pm
 Half Day/Conf. Week.....12:05pm

Michael T. Simmons Elem.....360-709-7100
School Hours.....8:40am-3:10pm
 1200 2nd Ave SW, Tumwater 98512
 Elliott Hedin, Principal
 Kyle Grunenfelder, Asst. Principal
 Office Hours.....7:40am-4:10pm
 Fridays (ACT).....1:45pm
 Half Day/Conf. Week.....11:40am

Hi Cap Program-MTS Campus.....360-709-7100
School Hours.....8:30am-3:00pm
 Fridays (ACT).....1:45pm
 Half Day/Conf. Week.....11:30am

Peter G. Schmidt Elem.....360-709-7200
School Hours.....8:40am-3:10pm
 237 Dennis St SE, Tumwater 98501
 Kim Doughty, Principal
 Jon Halvorson, Asst. Principal
 Office Hours.....8:00am-4:00pm
 Fridays (ACT).....1:55pm
 Half Day/Conf. Week.....11:40am

Tumwater Hill Elem.....360-709-7300
School Hours.....8:45am-3:15pm
 3120 Ridgeview Ct SW, Tumwater 98512
 Mandy Jessee, Principal
 Liz Masunaga, Asst. Principal (half time)
 Office Hours.....8:00am-4:00pm
 Fridays (ACT).....2:00pm
 Half Day/Conf. Week.....11:45am

G.W. Bush Middle.....360-709-7400
Attendance Line.....360-709-7412
School Hours.....8:00am-2:30pm
 2120 83rd Ave SW, Tumwater 98512
 Linda O'Shaughnessy, Principal
 Shawn Guthrie, Asst. Principal
 Office Hours.....7:00am-3:00pm
 Fridays (ACT).....1:15pm
 Half Day/Conf. Week.....10:30am

Tumwater Middle.....360-709-7500
Attendance Line.....360-709-7520
School Hours.....8:00am-2:30pm
 6335 Littlerock Rd SW, Tumwater 98512
 Jon Wilcox, Principal
 Nick Reykdal, Asst. Principal
 Office Hours.....7:00am-3:00pm
 Fridays (ACT).....1:15pm
 Half Day/Conf. Week.....10:30am

A.G. West Black Hills High.....360-709-7800
Attendance Line.....360-709-7815
School Hours.....7:40am-2:10pm
 7741 Littlerock Rd SW, Tumwater 98512
 Dave Myers, Principal
 Jim Anderson, Asst. Principal
 Cathy McNamara, Asst. Principal
 Office Hours.....7:00am-3:00pm
 Fridays (ACT).....12:55pm
 Half Day/Conf. Week.....10:15am

Tumwater High.....360-709-7600
Attendance Line.....360-709-7620
School Hours.....7:40am-2:10pm
 700 Israel Rd SW, Tumwater 98501
 Jeff Broome, Principal
 Jody Halterman, Asst. Principal
 Marty Reid, Asst. Principal
 Office Hours.....7:00am-3:00pm
 Fridays (ACT).....12:55pm
 Half Day/Conf. Week.....10:15am

Secondary Options.....360-709-7760
 Dave Myers, Administrator

New Market Skills Center and New Market High School
.....360-570-4500
 Kris Blum, Executive Director
 Chris Bradshaw, Student Services Director

Tumwater School District 2019-2020



SEPTEMBER 2019

September 2.....Labor Day
September 4.....First Day of School for Students
September 9.....First day of Kindergarten

NOVEMBER 2019

November 4-8.....ES & MS Conferences 1/2 day early release K-8)
November 11.....Veterans Day (Observed)
November 27.....Early Release-(Students and Teachers)
November 28 and 29.....Thanksgiving Break

DECEMBER 2019/JANUARY 2020

December 23 through January 3.....Winter Break

JANUARY 2020

January 20.....Martin Luther King Jr. Day

FEBRUARY 2020

February 17-18.....Mid Winter Break

MARCH 2020/APRIL 2020

March 30—April 3.....ES & MS Conferences(1/2 day early release K-8)

APRIL 2020

April 1-3.....HS Sr. Presentations(1/2 day early release 9-12)
April 6-10.....Spring Break

MAY 2020

May 25.....Memorial Day

JUNE 2020

June 11.....Last Day of School-1/2 Day Early Release-(Students)

All days missed due to weather/emergencies will be made up at the end of the school year. (180 total student days)

Quarter End Dates

First Qtr. November 8= 48 Days

Third Qtr. April 3 = 48 Days

Semester End Dates

First Semester end January 24= 89 Days

Second Semester end June 11 = 91 Days

Friday ACT = 33 Days

KEY:

- = First or Last Student Day of School
- H = Holidays (Non School Day)
- N = Non-School Day
- E = Early Release (half day)
- A = Early Release ACT Days (75 minutes early)
- ⬢ = End of Semester
- * = Weather Make Up Days (if needed)

September

S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	A	14
15	16	17	18	19	A	21
22	23	24	25	26	A	28
29	30					

(Student Days: 19)

October

S	M	T	W	T	F	S
		1	2	3	A	5
6	7	8	9	10	A	12
13	14	15	16	17	A	19
20	21	22	23	24	A	26
27	28	29	30	31		

(Student Days: 23)

November

S	M	T	W	T	F	S
					A	2
3	4	5	6	7	8	9
10	H	12	13	14	A	16
17	18	19	20	21	A	23
24	25	26	E	H	N	30

(Student Days: 18)

December

S	M	T	W	T	F	S
1	2	3	4	5	A	7
8	9	10	11	12	A	14
15	16	17	18	19	A	21
22	N	N	H	N	N	28
29	N	N				

(Student Days: 15)

January

S	M	T	W	T	F	S
			H	N	N	4
5	6	7	8	9	A	11
12	13	14	15	16	A	18
19	H	21	22	23	A	25
26	27	28	29	30	A	

(Student Days: 19)

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	A	8
9	10	11	12	13	A	15
16	H	N	19	20	A	22
23	24	25	26	27	A	29

(Student Days: 18)

March

S	M	T	W	T	F	S
1	2	3	4	5	A	7
8	9	10	11	12	A	14
15	16	17	18	19	A	21
22	23	24	25	26	A	28
29	30	31				

(Student Days: 22)

April

S	M	T	W	T	F	S
			1	2	3	4
5	N	N	N	N	N	11
12	13	14	15	16	A	18
19	20	21	22	23	A	25
26	27	28	29	30		

(Student Days: 17)

May

S	M	T	W	T	F	S
					A	2
3	4	5	6	7	A	9
10	11	12	13	14	A	16
17	18	19	20	21	A	23
24	H	26	27	28	A	30
31						

(Student Days: 20)

June

S	M	T	W	T	F	S
			1	2	3	4
7	8	9	10	E	*12	13
14	*15	*16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

(Student Days: 9)

Tumwater School District
AUTOMATED COMMUNICATIONS
(SCHOOL MESSENGER) NOTIFICATION

Consent to Receive Automated Communications

The Tumwater School District ("District") uses SchoolMessenger, an automated system, to make important school-related announcements in the form of calls and text messages to the cellphone and residential telephone numbers of parents/guardians and students. Those communications include messages about snow days, other school cancellations, student absences, and school events.

By providing telephone numbers on and signing student registration paperwork, you consent to receive automated text messages and calls from the District at those numbers. You may opt not to receive such automated messages (other than emergency messages) by submitting the form below to the office at your student's school, or by providing notice to the office professional at your student's school (contact information is on the back of this form).

(Separate and return this form to opt out of automated messages.)



Request Not to Receive Automated Messages

Although the District requests that parents/guardians and students consent to receive automated messages as described above by providing telephone contact information on registration paperwork, you may opt out of receiving automated text messages and phone calls (other than emergency messages) by completing the information below:

I _____ (PARENT/GUARDIAN NAME) opt out of receiving automated
(check all that apply)

_____ text messages

_____ telephone calls from the District at the following numbers (list all numbers that apply, including area codes):

1. (____)____-_____ o Cellphone o Residential line
2. (____)____-_____ o Cellphone o Residential line
3. (____)____-_____ o Cellphone o Residential line
4. (____)____-_____ o Cellphone o Residential line

Your decision to opt out will be effective unless you notify us otherwise in writing. Note that the law allows the District to make automated emergency calls (such as about school lockdowns) to telephone numbers you have provided regardless of whether you opt out of other messages.

Notice Concerning Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Tumwater School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, Tumwater School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of "directory information" is to allow the Tumwater School District to include this type of information from your student's education records in certain school publications. Examples include:

- The TSD website, The Open Line or school publications;
- A playbill showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

FERPA authorizes Tumwater School District to release student "directory information" for school-related purposes without parental permission **unless you notify your student's principal, in writing, by October 1st or within 10 days of enrollment after October 1st**, that you do not want such information released to those who request it. The District has defined "directory information" as:

STUDENT DIRECTORY INFORMATION

- Student name, address and telephone number, photo and video;
- Date and place of birth;
- Weight and height and grade level of members of athletic teams;
- Degrees, honors and awards received;
- Dates of attendance and grade level;
- Schools previously attended; and
- Work created by the student for school-related publications.

In addition, federal law requires Tumwater School District to provide military recruiters with student names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

Tumwater School District, 621 Linwood Ave. SW, Tumwater, WA 98512



Form on next page



Tumwater School District Request to Prevent Disclosure of 2019-20 Student Directory Information



Tumwater School District will release student "Directory Information" for school-related purposes without parent permission unless you notify your student's principal in writing by October 1st of each school year, or within 10 days of enrollment after October 1st that you do not want such information released to those who request it. If you do NOT want Directory Information about your student released, please check all the boxes that apply and return the form to your student's school by October 1st or within 10 days of enrollment after October 1st. Return one form per student. Additional forms can be obtained at your student's school office.

NOTE: If releasing this information is acceptable to you, no action is required.

FOR ALL FAMILIES

Visual Image and Directory Information for Other Uses:

☐

SCHOOL/DISTRICT USE: Please do **NOT** release my student's visual image or other directory information for Tumwater school or district use, including publications, websites, school-related social media, or sports team rosters.

☐

PUBLIC USE: Please do **NOT** release my student's visual image or directory information to outside organizations for school-related purposes (such as yearbook companies, graduation announcements, higher education institutions, or parent organizations).

☐

MEDIA USE: Please do **NOT** release my student's visual image or directory information to local newspapers, television stations, social media (internet publications beyond District websites) or other media outlets for school-related stories or recognition.

HIGH SCHOOL JUNIORS & SENIORS ONLY

YOU DO NOT NEED TO CHECK THIS BOX UNLESS YOUR STUDENT IS GOING TO BE IN 11TH OR 12TH GRADE

U.S. Military: The federal Every Student Succeeds Act requires high schools to provide a list of student names, addresses and telephone numbers to military recruiters. Parents have the right to request that their student's name be omitted from that list. *NOTE: checking the box below does not prohibit the military from gathering student information from other non-school sources or from having military recruiters speak with your student when on campus.*

☐

Please **do NOT** give my student's name and contact information to military recruiters.

If you have checked NO to any of the boxes above please sign and return this form to your school office no later than October 1st of each school year.

Student's Name: _____ School: _____ Grade: _____

Signature of Parent/Guardian: _____

TUMWATER SCHOOL DISTRICT
STUDENT HOUSING QUESTIONNAIRE

Your answers to these questions will be reviewed only by the district McKinney-Vento (Homeless) Liaison and Counselors. "Homeless" includes some temporary living situations. Filling out this form will help us decide whether or not your student may be eligible to receive services under the McKinney-Vento Act 42 U.S.C. 11435. Contact Lisa Alonzo, District McKinney-Vento Liaison at 709-7006 if you have questions.

Completion of this form is optional. If you own/rent your own home, you do not need to complete this form.

If you do not own/rent your own home, please check all that apply below. (Submit to District Homeless Liaison. Contact information can be found at the bottom of the page).

- | | |
|--|---|
| <input type="checkbox"/> In a motel | <input type="checkbox"/> A car, park, campsite, or similar location |
| <input type="checkbox"/> In a shelter | <input type="checkbox"/> Transitional Housing |
| <input type="checkbox"/> Moving from place to place/couch surfing | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> In someone else's house or apartment with another family | |
| <input type="checkbox"/> In a residence with inadequate facilities (no water, heat, electricity, etc.) | |

Name of Student: _____
First Middle Last

Name of School: _____ Grade: _____ Birthdate: _____ Age: _____
Month/Day/Year

Gender: _____ ☐ Student is unaccompanied (not living with a parent or legal guardian)
☐ Student is living with a parent or legal guardian

ADDRESS OF CURRENT RESIDENCE: _____

PHONE NUMBER OR CONTACT NUMBER: _____ NAME OF CONTACT: _____

Print name of parent(s)/legal guardian(s): _____
(Or unaccompanied youth)

*Signature of parent/legal guardian: _____ Date: _____
(Or unaccompanied youth)

*I declare under penalty of perjury under the laws of the State of Washington that the information provided here is true and correct.

Please return completed form to the counselor at your child's school or the McKinney-Vento Liaison, located at the Tumwater School District Office (621 Linwood Avenue SW, Tumwater, WA 98512)

For School Personnel Only: For data collection purposes and student information system coding

☐ (N) Not Homeless ☐ (A) Shelters ☐ (B) Doubled-Up ☐ (C) Unsheltered ☐ (D) Hotels/Motels



Tumwater School District Administration Building
621 Linwood Avenue SW
Tumwater, WA 98512
360-709-7000

Dr. Sean Dotson, Superintendent

Shawn Batstone, Assistant Superintendent

Jim Brittain, Executive Director of Financial Services

Kelli Ehresmann, Executive Director of Special Services

Mel Murray, Facilities & Capital Projects Director

Beth Scouller, Executive Director of Human Resources

Laurie Wiedenmeyer, Community Relations & Communications Coordinator

“Continuous Student Learning in a Caring, Engaging Environment”

Front Office Contacts

Black Lake Elementary

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East Olympia Elementary

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Littlerock Elementary

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Stephanie Farwell.....360-709-7254
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Michael T. Simmons Elementary

Heather Alnes.....360-709-7101
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Peter. G. Schmidt Elementary

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Tumwater Hill Elementary

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G.W. Bush Middle School

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Tumwater Middle School

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A.G. West Black Hills High School

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Rena Nichols.....360-709-7800
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Tumwater High School

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Amy Finney.....360-709-7603
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Secondary Options

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New Market Skills Center

Colleen Bonner.....360-570-4505
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