



# Parent/Student Notifications

## Tumwater School District 2020-2021

The information provided in this document is distributed annually to all students in the Tumwater School District in order to inform students and parents/guardians of their rights and responsibilities. The items contained herein are intended to be helpful in explaining the rules and regulations established by either State or Federal law.

***Detailed information/policies/procedures can be found on the district website at [WWW.TUMWATER.K12.WA.US](http://WWW.TUMWATER.K12.WA.US). Staff at any school or the District Office are able to provide you with a printed copy of any policy or procedure.***

---

### **ENROLLING YOUR CHILD AND PROGRAM INFORMATION**

Children must be five years old on or before August 31st to attend Kindergarten and six years of age by August 31st to enter the 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 the district.

#### **Resident and Non-Resident Transfers:**

District Policy and Procedure 3131 provide information regarding resident (intra-district) transfers. Individuals who reside within the boundaries of Tumwater School District and wish to transfer to another school within the district should access the transfer request form on the district website, contact a Tumwater school or the Student Learning Department at the District Office by calling 360-709-7030.

District Policy and Procedure 3141 provide information regarding non-resident (inter-district) transfers. Individuals who reside outside the boundaries of the Tumwater School District and wish to transfer into a Tumwater school should access the transfer request form on the district website or call the Student Learning Department at the District Office by calling 360-709-7030.

**Homeschool:** In compliance with state law, parents providing home-based instruction to their children must file a Declaration of Intent with their local school district by September 15th or within two weeks of the beginning of any public school quarter or semester. Homeschool families are responsible for obtaining and teaching curriculum as well as fulfilling all state testing requirements. Parents living in the Tumwater School District may access this form on the “*Parents/Students*” section of the district website. Contact the District Office at 360-709-7000 with any questions.

**Running Start:** Students enrolled in a high school or having filed their Intent to Provide Home-Based Instruction, may participate in Running Start. Students should contact their counselor to learn more about Running Start. Homeschool students can contact the college of choice for information about enrollment and the Tumwater District Office at 360-709-7007 to obtain signatures.

**Advanced Placement Courses (AP)/College in the High School:** AP courses allow high school students to earn college credit by taking classes in the high school setting and earning qualifying scores on Advanced Placement tests offer through the College Board. College in the High School provides college-level academics to 10th, 11th and 12th graders. Courses are taught at the high school, by high school teachers with college curriculum, textbooks and oversight by college faculty/staff. Students pay tuition. Contact your student’s counselor for further information.

**Highly Capable Program:** Tumwater School District welcomes recommendations from parents, school staff, students, teachers and community members for highly capable identification during our annual nomination window. We accept nominations for evaluation each Fall. The process for identification is facilitated by a committee that includes teachers, parents, and staff. The committee considers multiple aspects, including formal assessments, teacher input and parent/guardian input, prior to making a recommendation about student placement in our program.

If you know of a student you consider to be highly capable, you are welcome to complete nomination paperwork, which can be found on the district web site during the nomination window, or by contacting the child’s school or calling the Student Learning Department at 360-709-7030.

**Alternative Learning Options:**

The Tumwater School District offers the following alternatives for students seeking non-traditional high school experiences due to unique learning styles, employment, deficiency of credits towards graduation and other unexpected life circumstances:

Cascadia High School offers an alternative course of student for students seeking a non-traditional high school experience due to unique learning styles, employment, incarceration, credit deficiency and other unexpected life circumstances. Please contact Cascadia High School for further information or to discuss enrollment by calling 360-709-7760.

On-Line Learning Please contact the Student Learning Department for information by calling 360-709-7030.

New Market Skills Center 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 to students 16-20 years of age. Work with your high school counselor regarding possible enrollment.

Special Education and related services are available to all students enrolled in alternative learning options. No student will be denied access to the program or otherwise be subjected to discrimination on the basis of a disability. All credits will qualify for Tumwater School District diploma. For more information please work with your child's counselor or call the Student Learning Department at the District Office at 360-709-7030.

**ASSESSMENTS**

Tumwater School District'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 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. Depending on a student's expected graduation year, they must meet the standards on specific state assessments or state-approved alternative to meet graduation requirements. For more information on these assessments, please visit <https://www.k12.wa.us/student-success/testing>. 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 <https://washingtonstatereportcard.ospi.k12.wa.us/> or you can call the Student Learning Department at 360-709-7030.

**GRADUATION REQUIREMENTS**

High school graduation requirements are established by the State Board of Education and the Tumwater School District Board of Directors. The requirements are designed to provide students with a well-rounded education and up-to-date skills. Tumwater School District requires 24 credits for graduation with courses broken down as follows:

SUBJECT	CLASS OF 2021 & BEYOND	SUBJECT	CLASS OF 2021 & BEYOND
English	4	Mathematics	3
Science (including 1 lab credit)	3 (including 2 lab)	Social Studies	3
Health & Fitness	2	Arts	2
Occupational Education	0	Career & Tech Ed	1
World Language	2	Electives	4

## **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
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (see "Student Records and Directory Information".)
- The right to file a complaint with the U.S./ Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.
- The right to a description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person.
- The right to information about who to contact to seek access or amendment of education records.

## **PARENT AND STUDENT RIGHTS IN FEDERAL PROGRAMS**

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

No student will be required as part of any project or program supported by federal funds to submit to a survey, analysis or evaluation that reveals information concerning political affiliations; potentially embarrassing mental or psychological problems; sexual behavior and attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of close family members; privileged or similar relationships; or income, other than information necessary to establish eligibility for a program; without the prior consent of an adult or emancipated students, or written permission of parent/guardian.

## **MCKINNEY-VENTO ACT**

The McKinney-Vento defines homelessness as the following: 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; 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.

The Tumwater School District Student Housing Questionnaire is available on the Tumwater School District website under the "Parents/Students" section. This form is also available at each school office, the District Office and has been included in this packet. Completion of this form is not required, however, it can be of assistance to counselors and McKinney-Vento staff as they work to determine if a student/family would qualify as homeless under the Federal definition and benefit from assistance. Completed forms are kept confidential and the information is shared only with those who need to have the information in order to provide support.

Students who become homeless may receive assistance to remain at their school as well as other assistance including free meal status, assistance with arranging transportation services, community resources referrals, community connections, scholarship opportunities and FAFSA verification for college-bound students, school materials and personal care items. Please contact your school counselor or the district McKinney-Vento Liaison at 360-709-7006 if you believe you or someone you know may qualify as homeless.

## **SPECIAL EDUCATION**

Eligible students (birth-21) receive special education services in accordance with IDEA as developed by each student's IEP. If you suspect a child of having a disability and potentially needing special education, referrals for special education can be made in writing to the school psychologist assigned to each building or by calling the Special Services Department at 360-709-7040.

## **STUDENS WITH DISABILITIES**

District Policy and Procedure 2162 address education of students with disabilities as it pertains to the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Questions pertaining to IDEA or Section 504 should be directed to 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.

## **DEVELOPMENTAL SCREENINGS**

The Special Services Department conducts developmental screenings for preschool students several times per year. If you are concerned about your preschooler's developmental progress, please contact the Special Services Department at 360-709-7040.

## **CHILDFIND**

A continuous process for locating, screening, evaluating and identifying 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. Once a referral is received, a Group of Qualified Professionals (GQP), including the parent, will determine 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 the need for Special Education and/or related services. If you know or someone you know suspects a child of having a disability and is in need of services, please contact the Special Services Department at 360-709-7040.

## **EVERY STUDENT SUCCEEDS ACT (ESSA) & 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 I, 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 qualification.

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

## **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 permitted 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:
  - Protected information surveys of students; and
  - 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.

### **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 the District website or by contacting the Support Services Department 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 submitted by any applicant.

### **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 Office of Superintendent of Public Instruction and is available at each school administration office and the Buildings & Grounds Department, who can be reached by calling 360-709-7725. This notification will be repeated annually.

### **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.

### **FOOD SERVICES**

The Food Services Department serves both breakfasts and lunches that meet Federal nutrition requirements. Computerized accounts are available for family convenience and money can be added easily. We participate in the Federal Free & Reduced School Meals Program. Breakfast is served at all of our schools. Free or reduced lunches are provided for children whose family meets the Federal guidelines. Application forms are mailed to all Tumwater School District families in August, are available in school offices and by visiting the Food Services page of the District website. The district meal charge policy is also available on the website. Please feel free to direct questions to the Food Services Department by calling 360-709-7740. Prices can be viewed on the next page.

BREAKFAST	
Student	\$1.85
Reduced	Free due to grant
Adult	\$2.25

LUNCH	
Elementary	\$2.90
Middle/High School	\$3.20
Milk	\$.50
Reduced K-3	Free due to grant
Reduced 4-12	\$.40
Adult	\$4.00

## **VIDEO SECURITY ON SCHOOL DISTRICT GROUNDS/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.

## **STUDENT INSURANCE**

The district makes voluntary student accident insurance available to parents. Application forms 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".

## **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](http://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 at 360-709-7000 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 Thurston County 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](http://www.co.thurston.wa.us/auditor/elections).

## **SCHOOL BOARD MEETINGS**

The School Board is responsible for establishing policies for the District, revising/adopting the annual operative budget, selecting and evaluating the superintendent and informing the public of the needs and progress of the educational system. School Boards are required to meet once per month to conduct business and allow for Public Comment. The Tumwater School District Board holds one regular business meeting per month as well as a workshop or retreat (most months.) At the time of this publication, meetings are being held via Zoom at 6pm the 2nd Thursday of each month. As the Open Public Meetings Act (OPMA) regulations are adjusted due to COVID, the meetings may move back to being in-person at the District Office. All business meetings, workshops and retreats are open to the public. Public Comment is permitted at business meetings but require comments to be submitted electronically during Zoom meetings or require the speaker to sign-up during in-person meetings. Agendas will be published to the District website as well as at the District Office approximately one week before the meeting. Please contact the Executive Assistant to the Superintendent at 360-709-7000 with any questions.

## **BEFORE & AFTER SCHOOL CARE OPTIONS**

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.

- ⇒ **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](http://www.southsoundymca.org).
- ⇒ **The Boys & Girls Clubs** of Thurston County, Tumwater Branch is located on the THS campus for students ages 6-18. The Club is open from 2:30-6:30 p.m. daily and provides programs all day long during school breaks. During a standard 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](http://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 1-800-878-5235, or visit [www.caclmt.org](http://www.caclmt.org).

## **EMERGENCY PREPAREDNESS**

The District's emergency procedures were created to assist 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 the School Messenger mass notification system. Emergency messages will also be posted to the District website, school websites, Facebook, Twitter and on our emergency phone line at 360-709-7999. The District belongs to a statewide reporting network which parents can subscribe to for alerts. Before 6 am, the system provides alerts regarding inclement weather delays and closures. For more information, visit our website, click on "District" and then "Emergency Communications."

## **COMMUNICATION**

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

- Our website ([www.tumwater.k12.wa.us](http://www.tumwater.k12.wa.us)) serves as a convenient, accessible source for District information and updates. School websites can be found using the drop-down menu.
- Skyward Family Access: All District families have access to online information about their child(ren) via this system. 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.
- School Newsletters: Newsletters are prepared by each of our schools, and then sent home with students, emailed to families, and/or posted to their school website.
- The Open Line newsletter is mailed to all Tumwater School District residents 3x per year. Copies are also available at our schools, the District Office or on the District's website.
- Facebook: We use FB to provide brief updates, post important information and share information. The District Facebook is @TumwaterSD and can be accessed from the homepage of our website.
- Twitter: The District Twitter account is @TumwaterSDNews. Twitter is used to provide brief updates from around the District.

## **SCHOOL BUS SAFETY**

The mission of the TSD Transportation team is "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 their seat and face the front; talk quietly, be courteous and use no profane language; maintain silence at the railroad crossings; and 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 WAS 392-145-016 Rules for Students Riding School Buses.) All students will be expected to abide by the rules outlined in the WAC. Please contact Transportation with questions at 360-709-7700.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

Individuals with disabilities who may need a modification to participate in programs and/or meetings held in the District should contact the school or district office location no later than three (3) days prior to the program/meeting so that arrangements for modification or accommodations can be made.

## **STUDENT RECORDS AND DIRECTORY INFORMATION**

Pursuant to the Family Educational Rights and Privacy Act (FERPA), it is the policy of the Tumwater School District to annually notify parents, guardians or adult-age students (18 or older) that they have the right of access to student records, to request the corrections of or amendments to such records, and to appeal any refusal of a request to change or amend such records. Student records will not be released without the consent of the student's parent/guardian or that of the adult-age student, except as provided by law or district policy. Specifically, directory information, as defined in District Policy 3231 and records request by schools to which a student is transferring will be released by the district without written consent. An example of a non-profit entity that request such directory information is the United States military.

The Tumwater School District may disclosure 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 district/school publications. Examples include: district or school website; The Open Line or school publications/newsletters; a playbill showing your student's role in a dram production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets such as 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 NOT want such information released to those who request it. This notification must be done each year. The District has defined "directory information" as: student name, address, 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 students directory information disclosed.

If you DO NOT want any information released to any and all such non-profit organizations or if you DO NOT wish to have your child appear in a photograph, videotape, film, slide, or on the district website please complete the Directory Opt Out form, which can be found under "*FERPA*" in the "*Parent/Students*" section. If you do not have access to the form on-line, please ask your child's school office to provide you with a paper copy of the form.

## **GUIDELINES FOR CHILDREN WITH LIFE-THREATENING CONDITIONS**

Prior to attendance at school, each child with a life-threatening health condition will present a medication or treatment order addressing the condition. A life-threatening condition means a health condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and a nursing plan are not in place. Please see Policy and Procedure 3413 on the district website for further details on this required process. If you do not have access to these on-line resources, please consult with the health room assistant or main office at your child's school or the district nurse or Special Services Department by calling 360-709-7040.

## **IMMUNIZATIONS**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, students must present evidence of their having been immunized against the following diseases: diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, rubella, mumps, hepatitis B, varicella (chickenpox) for children under thirteen years of age and haemophilus influenza type B disease. A student satisfies the measles requirement upon a physician's verification that the student has had measles (rubella.) Please see Policy and Procedure 3413 on the district website for further details regarding immunization requirements. If you do not have access to these on-line resources, please consult with the health room assistant or main office at your child's school or the district nurse or Special Services Department by calling 360-709-7040.



## **POLICY INFORMATION**

We have included information about some key Tumwater School District policies on the following pages for your reference. Further details on all of our policies can be found on our website at [www.tumwater.k12.wa.us](http://www.tumwater.k12.wa.us) and then choosing "District" and then "District Policies." If you do not have access to these on-line resources, please contact your child's school or the District Office at 360-709-7000 to request a paper copy.

### **Rights & Responsibilities—Policy 3200:**

The Tumwater School District policies and procedures concerning student rights and responsibilities (behavior, attendance, discipline, etc.) are addressed in Policy 3200.

### **Ensuring Educational Equity—Policy 3212:**

The Tumwater School District is committed to the success of every student in each of our schools and to achieving our mission of continuous student learning in a caring, engaging environment. We expect every student to meet or exceed academic standards and be fully prepared to make productive life decisions.

We will significantly change our practices to achieve and maintain equity in education. The concept of educational equity goes beyond formal equality where all students are treated the same - to fostering a barrier-free environment where all students, regardless of their race, class or other personal characteristics such as creed, color, religion, ancestry, national origin, age, economic status, gender, sexual orientation including gender expression or identity, pregnancy status, marital status, physical appearance, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, have the opportunity to benefit equally.

This means differentiating resource allocation, within budgetary limitations, to meet the needs of students who need more supports and opportunities to succeed academically. We believe that

- Every student has a right to an equitable educational experience within the Tumwater School District
- Every student has the potential to achieve and it is our responsibility to give each student the support needed to be successful.
- The responsibility for addressing the disparities in opportunities and achievement among student groups rests with the adults, not the children.
- The responsibility for student success is broadly shared by District staff, administrators, instructors, communities and families.

### **Harassment, Intimidation & Bullying—Policy 3207:**

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image (including those that are electronically transmitted), verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

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

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

### **Attendance—Policy 3122:**

The compulsory attendance law of the State of Washington requires that any child, pursuant to RCW 28A.225, must attend school full-time when school is in session, unless the child is enrolled in an accredited private school, an educational center, and/or is receiving home-based education. District Policy and Procedure 3122 defines excused absences, unexcused absences and trancies and will also provide details regarding the school/district responsibility with regard to formation of a Community Truancy Board as well as petitions being filed with Juvenile Court based on the defined number of excused or unexcused absence in a given period of time.

### **Sexual Harassment—Policy 3205:**

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

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

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

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

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

### **Student Privacy and Searches—Policy 3230:**

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

### **Student Safety Related to Dress– Policy 3224:**

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the board of directors. Students’ choices in matters of dress should be made in consultation with their parents. Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

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

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student’s conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, gang-related apparel. The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student’s religion, are not subject to this policy.

### **Title I Parent & Community Involvement—Policy 4130:**

The Board recognizes that parent involvement significantly contributes to the achievement of academic standards by students participating in district programs and views the education of students as a cooperative effort among school, parents and community. 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:

- Play an integral role in assisting their child's learning;
- Are encouraged to be actively involved in their child's education; and
- 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.

### **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. Please see Policy and Procedure 3411 for further details.

### **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 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:

- Persons engaged in military, law enforcement, or school district security activities;
- Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- Persons competing in school authorized firearm or air gun competitions; and
- 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:

- Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- 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.

### **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 and children (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. If a student 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—Policy 2022:**

The Board declares that the use of school district technology must be utilized in compliance with district policies and procedures and that the district provides the network system, e-mail and Internet access as a tool for education and research in support of the district adopted curriculum and programs. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of the network and computer systems.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

Below is the housing questionnaire form mentioned in the McKinney-Vento portion of this document. Once this document has been completed and submitted as instructed below, it will be made available to the student's principal, school counselor and the district McKinney-Vento liaison only.

## 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 Becky Powell, 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

# OUR SCHOOLS

## Preschool



### Early Childhood Learning Center (ECLC)

Main Line..... 360-709-7040  
 7299 New Market St. SW Tumwater, WA 98501  
 Administrator, Omar Flores

## Elementary (K-5)

### Black Lake (BLE)

Main Line..... 360-709-7350  
 Attendance Line..... 360-709-7354  
 6345 BL/Belmore Road SW, Oly, WA 98512  
 Principal, Misty Hinkle Asst. Principal,



### East Olympia (EOE)

Main Line..... 360-709-7150  
 Attendance Line..... 360-709-7153  
 8700 Rich Road SE, Oly, WA 98501  
 Principal, Patty Kilmer Asst. Principal, TBD



# OUR SCHOOLS



## Littlerock (LRE)

Main Line..... 360-709-7250  
 Attendance Line..... 360-709-7290  
 17710 Littlerock Rd SW Oly, WA 98512  
 Mailing: PO Box 40 Littlerock, WA 98512  
 Principal, Glenn Spinnie

## Michael T Simmons (MTS)

Main Line..... 360-709-7100  
 Attendance Line..... 360-709-7100  
 1205 2nd Ave SW Tumwater, WA 98512  
 Principal, Elliott Hedin Asst. Principal, Kyle Grunenfelder



## Peter G. Schmidt (PGS)

Main Line..... 360-709-7200  
 Attendance Line..... 360-709-7200  
 237 Dennis Street SE Tumwater, WA 98512  
 Principal, Kim Doughty Asst. Principal, Heidi Center-Howden

## Tumwater Hill (THE)

Main Line..... 360-709-7300  
 Attendance Line..... 360-709-7300  
 3120 Ridgeview Court SW Tumwater, WA 98512  
 Principal, Jon Halvorson Asst. Principal, Liz Masunaga



# OUR SCHOOLS

## Middle (6-8)

### GW Bush

(BMS)

Main Line..... 360-709-7400  
Attendance Line..... 360-709-7412  
2120 83rd Ave SW Tumwater, WA 98512  
Principal, Shawn Guthrie Asst. Principal, David Parascand



### Tumwater

(TMS)

Main Line..... 360-709-7500  
Attendance Line..... 360-709-7520  
6335 Littlerock Road SW Tumwater, WA 98512  
Principal, Cathy McNamara Asst. Principal, Nick Reykdal

# OUR SCHOOLS

## High (9-12)

### AG West Black Hills (BHHS)

Main Line..... 360-709-7800  
 Attendance Line..... 360-709-7815  
 7741 Littlerock Rd SW Tumwater, WA 98512  
 Principal, Dave Myers Asst. Principal, Jim Anderson



### Cascadia (CHS)

Main Line..... 360-709-7760  
 Attendance Line..... 360-709-7760  
 7299 New Market St. SW Tumwater, WA 98501  
 Administrator, Brian Hardcastle



# OUR SCHOOLS

## New Market Skills Center (NMSC)

Main Line..... 360-570-4500  
 7299 New Market St. SW Tumwater, WA 98501  
 Executive Director, Matt Ishler Student Svcs Director,  
 Chris Bradshaw



## Tumwater (THS)

Main Line..... 360-709-7600  
 Attendance Line..... 360-709-7620  
 700 Israel Road SW Tumwater, WA 98501  
 Principal, Jeff Broome Asst. Principals, Jody  
 Halterman and Marty  
 Reid



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

### **Board of Directors**

Melissa Beard, President  
Casey Taylor, Vice President  
Members Stephanie Goebel  
Darby Kaikkonen  
Scott Killough

### **District Leadership Team**

Dr. Sean Dotson, Superintendent  
Shawn Batstone, Assistant Superintendent  
Jim Brittain, Executive Director of Financial Services  
Kelli Ehresmann, Executive Director of Special Services  
Mel Murray, Director of Facilities & Capital Projects  
Beth Scouller, Executive Director of Human Resources  
Laurie Wiedenmeyer, Dir. of Community Relations & Communications

*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.batstone@tumwater.k12.wa.us](mailto:shawn.batstone@tumwater.k12.wa.us). Section 504 Coordinator- Kelli Ehresmann, 360-709-7040, [kelli.ehresmann@tumwater.k12.wa.us](mailto: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](http://www.tumwater.k12.wa.us) under the "District" the "District Policies" section.*