

Parent/Student Handbook

Tumwater School District 2014-15



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

**IMPORTANT INFORMATION
ENCLOSED**

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Section 1 - Parent Handbook

Academic Collaboration Time (ACT) — Early Release Schedule

Academic Collaboration Time was first introduced in 2008-09. This is a 75-minute early release time every Friday with the exception of the first and last weeks of school. Teachers use this time to team, review data and discuss individual student progress. Weekly ACT Days provide opportunities for educators to implement strategies to meet individual students' needs that work with their individual learning styles. They also work to design early interventions that will support individual students—from our struggling learners to our high achievers. ACT has 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 requiring 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

The goal of Tumwater's comprehensive assessment program is to provide information on student achievement to students, staff, parents and community members. Students are assessed throughout the school year with district wide assessments. Staff members at the district and building levels use the results of these assessments to see how well students are mastering district and state standards. From this information teachers are able to develop strategies to meet the individual educational needs of students and adjust instruction.

Washington students are regularly tested by the state to assess their progress. Smarter Balanced Assessments will be administered in the spring for the subjects of English Language Arts and Math for students in grades 3-8 and 11. The Measurement of Student Progress (MSP) is administered during the spring for science to all students in grades 5 & 8.

Depending on the student's expected graduation year he/she must pass specific state assessments, a state-approved alternative or an assessment for students in special education to meet graduation requirements. The Grade 10 ELA exit exam will be administered on May 12 & 13, 2015. The math and science assessments are administered within the last three weeks of school as End-of-Course (EOC) exams in Algebra, Geometry and Biology. In order to graduate, students in the class of 2015 must pass the HSPE exams in reading and writing (or Grade 10 ELA exit exam or the Smarter Balanced Assessment), one of the two math exams (either Algebra 1 or Geometry) and the Biology EOC. All state assessments and their alternatives assess students on the currently adopted state learning standards.

Juniors and seniors planning to attend a 4-year college must take the SAT or ACT test. All sophomores will take the Preliminary SAT (PSAT) in their schools for test familiarity and to focus students on career and college readiness. The SAT and ACT may be taken by juniors and seniors. Information on registration, test fees, dates and locations may be obtained from the counselors at either of the high schools. Additional information about test scores can be accessed through the District's web page at

www.tumwater.k12.wa.us or the federal 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 individual school or by calling the Student Learning Office at 360-709-7030. For more information on graduation requirements, please visit: <http://www.k12.wa.us/GraduationRequirements/default.aspx>.

Before & After School Child Care

The Tumwater School District, Tumwater Hill PTA, 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.

Y-Care is available at all Tumwater elementary schools. The program begins at 7:00 a.m. until school starts and after school until 6:00 p.m. The YMCA has also partnered with the Military and you may be eligible for fee assistance through NACCRA. If you are interested in Y-Care, please contact your school or the 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.

The Old Town Center (OTC) is a fully supervised, free, drop-in program open to youth in grades 3-12, operated and staffed by Tumwater Parks and Recreation. The OTC is available during the school year, open Monday–Thursday 2:30-6:30 p.m. and Fridays from 2:00-9:00 p.m. Call 360-754-4160 for more information or visit online at www.ci.tumwater.wa.us/departments/parks.

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 and children attending a private school located within the district who may require services in special education and/or related services. A group of qualified professionals (GQP) will review existing information and may conduct evaluations in areas such as: cognitive, academic, communication, motor, social/emotional, and adaptive. Once a referral is made for possible evaluation a GQP team meeting, in which the parent is considered to be a participant, determination will be made regarding whether the child should be evaluated for special education services and parent permission is requested. Once 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 yrs 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 709-7040.

Communications

Below is a list of ways that we provide information and access to staff members. You can also call any school (see the back cover of this book) or the communication team at the District Office, 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>. Access your school website by going to the district site and then choosing your school from the drop-down menu.
 - **The Staff Directory** includes email addresses and phone numbers for all staff. Visit the district website to access the directory.
 - **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.
- **School Messenger Phone and Email System:** All schools and the District Administrative Office are using this system to communicate with families about attendance and other issues. 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. Special bulletins or letters addressing specific events or concerns are also sent home, as needed.

- **The Open Line** newsletter is published in January, May and August and mailed to all Tumwater School District residents. Copies are also available at school offices, on the District’s website by visiting “Community Relations”, or by calling 360-709-7000. This publication is provided to inform all members of our Tumwater community about District activities and programs.
- **“A Rich Heritage”** School History Book Celebrates Pride and Tradition. 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 to the present. 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

No one knows your child better than you. The more the teacher knows about your child’s hobbies, reading interests, comments about school, state of health and other pertinent information, the better equipped the teacher is to help your child individually. Come to your conference prepared with specific questions about your child’s performance in school. Fall conference week for the elementary and middle schools will be **November 3-6, 2014**. Spring conferences will be **March 18-20, 2015**. 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.

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	11:50 a.m.	Lunch served
Littlerock	12:05 p.m.	Lunch served
Michael T. Simmons	11:20 a.m.	Lunch served
Peter G. Schmidt	11:40 a.m.	Lunch served
Tumwater Hill	12:05 p.m.	Lunch served
Middle Schools	10:30 a.m.	No lunch
High Schools	2:10 p.m.	Regular Schedule

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.

Diversity—Organizational Belief on Diversity

The Tumwater School District Board of Directors believes in the dignity and worth of every individual and respects the uniqueness of each student, staff member, and resident of the community. The school environment is enriched when the unique contribution and worth of every individual is recognized.

It is the position of the Board of Directors that all employees, volunteers and students shall deal with all persons in ways which convey respect and consideration for the individual. Acts of hostility, defamation or harassment, whether verbal or physical, will not be tolerated against any individual for any reason. Such acts shall constitute cause for disciplinary action.

Emergency Preparedness

The District’s emergency procedures were created to protect 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 SchoolMessenger phone and email system. Emergency messages will also be posted to the home page of our District website www.tumwater.k12.wa.us 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 “About Us” and then “Emergency Procedures”.

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 our 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 9500. Facility applications are available at all sites, on our website or by contacting Support Services at 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.

Family Educational Rights and Privacy Act (FERPA) - Directory Information

FERPA defines certain information about your children as "directory information." Directory Information may be released for school-related purposes unless it is requested in writing to the school district that such information not be released. Directory information is:

- ⇒ Student's name, address, telephone number, photo and video
- ⇒ Date and place of birth
- ⇒ Participation in officially recognized activities and sports
- ⇒ Weight and height of members of athletic teams
- ⇒ Dates of attendance and grade level
- ⇒ Honors and awards received
- ⇒ Work created by the student for school-related publications

This type of information is used in school publications such as newsletters, yearbooks, school program (music, drama, graduation, etc.), sports information sheets, honor roll and/or other recognition lists. During the school year, district personnel will be photographing students for the Open Line publication, school newsletters, and/or the TSD website. Requests for directory information also come from the media. Two federal laws require local educational agencies under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listing, unless parents have advised the District, in writing, not to release such information. Parents who do not want directory information released about their child should make that request in writing to their school office by October 1 each school year or within 10 days after enrollment after October 1st. A letter describing the “opt out” options will be sent to each family in August and is available at each school site.

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 Tumwater School District families in August, are available in school offices or by visiting the Food Services web page and can also be submitted electronically via Skyward Family Access. Please feel free to direct any questions to Bob Gibson, Food Services Supervisor, at 360-709-7740.

Breakfast	
Elementary/Middle/High School	\$ 1.50
Reduced	\$ Free due to grant
Adult	\$ 2.00
Lunch	
Elementary	\$ 2.40
Middle/High School	\$ 2.70
Milk	\$ 0.50
Reduced K-3	\$ Free due to grant
Reduced 4-12	\$.40
Adult	\$ 3.30

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 2015	Class of 2016—2018
English	3.5	4
Mathematics (specific coursework)	3	3
Science (including 1 lab credit)	2	2
Social Studies (specific requirement)	2.5	3
Health and Fitness	2	0.5 credit health; 1.5 credit fitness
Arts	1	1
Occupational Education	1	1
Electives	7	6
Total Credit Requirements	22	22

Health/Immunization Information

- **Immunizations:** Washington State Immunization law (RCW 28A.210.090; TSD Board Policy and Procedures 5244) requires all students to present, on or before the first day of school attendance:
 - ⇒ **Proof of full immunization; or**
 - ⇒ **Initiation of a schedule of immunization; or**
 - ⇒ **Certificate of Exemption**

The revised WA State Immunization Exemption Law (effective July 22, 2011) continues to require that all students attending public schools provide proof of immunization and now requires that parents/guardians that want to exempt their child from immunization requirements must submit an updated Certificate of Exemption for any type exemption (medical, religious or philosophical). The exemption form must be signed by a health care provider stating that the parent/guardian has received information about the benefits and risks of immunization. The exemption form can be signed by the parent/guardian if they demonstrate membership in a religious body that does not believe in medical treatment by a health care provider.

Immunization Requirements prior to Kindergarten (month, day and year of immunization must be listed for each dose):

- ⇒ **DTP/DP/DTaP/TD:** Five (5) doses of each. Four (4) doses acceptable if the last dose was received on or after the child's fourth birthday.
 - ⇒ **Tdap (Tetanus, diphtheria, acellular pertussis):** All children that are 11 years old and in 6th through 12th grades will need one (1) dose of Tdap.
 - ⇒ **Polio:** Four (4) doses. Three (3) doses acceptable if the last dose was received on or after the child's fourth birthday.
 - ⇒ **Measles:** Two (2) doses. The vaccine must be administered at or after 1 year of age and separated by at least one month between doses, unless there is proof of past infection with measles virus. The measles infection requirement may be met by providing laboratory confirmation and health care provider signature on the Certificate of Exemption form.
 - ⇒ **Rubella:** One (1) dose received at or after 12 months of age.
 - ⇒ **Mumps:** One (1) dose received at or after 12 months of age.
 - ⇒ **Hepatitis B:** Three (3) doses over a four to six month period.
 - ⇒ **Varicella (Chicken Pox):** All children kindergarten, 1st through 5th grade will need two (2) doses of Varicella; if a child has had chicken pox disease, the parent must provide verification of the disease either with a signed note from the health care provider or by having the health care provider sign the 'Documentation of Immunity' on the Certificate of Exemption form. All children in 6th grade need one (1) dose of Varicella or parent documentation of disease is acceptable.
- **Health Screenings:** Kindergartners and students in grades 1, 2, 3, 5 and 7 are tested for vision and hearing problems.
 - **Medication at School:** Oral medication is defined as either prescription or over-the-counter medication such as tylenol, ibuprofen, cough syrup, etc. If a student must receive medication during the school day, the parent shall provide written permission and instructions to the school principal, accompanied by a written authorization from a licensed health professional. All medication being given for longer than 15 days needs to have additional instructions from the licensed health professional. All medications must be in the original container.
 - **Potentially Life Threatening Conditions:** The WA State Legislature requires schools to have emergency care plans in place for any student with a potentially life threatening condition. Potentially life threatening conditions include, but are not limited to: severe allergies, severe asthma, diabetes, seizure disorders, etc. For more information, call the District Nurse at 360-709-7040.
 - **Meningococcal Disease & Prevention:** Meningococcal disease spreads by direct contact with infected persons by coughing, kissing, or sharing anything by mouth, such as water bottles, eating utensils, lipsticks, or toothbrushes. It can cause pneumonia, bloodstream infection, and meningitis (swelling of the covering of the brain and spinal cord). Severe disease can cause brain damage, loss of hearing or limbs, and death. Fortunately, this life-threatening infection is rare – we usually have only about 30-60 reported each year in Washington, including 1 to 8 deaths. Adolescents and young adults are more likely to get meningococcal disease, especially if they live in group settings, like college dorms.

Meningococcal Conjugate Vaccine (MCV4)

MCV4 protects your child against the most common types of bacteria that cause meningococcal disease. Patients younger than 19 years of age can get MCV4 vaccine for free in Washington State. Some health care providers' offices charge an administration fee or an office visit fee. You can ask to waive the administration fee if you can't pay. Healthy teens should get one dose of MCV4 at age 11 through 12 years. Teens who did not get their first dose at that time should get a dose as

soon as possible. A second dose (or booster) is now recommended. Teens should get a booster at age 16 through 18 years or any time before college. Talk to your healthcare provider about this vaccine.

To learn more about meningococcal disease and how to prevent it visit:

Washington State Department of Health:	www.doh.wa.gov
Office of Immunization and Child Profile	www.doh.wa.gov/cfh/immunize
Disease and prevention	www.doh.wa.gov/YouandYourFamily/Immunization/Diseases.aspx
Centers for Disease Control & Prevention:	
Meningococcal vaccine information	www.cdc.gov/vaccines/pubs/vis/downloads/vis-mening.pdf
Disease information	www.cdc.gov/meningococcal/about/index.html
Pre-teen immunizations	www.cdc.gov/vaccines/spec-grps/preteens-adol.html
College students & young adults	www.cdc.gov/vaccines/adults/rec-vac/college.html
Children's Hospital of Philadelphia:	
Meningococcal questions & answers	www.chop.edu/healthinfo/meningococcal-infections.html
National Meningitis Association	www.nmaus.org

- **Human Papillomavirus (HPV) Disease & Prevention:** The following information is provided at the direction of the Washington State Legislature to help reduce cancer rates in Washington by protecting individuals from HPV.

What is HPV?

HPV is a common virus that spreads primarily through sexual contact. Up to 75 percent of HPV infections occur among people 15 through 24 years old. HPV causes most known cervical cancers, anal cancers, and genital warts. The types of HPV that can cause genital warts are not the same as the types that cause cancer. Some types of HPV can cause penile, anal, oral, head and neck cancers.

What are the symptoms of HPV?

Most of the time infected individuals have no symptoms and can spread the virus without knowing it. Some people know they have HPV because they have a symptom like genital warts. Women may find out they have HPV through cervical cancer screening (Pap tests) and HPV testing. Health care providers do not usually test for HPV unless they find abnormal cervical cell changes in a Pap test.

How can HPV infection be prevented?

The best way to prevent HPV infection is to abstain from all sexual activity. Even people with only one lifetime partner can get HPV if their partner had previous sexual partners. Using condoms during sex offers good protection against sexual infections like HPV. The HPV vaccines offer by far the best protection if given before sexual activity starts – vaccines do not get rid of existing HPV infections. The HPV vaccine can prevent infections from some of the most common and serious types of HPV that cause cervical, oral, and anal cancers as well as genital warts.

HPV Vaccine

What HPV vaccines are available?

Two HPV vaccines are available:

- HPV4 – licensed for males and females. It protects against four types of HPV. These include two types of HPV that cause 75 percent of cervical cancers in women and most anal cancers in men, and two types that cause 90 percent of genital warts in both women and men.
- HPV2 – licensed only for females. It protects against the two types of HPV that cause 75 percent of cervical cancers.

Who should get the vaccine and when should they get it?

- Females – the federal Advisory Committee on Immunization Practice (ACIP) recommends routine vaccination for all girls age 11 through 12 years old against HPV. For unvaccinated females, the recommendation goes up through age 26. Health care providers may also give the vaccine to girls as young as 9 years.
- Males – the ACIP also recommends routine vaccination against HPV for all boys 11 through 12 years of age. For unvaccinated males, the recommendation goes up through age 21. Health care providers may vaccinate boys as young as 9 years and certain men 22 through 26 years of age.

To be up-to-date on this immunization, males and females need three doses of the vaccine. Talk to your health care provider about the vaccine schedule. HPV vaccine is not required for school in Washington.

Are Pap tests still recommended for females who get the HPV vaccine?

Yes. The HPV vaccine does not protect against all HPV that can cause cancer and warts, so females still need Pap tests.

Where can I find the HPV vaccine?

Ask your doctor, nurse, or local health clinic to find out more about HPV vaccine and where you can get it. Patients younger than 19 years of age can get HPV vaccine for free in Washington State. Some health care providers' offices charge an administration fee or an office visit fee. You can ask to waive the administration fee if you can't pay. For people age 19 and older, the vaccine is available from many clinics and pharmacies. Most health insurance plans cover the vaccine for people recommended to get it. Call your health plan to check your coverage. For adults without health insurance, the companies that make these vaccines have programs to help pay for them. Find out if your health care provider participates in these programs.

For more information on HPV, the vaccine, and cervical cancer visit:

Washington State Department of Health	www.doh.wa.gov
Disease and prevention	www.doh.wa.gov/YouandYourFamily/Immunization/Diseases.aspx
Centers for Disease Control and Prevention:	www.cdc.gov/std/hpv/
American Sexual Health Association:	www.ashastd.org
American Cancer Society:	www.cancer.org

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.)
- Emergency placement in foster care or group home
- Staying in an abandoned building, trailer or other inadequate accommodations
- Doubled up with friends or relatives due to inability to find affordable housing
- “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 needed.
- 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, Tami Collins, and can be reached at 360-709-7007.

Homeless Students in the Tumwater School District

Over the course of the 2013-14, our district served approximately 220 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. The District Office also has a clothing bank stocked with brand new clothing. These clothes are available to all McKinney-Vento qualified students. Call Tami Collins at 361-709-7007 to set up an appointment for the clothing bank. Contact your school counselor or Tami Collins to learn more about assistance for homeless students.

New Market Skills Center

New Market Skills Center (NMSC) is a cooperative educational facilities 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 employment and is available to students 16-20 years old. Registration forms are available in the high school Counseling Centers, on-line at <http://www.newmarketskills.com/>, or by calling 360-570-4500. You can find more about NMSC by visiting their website at <http://www.newmarketskills.com/>.

No Child Left Behind Staff Qualifications

The *No Child Left Behind* legislation requires that school districts notify parents of students enrolled in Title 1 schools that they may request the following information regarding instructional staff who work with their children:

- Whether or not the child's teacher has met State certification for the grades and subject s/he is teaching;
- Whether or not the teacher is working with an emergency or conditional certificate where State certification has been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held, including field of discipline of the certificate or degree;
- If the child receives instructional services from a paraprofessional, the paraprofessional's qualifications.

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 (OSPI) 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 6251, 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; Misty Wasp/Bee Killer, applied to wasp/bee nests by TSD Grounds; Barricade, preemergence grass and broad leaf weed control, applied to ornamental beds, concrete cracks and fence lines by Spring Green; Buccaneer Plus, post emergent grass and broad leaf weed control, applied to ornamental beds, concrete cracks and fence lines by Spring Green; Merit 75 WSP, insecticide, applied to turf areas 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 Buildings & Grounds Dept. 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 psychological 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) 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:*
 - (1) Protected information surveys of students;
 - (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - (3) Instructional material used as part of 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. Each new student will be given the “School Bus Handbook for Students” and returning 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 in the Handbook 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 at 7:00 p.m. and the second meeting of the month is usually held at one of our schools at 8:30 a.m. Meeting dates and times can be found in our district calendar and on our website at www.tumwater.k12.wa.us. Meetings are open to the public and comments regarding items not on the agenda are welcome at the beginning of each meeting. Copies of agendas are available for review on our website and in the Superintendent’s Office.

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 Counseling Services, 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).

Student Insurance

The district makes voluntary student accident insurance available to parents through Myers-Stevens & Toohey & Co. Application forms are sent home with students and are also available in each school office. 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 webpage by selection "Parents/Student Resources/Parents/Student Insurance Option" or from the Meyers-Stevens webpage at <http://myers-stevens.com/>.

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 every year. 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 Thu. 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.

Section 2 - Student Rights & Responsibilities

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. For more information on Student Rights & Responsibilities, contact the District Administration Office at 360-709-7000.

Rights & Responsibilities—Policy 3200

Student Rights, Responsibilities and Consequences

We are committed to ensuring all students gain the knowledge, skills, and attitudes necessary to become responsible, contributing citizens of our democracy. Any student who attends a Tumwater school shall comply with the written policies, rules, and regulations of the district and shall obey the lawful instructions of district personnel. Each student shall pursue a required course of study, which will lead toward a high school diploma. As a result of the process of education, each student will have the opportunity to clarify his/her basic values and develop a commitment to act upon these values within the framework of his/her rights and responsibilities as a participant in the democratic process.

Each year, the superintendent or designee shall make available to all students, their parents and teachers written statements pertaining to student rights, conduct and corrective action. Periodically these statements shall be reviewed with the participation of parents and other community members. The school principal and certificated staff shall confer at least annually regarding discipline standards and to discuss when certificated staff must complete classes to improve classroom management.

It is also the policy of the district to provide a learning environment that is free from all forms of intimidation, bullying, or harassment, including conduct, which constitutes sexual or racial harassment and/or retaliation. The district recognizes that regardless of intent, racial, ethnic, sexual (*including sexual orientation*), and other harassing slurs have the capacity of substantially harming individuals toward whom the slurs are addressed and the educational community as a whole. Any student who participates in the act of intimidation, discrimination, harassment, or bullying shall be subject to disciplinary action, up to and including expulsion and/or referral to law enforcement.

Students are encouraged to notify a staff member in the event they believe any form of harassment, intimidation, and/or bullying is occurring. Staff must notify a building administrator who will investigate all such matters and take appropriate action.

1.0 Student Conduct

- 1.1 Any student who willfully performs any act which interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity or any other aspect of the educational process within the school district shall be subject to discipline, suspension or expulsion. Such acts shall include, but not be limited to, those below. The following acts by a student on school premises (or in reasonable proximity thereto) or off school premises at any school-sponsored activity shall constitute sufficient cause for discipline, suspension or expulsion:

- Abuse by inhalation, ingestion or otherwise of any substance for its intoxication effect;
- Assault or battery of another student or staff member;
- Cheating or forgery;
- Destruction or defacing of school property;
- Disobedience of reasonable instructions of school authorities;
- Disruptive, obscene, and/or demeaning conduct, vulgarity or profanity;
- Extortion, or coercion, of another student or a staff member;

- Harassment, intimidation, and/or bullying of another student or a staff member;
- False reports or retaliation for harassment, intimidation, or bullying constitute a violation of this policy.
- Intimidating a student in an effort to induce false testimony or to avoid cooperation with an investigation or hearing by school officials;
- Misrepresenting information which he/she is aware of that is relevant to an investigation or hearing conducted by school officials;
- Possession of drug paraphernalia intended or designed for use, storage or distribution of any controlled substance/illegal drug except to the extent authorized by a physician for such possession;
- Possession or use of tobacco and/or possession, use, or being under the influence of alcohol, or any illegal drug or of any controlled substance as defined by RCW Chapter 69.50 not lawfully prescribed by a physician for the use of the possessor or user.
- Sale or delivery of any illegal drug or of any controlled substance or the sale of any otherwise lawful substance on the representation that such substance is an illegal drug or a controlled substance;
- Possession of laser pens;
- Possession or use of explosives, firearms, firearm look-alikes, or any dangerous weapons or—objects;
- Refusal to identify oneself;
- Stealing;
- Commission of any criminal act as defined by law;
- Truancy or unauthorized absence from class;

2.0 *Rights, Responsibilities and Authority of Teachers*

- 2.1 Teacher Responsibilities. Teachers and other nonsupervisory certificated personnel (collectively referred to as “teachers” in this section) shall have the following responsibilities with respect to the discipline of students:
 - 2.1.1 Teachers shall enforce the prescribed school district rules for student conduct.
 - 2.1.2 Teachers shall comply with school district and building rules and guidelines relating to the discipline of students.
 - 2.1.3 Teachers shall maintain good order and discipline in the classroom, in the hallways and on the playgrounds or other common areas of the school.
 - 2.1.4 Teachers assigned to classroom duties shall keep and maintain accurate attendance records of students.
- 2.2 Teacher Authority: Subject to policy limitations in connection with the emergency removal and corporal punishment of students, all teachers shall have the authority to discipline any student for any disruptive or disorderly conduct or other violation of rules for student conduct which may occur in the presence of the teacher or when the student is under the teacher’s supervision. Teachers may also recommend the suspension or expulsion of students to the proper school authorities.
- 2.3 Teacher Rights: Teachers shall have the following rights with respect to the discipline of students:
 - 2.3.1 Teachers shall be entitled to appropriate assistance and support from building administrators in connection with discipline problems relating to students.
 - 2.3.2 Teachers shall be promptly advised of any complaint made to the principal or other school district administrator regarding the teacher’s discipline of students. The teacher shall be given the opportunity to present his/her version of the incident and to meet with the complaining party in the event that a conference with the complaining party is arranged.
 - 2.3.3 A teacher shall have the authority to exclude a student who creates a disruption of the educational process from his/her classroom and instructional or activity area for all or any portion of the balance of the school day, or up to the following two days, or until the principal or designee and teacher have conferred, whichever occurs first. Except in emergency circumstances, the teacher first must attempt one or more alternative forms of corrective action. In no event without the consent of the teacher may an excluded student return to the class during the balance of that class or activity or up to the following two days, or until the principal or his/her designee and the teacher have conferred.

3.0 *Rights, Responsibilities and Authority of Volunteers*

- 3.1 Volunteer Responsibilities and Authority: Volunteers shall have the following responsibilities with respect to the discipline of students:

- 3.1.1 Volunteers shall comply with school district and building rules and guidelines relating to the discipline of students.
- 3.1.2 Volunteers shall maintain good order and discipline in the classroom, in the hallways and on the playgrounds or other common areas of the school.
- 3.1.3 Volunteers shall refer all issues of student discipline to an appropriate teacher or principal
- 3.2 Volunteer Rights: Volunteers shall have the following rights with respect to the discipline of students.
 - 3.2.1 Volunteers shall be entitled to appropriate assistance and support from teachers and building administrators in connection with discipline problems relating to students.
 - 3.2.2 Volunteers shall be promptly advised of any complaint made to a teacher, the principal or other school district administrator regarding the volunteer's behavior with students. The volunteer shall be given the opportunity to present his/her version of the incident and, where appropriate, to meet with the complaining party in the event that a conference with the complaining party is arranged.

4.0 *Rights, Responsibilities and Authority of Principals*

- 4.1 Principal's Responsibilities: Principals and other assigned certificated administrators to whom such authority has been delegated by the superintendent shall have the following responsibilities with respect to the discipline of students:
 - 4.1.1 Principals shall be responsible for the enforcement of the prescribed school district rules for student conduct and for the compliance with school district and building guidelines relating to the discipline of students.
 - 4.1.2 Principals may develop such building guidelines relating to student discipline as may be appropriate. Such building guidelines shall be consistent with school district rules related to student discipline.
 - 4.1.3 Principals shall make available to each staff member, student and parents or guardians of students a copy of this policy (or summary thereof) together with any building guidelines developed pursuant to section 4.1.2 thereof.
 - 4.1.4 Principals shall provide appropriate assistance and support to teachers, staff and others in connection with discipline problems relating to students.
- 4.2 Principal Authority: Subject to the limitations set forth in policies relating to the suspension or expulsion of students, all principals shall have the authority to discipline, suspend or recommend expulsion of any student for any violation of rules for student conduct.
- 4.3 Principal Rights: Each principal shall be promptly advised of any complaint made to any other school district administrator regarding the principal's discipline of students. The principal shall be given the opportunity to present his or her version of the incident and to meet with the complaining party in the event that a conference with the complaining party is arranged.

5.0 *Disciplinary Procedures*

- 5.1 Discipline: "Discipline" shall mean all forms of corrective action other than expulsion and suspension and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not to exceed the balance of the immediate class, provided that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district. No form of discipline shall be administered in such a manner as to:
 - (a) Prevent a student from accomplishing specific academic grade, subject or graduation requirements; or
 - (b) Adversely affect a student's academic grade or credit in a subject or course because of tardiness or absences, except to the extent that the student's attendance and/or participation is related to the instructional objectives of the subject or course and such attendance and/or participation has been identified pursuant to a school district policy as a basis for grading.
- 5.1.1 Emergency Removal. Notwithstanding any other provision of this policy, a student may be removed immediately from a class, subject or activity by a teacher or administrator and sent to the principal or a designated school authority. This action may be taken when the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process of the student's school. The removal

shall continue only until:

- (a) The danger or threat ceases, or
- (b) The principal or designated school authority acts to impose discipline, impose a short-term suspension, initiate a long-term suspension or an expulsion, or impose an emergency expulsion.

- 5.1.2 The principal or designated school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action. In no case shall the student's opportunity for a meeting be delayed beyond commencement of the next school day. The teacher or administrator who removed the student shall be notified of the action, which has been taken or initiated.

5.2 Special Education Students

- 5.2.1 Change of placement for disciplinary removals: For purposes of removals of a special education student from the student's current educational placement, a change of placement occurs if:

- (a) The removal is for more than ten consecutive school days; or
- (b) The student is subjected to a series of removals that constitute a pattern because they accumulate more than ten (10) school days in a school year, and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

- 5.2.2 Removals – Ten school days or less. To the extent removal would be applied to students without disabilities, school personnel may order the removal of a special education student from the student's current placement for not more than ten (10) consecutive school days for any violation of school rules, and additional removals of not more than ten (10) consecutive school days in that same school year for separate incidents of misconduct as long as those removals do not constitute a change of placement.

- 5.2.3 Removals for weapons or controlled substance/illegal drugs. School personnel may order a change in placement of a special education student to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than forty-five (45) days, if:

- (a) The student possesses a weapon, or carries a weapon to school or to a school function under the jurisdiction of a state or local education agency; or
- (b) The student knowingly possesses or uses a controlled substance/illegal drug or sells or solicits the sale of a controlled substance/illegal drug while at school or a school function under the jurisdiction of a state or local educational agency.

- 5.2.4 Functional behavioral assessment and intervention plan. Within ten (10) business days after first removing a student for more than ten school days in a school year, including weapons violations, drugs violations, or behavior that is substantially likely to result in injury to the student or to others, the following actions shall be taken by the school district or other public agency:

- (a) If the district or other public agency did not conduct a functional behavioral assessment and implement a behavioral intervention plan for the student before the behavior that resulted in the removal occurred, the district or other public agency shall convene an individualized education program meeting to develop an assessment plan.
- (b) If the student already has a behavioral intervention plan, the individualized education program team shall meet to review the plan and its implementation and modify it, as necessary, to address the behavior.
- (c) As soon as practical after developing the plan described in subsection (1) of this section, and completing the assessments required by the plan, the district or other public agency shall convene an IEP meeting to develop appropriate behavioral interventions to address that behavior and shall implement those interventions.
- (d) If subsequently, a special education student who has a behavioral intervention plan and who has been removed from the student's current educational placement for more than ten (10) school days in a school year is subjected to a removal that does not constitute a change of placement, the IEP team members shall review the behavioral intervention plan and its implementation to determine if modifications are necessary. If one or more of the team members believe that modifications are needed, the team shall meet to modify the plan and its implementation, to the extent the team determines necessary.

- 5.2.5 Manifestation determination review requirements. If an action is contemplated by a school district, other public agency personnel, or a hearing officer that involves removing a student for weapons violations, drugs violations, behavior that violates any rule or code of conduct that applies to all students which results in a change of placement, the following actions shall be taken by the school district or other public agency:
- (a) Not later than the date of which the decision to remove the student is made, the parents must be notified of that decision and provided the procedural safeguards notice described under WAC 392 172-370 through 385; and
 - (b) Immediately, if possible, but in no case later than ten (10) days after the date on which the decision to remove the student is made, a review must be conducted of the relationship between the student's disability and the behavior subject to the disciplinary action.
- 5.2.6 Determination that behavior was not manifestation of disability.
- (a) If the results of the manifestation determination review indicate that the behavior of the special education student was not a manifestation of the student's disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities, except that a free appropriate public education shall continue to be made available to those students consistent with this chapter.
 - (b) The student's IEP team determines the extent to which services are necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP, if the student is removed because of behavior that has been determined not to be a manifestation of the student's disability.
 - (c) If the school district or other public agency initiates disciplinary procedures applicable to all students, the district or other public agency shall ensure that the special education and disciplinary records of the special education student are transmitted for consideration by the person or persons making the final determination regarding the disciplinary action.
 - (d) If a parent requests a hearing to challenge the determination that the behavior of the student was not a manifestation of the student's disability, then the student shall remain in the student's current educational placement.
- 5.3 Suspension: "Suspension" shall mean denial of the right of attendance (other than for the balance of the immediate class for the "discipline" purpose) at any single subject or class, or any full schedule of subjects or classes, for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the school district.
- 5.3.1 No student shall be suspended or expelled for one or more unexcused absences unless the school district has also first:
- (a) Provided notice, to the extent feasible, to the student's parent or guardian, in the primary language of such parent or guardian;
 - (b) Scheduled a conference or conferences with the parents(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes of the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his or her educational success; and
 - (c) Taken steps to reduce the student's absence which include, where appropriate in the judgment of school officials and, where possible, discussed with the student and parent or guardian, adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that ameliorate the cause(s) for the student's absence from school.
- 5.3.2 The nature and circumstances of the violation must reasonably warrant a suspension and the length of the suspension imposed. As a general rule, no student shall be suspended unless another form of corrective action reasonably calculated to modify his or her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature. If, however, the violation of school district rules for student conduct constitutes "exceptional misconduct" as defined in paragraph 5.3.5 below, suspension may be imposed notwithstanding the fact that prior alternative corrective action has not been imposed upon the student involved. Disciplinarians and hearing officers may grant exceptions to the suspension of students who engage in "exceptional misconduct" in cases involving

extenuating and/or exceptional circumstances.

- 5.3.3 “Short-term suspension” shall mean a suspension for all or any portion of a calendar day up to and not exceeding ten (10) consecutive school days.
- (a) No student in grades kindergarten through four shall be subject to a short-term suspension for more than a total of ten (10) school days during any single semester/trimester and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.
 - (b) No student in the grade five and above program shall be subjected to short-term suspensions for more than a total of fifteen (15) school days in a semester or ten (10) school days in a trimester.
 - (c) Any student subject to a short-term suspension shall be provided the opportunity upon returning to make up assignments and tests missed by reason of the short-term suspension if:
 - i. Such assignments or tests have a substantial effect upon the student’s semester grade or grades; or
 - ii. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.
 - (d) All short-term suspensions and the reasons therefore shall be reported in writing to the superintendent of the school district or to his or her designee within twenty-four (24) hours after the imposition of the suspension.
 - (e) Before any special education student is given a short-term suspension, the administrator in charge of the school district’s special education program, or the appointed designee, must be promptly notified. The suspension may not be imposed until the administrator of the special education program and other necessary parties determine whether the behavior is related to the student’s disability, unless provision for such discipline has been included in the student’s individualized education program.
- 5.3.4 “Long-term suspension” shall mean a suspension, which exceeds a short-term suspension as defined in paragraph 5.3.3.
- (a) No student in grades kindergarten through four shall be subject to long-term suspensions.
 - (b) No single long-term suspension shall be imposed upon a student in the grade five and above program in a manner, which causes the student to lose academic grades or credit for or in excess of one trimester during the same school year.
 - (c) All long-term suspensions and the reasons therefore shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four (24) hours after the imposition of the suspension.

Exceptional Misconduct

- 5.3.5 "Exceptional misconduct" is a violation of district rules for student conduct, which is of such frequent occurrence, or so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to suspension. "Exceptional misconduct" includes the following:
- (a) **Assault** - Fighting or assault (physical or verbal) of another student, staff member or guest;
 - (b) **Criminal Acts** – Commission of any criminal act classified as a felony or gross misdemeanor under State law;
 - (c) **Disruptive Conduct** – Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, unsafe practices or any other conduct to cause the substantial and material disruption or obstruction or any lawful mission, process, or function of the school;
 - (d) **Drug Possession or Use** – Possession or use of tobacco and/or possession, use, or being under the influence of alcohol, or any illegal drug or of any controlled substance as defined by RCW Chapter 69.50 not lawfully prescribed by a physician for the use of the possessor or user. This includes abuse by inhalation, ingestion or otherwise of any substance for its intoxicating effect;
 - (e) **Drug Sale or Delivery** – Sale or delivery of any illegal drug or of any controlled substance or the sale of any otherwise lawful substance on the representation that such substance is an illegal drug or a controlled substance;

- (f) **Drug Use in Proximity** - Being present and remaining present in an area where the use of alcohol and/or controlled substance/illegal drugs, including tobacco, is occurring;
- (g) **False Reporting** - Reporting information to an emergency responder such as law enforcement or the fire department when the information reported is known by the reporter to be false. This includes the false reporting of information to another person if done in an effort to induce that person to make a false report to an emergency responder;
- (h) **Gang Activity** - Belonging to a gang as recognized by law enforcement and knowingly engaging in gang activity on school grounds or at school activities;
- (i) **Harassment, Intimidation and Bullying (HIB)** - Acts of HIB whether electronic, verbal, written or in person – such as threatening to cause bodily injury, physical damage to a person or school structure and/or property, or physical restraint of another, or maliciously threatening to do any other act intended to substantially harm the physical or mental health of another;
- (j) **Inciting Exceptional Misconduct** - Any student who incites another student to commit an act of exceptional misconduct or who aids another student in the commission of an act of exceptional misconduct, shall be considered to have committed that act of exceptional misconduct;
- (k) **Technology Misuse** – Intentional violation of District technology procedures, includes the following:
 - Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
 - Disabling or removing installed firewalls, virus scanners and other attack detection software
 - Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
 - Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
 - Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
 For complete policy, see Electronic Resources 2022P.
- (l) **Weapons** - Possession of a dangerous weapon, explosive, firearm, or look-a-like, or the intent to use as a weapon any item apparently capable of producing bodily harm. (See Weapons on School Premises Policy 5437.)
- (m) Any misconduct that is so serious in nature or is so serious in terms of its disruptive effect on the operation of the school.

5.4 Expulsion: "Expulsion" shall mean the denial of the right of attendance at any single subject or class or any full schedule of subjects or classes for an indefinite time period. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the school district.

5.4.1 The nature and circumstances of the violation must reasonably warrant the harshness of expulsion. No student shall be expelled unless other forms of corrective action reasonably calculated to modify the student's conduct have failed or unless there is good reason to believe that other forms of corrective action would fail if employed. The requirements of paragraph 5.2.4 shall apply with respect to the expulsion of any student in the special education program.

5.4.2 Notwithstanding paragraph 5.3.1 above, students who carry onto, or who possess on, school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools any firearm, or other dangerous weapons, nun-chu-ka sticks, throwing stars, air guns, or other projectiles shall be subject to expulsion. Students who, with malice, display an instrument that appears to be a firearm shall be subject to expulsion for up to one year. Students carrying or possessing a firearm shall be expelled for a period of not less than one (1) year. The superintendent may modify the expulsion of a student on a case-by-case basis.

- 5.4.3 All expulsions and the reasons therefore shall be reported in writing to the superintendent of the school district or to his or her designee within twenty-four (24) hours after the imposition of the expulsion.
- 5.4.4 Appropriate local and state authorities, including juvenile authorities acting pursuant to RCW 13.04, shall be notified of any expulsion in order that such authorities may address the student's educational needs.
- 5.5 Emergency Expulsion: "Emergency expulsion" shall mean the immediate denial of the right of school attendance for a student prior to the opportunity for a hearing pursuant to the provisions of paragraph 12 hereof. An emergency expulsion may only be imposed if the expelling authority has good and sufficient reason to believe that the student's presence is an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process. Such emergency expulsion shall continue until the student is reinstated by the expelling authority or until modified or reversed pursuant to a hearing.
- 5.6 Delegation of Authority to Expel and Suspend: The following school district personnel are delegated the authority to expel, suspend or order the emergency expulsion of students subject to the right of any such student to a conference pursuant to paragraph 11 hereof, or a hearing pursuant to paragraph 12 hereof: Superintendent, principals, assistant principals, and any other certificated administrator to whom such authority has been delegated by the superintendent.

6.0 *Procedures for Short-Term Suspension*

- 6.1 Procedures for Short-Term Suspension: A short-term suspension may be imposed upon a student by a designated school authority subject to the limitations and conditions set forth in paragraph 5.2.3 and provided that a prior conference is conducted with the student as follows:
 - 6.1.1 An oral or written notice of the alleged misconduct and violation(s) of school district rules shall be provided to the student.
 - 6.1.2 An oral or written explanation of the evidence in support of the allegation(s) shall be provided to the student.
 - 6.1.3 An oral or written explanation of the corrective action which may be imposed shall be provided to the student.
 - 6.1.4 The student shall be provided the opportunity to present his or her explanation.
- 6.2 In the event a short-term suspension is to exceed one calendar day, the parent or guardian of the student shall be notified of the reason for the student's suspension, and its duration, orally and/or by letter deposited in the United States mail as soon as reasonably possible. The notice shall also inform the parent or guardian of the right to an informal conference pursuant to paragraph 11 and that the suspension may possibly be reduced as a result of such conference.

7.0 *Procedures for Long-Term Suspension and Expulsion*

- 7.1 Procedures for Long-Term Suspension and Expulsion: No long-term suspension or expulsion may be imposed until written notice of the suspension or expulsion has been delivered to the student and to his or her parent or guardian by certified mail or in person. Such notice shall:
 - (a) Be provided in the primary language of a student and/or a parent or guardian, to the extent feasible;
 - (b) Specify the alleged misconduct and the school district rule(s) alleged to have been violated;
 - (c) Set forth the corrective action or punishment proposed;
 - (d) Set forth the right of a student and/or the parent or guardian to a hearing for the purpose of contesting the allegation(s) and/or sanction;
 - (e) State that a written request for hearing must be received by the designated school authority on or before the expiration of the third school business day after the receipt of the notice of opportunity for a hearing, and further, that the right to a hearing may be deemed waived, and the proposed sanction imposed without further opportunity to contest the matter, if such a request is not received within the prescribed period of time; and
 - (f) Include a schedule of the school business days applicable to the exercise of the right to request such a hearing.

- 7.2 The student and or parent or guardian shall reply in writing or in person to the notice within three (3) school business days or receipt, indicating whether a hearing will be requested.
- 7.3 If such a request is not received within the three (3) school business day period, the student and parent or guardian shall be deemed to have waived the right to a hearing and the proposed sanction shall take effect.
- 7.4 Any special education student for whom suspension is appropriate under 5.2.3 shall, in addition to the notice required under paragraph 7.1, also be given written notice of any hearing rights available under WAC 392-172 -350-360 pertaining to education for special education students.

8.0 *Procedures for Emergency Expulsion*

- 8.1 If an emergency expulsion has been imposed, the notice requirements are as follows:
- (a) Be provided in the primary language of a student and/or a parent or guardian, to the extent feasible;
 - (b) Specify the alleged misconduct and the school district rule(s) alleged to have been violated;
 - (c) Set forth the corrective action or punishment taken and proposed;
 - (d) Set forth the right of a student and/or the parent or guardian to a hearing for the purpose of contesting the allegation(s) as soon as reasonably possible;
 - (e) The written notice of emergency expulsion shall be prepared and delivered to the student and parent or guardian within twenty-four (24) hours of such expulsion. In addition, reasonable attempts shall be made to notify the student and parent or guardian by telephone or in person as soon as reasonably possible;
 - (f) The student and parent or guardian shall have ten (10) school business days in which to reply in writing to the notice of opportunity for a hearing; and
 - (g) Include a schedule of the school business days applicable to the exercise of the right to request such a hearing.

9.0 *Corporal Punishment*

- 9.1 The Tumwater School District shall not use corporal punishment.

10.0 *Detention*

- 10.1 Teachers and other certificated employees shall have the authority to detain students under their supervision for up to forty (40) minutes beyond the school day. Detention will not extend beyond the time of departure of the bus upon which the student rides unless prior arrangements have been made with the student's parents or guardian.

11.0 *Grievance Procedure -- Informal Conference*

- 11.1 Any student, parent or guardian who is aggrieved by any disciplinary action, or by the imposition of a short-term suspension has the right to an informal conference with the principal or his or her designee and any other staff member involved. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible.
- 11.2 At such informal conference the student, parent or guardian shall be subject to questioning by the principal or his/her designee and shall be entitled to question school personnel involved in the matter being grieved.
- 11.3 Any student, parent or guardian who may be aggrieved following the informal conference may, upon two (2) school business days prior notice, present a written and/or oral grievance to the superintendent of the district or to his/her designee. If the grievance is not resolved, the student, parent or guardian, upon two (2) school business days prior notice, may present a written and/or oral grievance to the board of directors at its next regularly scheduled meeting.
- 11.4 Grievances before the board of directors shall be heard in a closed meeting.
- 11.5 The board of directors shall notify the student and the student's parent or guardian in writing of its decision within ten (10) school business days following the meeting.
- 11.6 The disciplinary action or short-term suspension shall continue notwithstanding the implementation of the grievance procedure unless the principal or his or her designee elects to postpone such action.

12.0 *Hearing Procedures*

- 12.1 Upon the timely receipt of written request for a hearing, the principal or other appropriate school authority shall schedule the hearing to commence within three (3) school business days after the receipt of such request, unless an emergency expulsion has been imposed on the student, in which event the hearing shall be scheduled to commence as soon as reasonably possible. The student and parent or guardian shall promptly be informed of the time, date and place of the hearing.
- 12.2 The hearing shall be conducted by a hearing officer designated for such purposes by the superintendent. The hearing officer shall not be witness and shall determine the facts of each case solely on the evidence presented at the hearing.
- 12.3 The student and parent or guardian shall be permitted to inspect in advance of such hearing any documentary and physical evidence, which the school district intends to introduce at the hearing. The designated school authority assigned to present the district's case shall likewise be permitted to inspect in advance of the hearing documentary and physical evidence which the student and parent or guardian intend to introduce at such hearing.
- 12.4 At any hearing conducted in accordance with this paragraph, the student shall have the following rights:
 - 12.4.1 The student may be represented by counsel.
 - 12.4.2 The student may question and confront witnesses, presented at the hearing.
 - 12.4.3 The student may present his/her explanation of the alleged misconduct.
 - 12.4.4 The student may make a relevant showing by way of witnesses and the introduction of such documentary and physical evidence as he/she desires.
- 12.5 A tape recording shall be made of the hearing by the district.
- 12.6 A written decision setting forth findings of fact, conclusions and the nature and duration of the suspension or expulsion, or lesser form of corrective action to be imposed, if any, shall be provided to the student's legal counsel, if any, or to the student and parent or guardian. If a student is in an emergency expulsion status, the decision shall be rendered within one (1) school business day after the date upon which the hearing concludes, and shall be communicated to the student's legal counsel or, if none, to the student and parent or guardian by depositing a certified letter in the United States mail.
- 12.7 If the hearing officer imposes a sanction of a long-term suspension or expulsion or continues an emergency expulsion, the student or the student's parent(s) or guardian shall have the right to appeal such decision to the board of directors by filing a written notice of appeal at either the office of the superintendent or at the office of the hearing officer within three (3) school business days after the receipt of the decision.
- 12.8 If timely appeal is taken to the board of directors, the school may impose long-term suspension or expulsion during the appeal period for no more than ten (10) consecutive days or until the appeal is decided, whichever is the shortest period. Any days that the student is temporarily suspended or expelled before the appeal is decided shall be applied to the term of the student's, suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.
- 12.9 If the hearing officer imposes a sanction of long-term suspension or expulsion, and if at the time of the hearing the student is in an emergency expulsion status, such sanction shall not be stayed if the decision includes a conclusion that the student continues to pose an immediate and continuing danger to himself or herself, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process of the student's school.
- 12.10 If an appeal is not taken, the sanction shall take effect on the calendar day following the expiration of the three (3) school business day period.

13.0 *Appeal to the Board of Directors*

- 13.1 If timely appeal is taken to the board of directors, the board shall schedule and hold a closed meeting to review the matter within ten (10) school business days from receipt of such appeal. At that time the student and parent or guardian or legal counsel shall be granted the opportunity to present such witnesses and testimony as the

Board deems reasonable. Prior to adjournment, the board shall agree to one of the following procedures:

- 13.1.1 Study the hearing record or other material submitted and render its decision within ten (10) school business days; or
- 13.1.2 Schedule and hold a special meeting to hear further arguments based on the record and render its decision within fifteen (15) school business days; or
- 13.1.3 Hear and try the case again within ten (10) school business days and in accordance with the applicable hearing provisions of paragraph 11.3 through 11.5 above.

14.0 School Board Decision

Any decision by the board of directors to impose or to affirm, reverse, or modify the imposition of discipline, suspension or expulsion upon a student shall be made:

- 14.1.1 Only by those board members who have heard or read the evidence.
- 14.1.2 Only by those board members who have not acted as a witness in the matter.
- 14.1.3 Only at a meeting at which a quorum of the board is present and by majority vote.

15.0 Appeal to Superior Court

- 15.1 Within thirty (30) days of receipt of the board of directors' final decision, a student, parent, or guardian may appeal any decision upon the part of the board to impose or to affirm a long-term suspension or an expulsion to the courts. Whether or not the decision of the board shall be postponed pending an appeal to superior court shall be discretionary with the board, except as ordered otherwise by a court.

16.0 Readmission

- 16.1 Any student who has been suspended or expelled may apply for re-admission at any time by making written application to the superintendent. Any such application should state the reasons therefore and should include such assurances as may be appropriate concerning the nonoccurrence of the problem, which led to such suspension or expulsion.
- 16.2 The superintendent may designate an individual or committee to consider the application and make recommendations concerning such readmission.
- 16.3 The superintendent shall, in writing, advise the student and the student's parents or guardian of the superintendent's decision within thirty (30) days of the receipt of such application.

17.0 School Business Day

- 17.1 As used in this policy, "school business day" shall mean any calendar day, exclusive of Saturdays, Sundays, and any federal and school holidays, upon which the office of the superintendent is open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day.

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 Tumwater 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 and 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, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

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 their 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.

Sexual Harassment—Policy 5013

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services.

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

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

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

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy will be reproduced in each student, staff, volunteer and parent handbook.

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, and volunteers and parents in the review process.

Sexual Harassment—Procedure 5013

Complaints of sexual harassment by employees, students, and any other persons involved in school district activities should be made orally or in writing to the appropriate building Administrator or Human Resources Director. The District Compliance Officer will begin conducting an investigation to resolve the situation as expeditiously as possible.

The process is designed to protect the rights of the complainant, the alleged harasser and any witnesses involved. These rights include the right to confidentiality, as much as the investigative process allows without hindering a thorough investigation, and protection from any retaliating behavior by the alleged harasser or other employee.

If the investigation determines sexual harassment occurred, appropriate disciplinary action will be recommended. The disciplinary action taken will reflect the severity of the harassment. School District services will be made reasonably available to persons found to have been subjected to sexual harassment. Adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Any persons filing an ***“Informal Complaint”*** of sexual harassment, with the Tumwater School District, should proceed in the following manner:

The informal complaint process is not required prior to initiating a formal complaint. An informal complaint may be a verbal or written allegation of sexual harassment. The purpose of the informal procedure is to resolve the complaint by achieving a resolution that both the complainant and the accused harasser agree upon.

An informal complaint may be made to the appropriate building administrator or to the Human Resources Director. The person who receives an informal complaint may provide advice to the complainant to help discourage the alleged harasser’s actions. If this person poses a conflict of interest in participation with the process, he/she will immediately refer the complaint to the Human Resources Director or District Compliance Officer. The Human Resources Director or Compliance Officer will discuss the complaint with the alleged harasser, initiate action to protect the complainant from harm or retaliation, and also ensure that the alleged harasser’s supervisor is informed about the complaint.

An attempt to obtain a resolution of the problem will be made. If resolution is satisfactory, the Human Resources Director or District Compliance Office will inform the complainant of the proposed resolution. The complainant may accept the resolution or initiate formal proceedings. If resolution can not be achieved, the complainant will be informed of this and advised his/her right to file a formal complaint.

The complainant may choose to file a ***“formal complaint”*** instead of first using the informal complaint procedure. In addition, if a satisfactory resolution cannot be obtained through the informal procedure, the complainant may choose to file a formal written complaint. Formal complaints should be filed in the following manner:

The complainant should use the Harassment Form available in any district building. The formal complaint should be filed with the District Compliance Officer or Human Resources Director for investigation.

The District Office Compliance Officer will promptly begin an investigation of the allegations and interview the complainant, the alleged harasser and other witnesses who may have relevant information. The Compliance Officer shall use his/her best judgment as to the order of the interviews, the methods of documentation, where interviews will be conducted, whether other persons should be present during interviews, etc. Complaints and investigations will be kept as confidential as possible and will include such reasonable steps as may appear necessary to prevent retaliation against the complainant during the course of the investigation. The Compliance Officer shall also confer with the Human Resources Director regarding any procedural requirements applicable to the interviewing of an employee (e.g., the alleged harasser) in situations where discipline may follow.

The complainant will be advised of the investigation process and will be kept informed of the status of the investigation.

The Compliance Officer shall prepare and submit to the Human Resources Director written findings and recommendations with-

in thirty days.

If sexual harassment is found to have occurred, appropriate action will be taken.

The complainant and the alleged harasser will be promptly informed regarding the action, if any, to be taken as a result of the complaint and investigation. If disciplinary action is to be taken against the alleged harasser, the procedures applicable to employees in her/his job classification shall apply, including the right to appeal.

If, after informal or formal procedures are complete, employees, students, and any other persons involved in school district activities remain aggrieved by the superintendent's response, he or she may pursue the complaint as one of sexual discrimination pursuant to Policy 3210, Nondiscrimination. Similarly any persons remaining aggrieved may pursue complaints further through the appropriate collective bargaining agreement process or anti-discrimination policy.

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

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

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.

The Superintendent or his/her designee shall develop procedures to implement this policy.

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.

The Superintendent will oversee the development of procedures to implement this policy.

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.

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 or 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.

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.

Excused and Unexcused Absences—Policy 3122

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences.

Excused Absences

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

1. The following are valid excuses for absences:
 - A. Participation in a district or school approved activity or instructional program;
 - B. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
 - C. Family emergency, including but not limited to a death or illness in the family;
 - D. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 - E. Court, judicial proceeding or serving on a jury;
 - F. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
 - G. State-recognized search and rescue activities consistent with RCW 28A.225.055;
 - H. Absence directly related to the student's homeless status;
 - I. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
 - J. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.
2. 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

1. 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.
2. 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.
3. 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 30-day period during the current school year. The notification will include the potential consequences of additional unexcused absences.
4. A conference with the parent or guardian will be held after two unexcused absences within any 30-day period during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.
5. Not later than the student's fifth unexcused absence, in a 30-day period, the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
6. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence, within any 30-day period, during the current school year or upon the tenth unexcused absence during the current school year.
7. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

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

Excused and Unexcused Absences—Procedure 3122

Students are expected to attend all assigned classes each day. Teachers and school staff will keep a record of absence and tardiness, including documentation of students' excused absences.

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. Students should be provided a minimum of one day of time to makeup assignments per every one day absent.

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 serving on a jury; 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 status. When possible, the parent/guardian is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) 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.
3. 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.

4. 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. 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.
5. 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.
6. 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.
7. 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 request.

Unexcused Absences

1. Unexcused absences fall into two categories:
 - A. Submitting a signed excuse which does not constitute an excused absence as defined previously; or
 - B. Failing to submit any type of excuse statement signed by the parent, guardian or adult student.
2. Each unexcused absence will be followed by a phone call or a warning letter to the parent/guardian of the student. Each notice will be in writing in English or in the primary language of the parent. A student's grade will not be affected if no graded activity is missed during such an absence.
3. After two unexcused absences within any 30-day period a conference will be held between the parent, student and principal. At such a conference the principal, student and parent will consider:
 - A. Adjusting the student's program;
 - B. Providing more individualized instruction; preparing the student for employment with specific vocational experience or both;
 - C. Transferring the student to another school;
 - D. Assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence; or,
 - E. Imposing other corrective actions that are deemed to be appropriate.
 - a. Not later than the student's fifth unexcused absence in a (30-day period), 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 or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
 - F. If the above action fails to correct the attendance problem, the student will be declared an habitual absentee. The principal will interview the student and his/her family and prescribe corrective action, which may include suspension for the current semester and expulsion.
 - a. No later than the seventh unexcused absence within any (30-day period) during the current school year, or upon the tenth unexcused absence during the current school year, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent/guardian and student. The petition consists of written notification to the court alleging that:
 - 1) 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. In addition, unexcused absences accumulated in another school or school district will be counted when preparing the petition.
 - 2) Attesting that actions taken by the school district have not been successful in substantially reducing the student's absences from school; and
 - 3) Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school. Additionally, the petition will include the student's name, date of

birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians. The petition must include facts that support the allegations made in the petition, must generally request relief available under the statute, and must describe what the court might order. 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.

4. A student who has been expelled for attendance violations may petition the superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.
5. Any student who presents false evidence, with or without the consent of his/her parent, in order to wrongfully qualify for an excused absence will be subject to the same corrective action that would have occurred had the false excuse not been used.
6. Students six or seven years of age, who have been enrolled in the district are required to attend school and their parents are responsible for ensuring that they attend. Parents who wish to withdraw their children before the age of eight, and against whom no truancy petition has been filed, may withdraw the students from school. When a six or seven year old student has unexcused absences, the district will do the following:
 - A. Notify the parent or guardian in writing or by telephone after one unexcused absence in any month.
 - B. Request a conference with the parent or guardian and child to analyze the causes of the student's absences after two unexcused absences in any 30-day period (a regularly scheduled teacher-parent conference held within thirty days may substitute).
 - C. Take steps to eliminate or reduce the student's absences, including: adjusting the school program, school or course assignment; providing more individualized or remedial instruction; offering enrollment in alternative schools or programs; or assisting in obtaining supplementary services.
 - D. After seven unexcused absences in a 30-day period, or ten in a school year, the district will file a truancy petition.

Excessive Excused Absences

On the tenth (10) high school excused absence within a semester, the fifth (5) middle school excused absence within a quarter, and the tenth (10) elementary 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.

When an elementary student arrives to school late by thirty (30) minutes or more, he/she will be charged with an absence for the morning. When a student arrives to school with two (2) hours or less remaining in the school day, he/she will be charged with an absence for the day. When a student departs thirty (30) minutes or more prior to the end of the official end of the school day, he/she will be charged with an absence for the afternoon.

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 fifteen (15) 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.

When a student's tardiness or early departures become frequent or disruptive the student may be subject to disciplinary action. 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 corrective action or punishment.

Equal Opportunity & Equitable Participation Opportunities

Title IX

Consistent with requirements of Title IX to provide equitable participation opportunities in interscholastic athletics for female and male students at the secondary level, School Board Policy & Procedure 5111, Non-discrimination on the Basis of Sex in Education Programs and Activities, provides a procedure for requesting an addition of interscholastic sports, including the elevation of club or intramural teams, and increasing levels of competition for sports currently offered. For more information, please contact Kim Howard at 621 Linwood Avenue SW, Tumwater, WA or call 360-709-7000.

504

The Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities. Section 504 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). For more information about accommodations and services available, please contact Tammie Jensen-Tabor, Director of Special Services at 621 Linwood Avenue SW, Tumwater, WA, or call 360-709-7040.

Equal Opportunity & Compliance

Tumwater School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on sex, marital status, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person of disability. The District will provide equal access to school facilities to the Boy Scouts of American and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. Inquiries and/or concerns regarding compliance with these laws should be directed to the District's Compliance Officer, Kim Howard, at 621 Linwood Avenue SW, Tumwater, WA 98512, or call 360-709-7000.

Grievance

Any person believing that Tumwater School District has inadequately applied the principals and/or regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disability Act of 1990 may bring a complaint, which shall be referred to as a grievance, to the Compliance Officer for Tumwater School District, Kim Howard, at 621 Linwood Ave. SW, Tumwater, WA 98512, or call 360-709-7000.

Discrimination Complaint Procedures

You can file a formal complaint by writing a letter to the Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

What will the District do?

The employee designated by the District to receive complaints will investigate your allegations and provide the Superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

What will the District Superintendent do? The Superintendent will send you a written letter within 30 calendar days of your complaint which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your School Board if you do not agree with the Superintendent's decision. Corrective measures must occur no later than **30 calendar days** of the Superintendent's letter.

What if I don't agree with the Superintendent's decision or no one responds to my letter? Your next step is to appeal to the School Board.

What is an appeal? An appeal is a request to change an official decision.

How do I file an appeal to the School Board? You can file an appeal by writing a letter to your School Board. The letter must include the part of the Superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of the School Board by the **10th calendar day** after you received the Superintendent's response letter.

What will the School Board do? The School Board will schedule a hearing within **20 calendar days** after they receive your appeal letter. You may also all agree on a different date.

What will happen at the Hearing? You will explain why you disagree with the Superintendent's decision. You may bring witnesses or other information that is related to your appeal. The board will send you a copy of their decision within **10 calendar days** after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction.

What if I don't agree with the School Board's decision? You may appeal the School Board's decision to the Office of Superintendent of Public Instruction (OSPI).

How do I file an appeal to OSPI? You can file an appeal by writing a letter to the Office of Superintendent of Public Instruction. The letter must include the part of the School Board's decision that you would like to appeal and what you want the district to do. Your signed letter must be received by OSPI by the **20th calendar day** of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI , Administrative Resource Services
P.O. Box 47200
Olympia, WA 98504-7200
Phone (360) 725-6133

What will OSPI do? OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing. At the hearing you will explain why you disagree with the School Board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

You also have the right to contact the following agencies at any time to request an investigation into your allegation of discrimination:

Office for Civil Rights, U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174-1099
(206) 607-1600/TDD: (877) 521-2172
www.2.ed.gov/about/offices/list/ocr

Washington State Human Rights Commission
P.O. Box 42490
Olympia, WA 98504-2490
(360) 753-6770/Toll Free: (800) 233-3247
TTY: (800-300-7525
www.hum.wa.gov

Harassment, Intimidation & Bullying

Policy & 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:** Kim Howard, 360-709-7003, kim.howard@tumwater.k12.wa.us 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.

Our Schools

Black Lake Elem..... (360) 709-7350
School hours.....8:55 am-3:25 pm
 6345 BL/Belmore Road SW, Olympia 98512
 • Misty Hutson, Principal
 Office Hours.....8:00 am-4:00 pm
 AM Kindergarten.....8:55 am-11:35 am
 PM Kindergarten.....12:45 pm-3:25 pm
 Fridays (ACT).....2:10 pm
 Half Day/Conf. Wk.....11:55 am

Hi Cap Program/BLE Campus.... 360-709-7350
School hours..... 8:05 am-2:05 pm
 Fridays (ACT).....12:50 pm
 Half Day/Conf. Wk.....10:10 am

East Olympia Elem.....(360) 709-7150
School hours.....8:55 am-3:25 pm
 8700 Rich Rd. SE, Olympia 98501
 • Patty Kilmer, Principal
 Office Hours.....8:00 am-4:00 pm
 AM Kindergarten.....8:55 am-11:35 am
 PM Kindergarten.....12:45 pm-3:25 pm
 Fridays (ACT).....2:10 pm
 Half Day/Conf. Wk.....11:55 pm

Littlerock Elem..... (360) 709-7250
School hours.....9:05 am-3:35 pm
 12710 Littlerock Rd. SW, Olympia 98512
 • Glenn Spinnie, Principal
 Office Hours.....8:00 am-4:00 pm
 AM Kindergarten.....9:05 am-11:45 am
 PM Kindergarten.....12:55 pm-3:35 pm
 Fridays (ACT).....2:20 pm
 Half Day/Conf. Wk.....12:05 pm

Michael T. Simmons Elem.....(360) 709-7100
School hours.....8:20 am-2:50 pm
 1205 S. 2nd Ave., Tumwater 98512
 • Shannon Leatherwood, Principal
 • Karen Zarate, Asst. Principal
 Office Hours.....7:30 am-3:30 pm
 AM Kindergarten.....8:20 am-11:00 am
 PM Kindergarten.....12:10 pm-2:50 pm
 Fridays (ACT).....1:35 pm
 Half Day/Conf. Wk.....11:20 am

Peter G. Schmidt Elem.....(360) 709-7200
School hours.....8:40 am-3:10 pm
 225 Dennis Street SE, Tumwater 98501
 • Jack Arend, Principal
 • Keith Rhodes, Asst. Principal
 Office Hours.....8:00 am-4:00 pm
 AM Kindergarten.....8:40 am-11:20 am
 PM Kindergarten.....12:30 pm-3:10 pm
 Fridays (ACT).....1:55 pm
 Half Day/Conf. Wk.....11:40 am

Tumwater Hill Elem..... (360) 709-7300
School hours.....9:05 am-3:35 pm
 3120 Ridgeview Ct. SW, Tumwater 98512
 • Brian Duke, Principal
 Office Hours.....8:00 am-4:00 pm
 AM Kindergarten.....9:05 am-11:45 am
 PM Kindergarten.....12:55 pm-3:35 pm
 Fridays (ACT).....2:20 pm
 Half Day/Conf. Wk.....12:05 pm

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

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

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

Tumwater High 709-7600
Attendance line 709-7620
School hours7:40 am-2:10 pm
 700 Israel Rd. SW, Tumwater 98501
 • Jeff Broome, Principal
 • Brian Hardcastle, Asst. Principal
 • Penny Therrien, Asst. Principal
 Office Hours.....7:00 am-3:00 pm
 Fridays (ACT).....12:55 pm
 Half Day/Conf. Wk.10:15 am

Secondary Options709-7760
 • Penny Therrien, Coordinator
 • Jeannette Holocher, Lead Teacher

New Market Skills Center570-4500
 • Kris Blum, Executive Director