

2016—2017 STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK



STUDENTS AND PARENTS, PLEASE PAY SPECIAL ATTENTION TO:

- Exceptional Misconduct & Prohibited Student Conduct, page 5
- Weapons: If you bring a firearm on district property, you will be expelled immediately for at least one school year, page 6
- State law and attendance procedure, page 20
- Policy 3207: Prohibition of Harassment, Intimidation and Bullying, Appendix II, page 30
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STUDENT RIGHTS & RESPONSIBILITIES in TENINO SCHOOL DISTRICT

INTRODUCTION

This handbook sets forth the written rules and regulations of the Tenino School District regarding student conduct, discipline, corrective actions and rights and it indicates the types of misconduct for which discipline, suspension and expulsion may be imposed. In addition to these rules and regulations, each school in the District provides rules and procedures regarding the administering of discipline at that school.

Teachers, school administrators (including principals, assistant principals, deans of students, administrative interns, and principal designees), school bus drivers, and other designated school employees will have the authority to: (1) impose discipline on any student for misconduct in accordance with the procedures specified in this handbook; (2) temporarily remove a student from a class, subject, or activity as provided for herein (See Part V below); and (3) make recommendations to appropriate school authorities for the suspension or expulsion of any student. Except as otherwise provided for, only a building administrator, the Superintendent, or such person's designee may impose a suspension or expulsion.

This handbook is also in compliance with Public Law 101-226, Drug-Free Schools and Communities Act Amendments. Compliance with standards of conduct is mandatory.

PART I STUDENT RIGHTS

In addition to other rights established by law, each student in the Tenino School District (TSD) shall possess the following substantive rights, which shall not be limited without good and sufficient cause.

1. No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal. The Tenino School District complies with all federal and state rules and provides equal access to the Boy Scouts and other designated youth groups.
2. All students possess the constitutional right to be secure in their persons, papers and effects against unreasonable searches and seizures, recognizing that no right or expectation of privacy exists as to the use of any school locker issued to a student.
3. All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
4. No student shall be deprived of the right to an equal education opportunity in whole or in part without due process of law.

PART II STUDENT CONDUCT AND RESPONSIBILITIES

The mission of the Tenino School District is “Committed to excellence: providing every student the academic and life skill necessary to succeed in a diverse world.”

It shall be the responsibility and duty of each student to attend school as required by law and to be on time to all classes. Each student must identify himself/herself upon request of school district personnel in a school building, on school grounds, at school-sponsored events or on school buses. Students must follow the reasonable request of school employees who are acting in the performance of their duties.

A student shall comply with school district policies, school rules, and with the directions of teachers, student teachers, substitute teachers, educational assistants, principals or other authorized school personnel when he/she is properly under the authority of school personnel. ***The frequency with which students violate various school policies, rules, and regulations, is often of equal or greater concern than single violations. The cumulative effects of these acts may determine the form of discipline, including suspension and/or expulsion.***

Any student who willfully performs any act, which materially interferes with or is detrimental to the orderly operation of a school, a school activity or any other aspect of the education process within the district, shall be subject to discipline, suspension, or expulsion. Such acts shall include, but are not limited to those outlined in Part IV of this handbook.

Parents or guardians of students damaging school buses or property shall be responsible for proper reimbursement to the Tenino School District. Students are subject to suspension and corrective actions; suspended students may not enter or ride any school bus until proper reimbursement has been made. (See WAC 28A.635.060)

PART III DEFINITIONS (See WAC 392-400-205 and 392-400-215)

Discipline

“Discipline” means all forms of corrective action, including exclusion from a class for a period of time not exceeding the balance of the immediate class period, other than suspension, expulsion, or emergency removal from a class, subject, or activity. Discipline also means the exclusion of a student from any other type of activity conducted by or on behalf of a school district, including its athletic program and transportation.

Emergency Expulsion

“Emergency expulsion” means the immediate denial of school attendance for up to ten (10) consecutive school days due to an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion will end or be converted to another form of corrective action within ten (10) school days of the emergency expulsion.

Emergency Removal

“Emergency removal” means the immediate removal of a student from a class, subject or activity when the student's presence poses an immediate and continuing danger to the student, other

students, or school staff, or an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process of the student's school.

Expulsion

“Expulsion” means a denial of attendance for any single subject or class or for any full schedule of subjects or classes for a stated period not to exceed one calendar year. An expulsion will also include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

Suspension

“Suspension” means denial of attendance, other than for the balance of the immediate class period for corrective action purposes, for any single subject or class, or for any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to school-sponsored events or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

Short-Term Suspension

“Short-term suspension” means a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

In-School Suspension

“In-school suspension” means removal of a student from the regular educational program in lieu of an out-of-school short-term or long-term suspension. The student is supervised in an alternate in-school setting.

Long-Term Suspension

“Long-term suspension” means a suspension that exceeds ten (10) consecutive school days and ends no later than the last day of school during which the student’s misconduct occurred.

School Business Day

“School business day” means any calendar day except Saturdays, Sundays and any state and school district holidays, upon which the office of the Superintendent of the District is open to the public. School business days will be concluded upon the closure of the Superintendent's office for the calendar day.

School Day

“School day” means a calendar day except school holidays on which all students enrolled in the school district are afforded the opportunity to be engaged in educational activity which is planned, supervised, and conducted by or under the supervision of the District’s certificated staff, and on which day all or any of the portion of the students enrolled in the program actually participate in such educational activity.

Reengagement Meeting

“Reengagement meeting” means a meeting held between the District and the student and parent and/or guardian to discuss how to return a long-term suspended or expelled student to an educational setting as soon as possible

Reengagement Plan

“Reengagement plan” means a written plan developed between the District and a student and his or her parent and/or guardian designed to aid the student in taking the necessary steps to remedy

the situation that led to the student's suspension or expulsion and return the student to the educational setting as soon as possible.

Parent/Guardian

"Parent" or "parents" means any natural, adoptive or custodial parent or guardian. Students of majority age will be entitled to parental rights.

PART IV EXCEPTIONAL MISCONDUCT/PROHIBITED STUDENT CONDUCT

Any conduct that materially and substantially interferes with the educational process is prohibited.

However, the following infractions have been judged to be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school(s), that students may be subject to suspension (short or long term) or expulsion for a first-time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of corrective action if they so decide. This may include restitution for property damage or loss and/or restitution to victims if appropriate. All of the following acts are specifically prohibited on school grounds (or in reasonable proximity thereto); school-sponsored transportation, (including authorized school bus stops), and at school events off school grounds. **Law enforcement may be informed.** Parent(s)/guardian(s) will be notified by telephone of all suspensions as soon as is reasonably possible.

1. **Arson** - Setting fire to a building or property, including personal and public property on school grounds.
2. **Assault/Threat of Assault** - Unconsented touching or use of physical force; threatening the use of physical force against another person or sexual assault against another person.
3. **Bomb Threat** - Threatening to plant, and/or claiming to possess, and/or detonate a bomb at any public school building facility or property.
4. **Damage, Destruction of Property** - Intentional or reckless damaging of school property or private property on district campuses, including private vehicles.
5. **Disobedience/Noncompliance** - Openly disregarding, showing contempt for, intentionally deceiving, or refusing to obey lawful authority/instructions of all district personnel, including failure to identify self to district personnel.
6. **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 of any lawful mission, process, or function of the school.
7. **Extortion/Robbery/Theft** - The wrongful taking of a person's money or property with or without his/her consent by the use of threat, violence or intimidation and/or stealth.
8. **False Accusations** - Untrue charges of wrongdoing.
9. **False Alarm** - Activating a fire alarm for other than the intended purpose of the alarm.
10. **Falsification/Forgery of Documents** - Altering or falsifying times, names, dates, grades, addresses, or other data, including electronic data.
11. **Fighting** - Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to another person.
12. **Harassment and/or Discrimination** - Harassing or discriminating against an individual(s) in writing, by gestures, by electronic means or by actions, on the basis of any of the following, (as defined in RCW 49.60.040 and WAC 392-190-005):
 - Age
 - Creed
 - Religion
 - Color
 - Family with children status, including a person who is pregnant
 - Marital status

- National origin
 - Presence of any sensory, mental or physical disability
 - Race
 - Sex (gender)
 - Sexual orientation including gender expression or identity
 - Use of a trained dog guide or service animal by a person with a disability
 - Veteran or military status
13. **Harassment, Intimidation, Bullying (HIB)** - Electronic, written and/or verbal communication or physical act that physically harms a student or student's property or substantially interferes with a student's education or creates an intimidating or threatening educational environment or substantially disrupts the orderly operation of the school.
 14. **Inappropriate Language/Verbal Abuse** - Using vulgar or profane language by students on school property, whether spoken, written, or gestured.
 15. **Information Systems Access/Use** – Misuse of personal or District electronic resources that disrupt the educational environment. Electronic resources are to be used for learning purposes only.
 16. **Intentional Misuse of School Equipment/Supplies/Facilities** - Deliberately abusing and/or misusing school equipment, supplies, or facilities, including failure to follow safety rules established for laboratory instructional areas.
 17. **Lewd Behavior/Sexual Misconduct** – Expressing, transmitting by electronic media, displaying and/or exhibiting indecent or obscene sexual behavior, including pornography.
 18. **Possession, Use, Sale or Delivery of Drugs, Drug Paraphernalia, Alcoholic Beverages** - Possessing, selling, delivering or using drugs or drug paraphernalia or being under the influence of any narcotic drug(s), hallucinogenic drug(s), amphetamine, barbiturate, marijuana, alcoholic beverage or any substance purported to be such. This includes over-the-counter and prescription drugs. See Issues of Special Note (page 7) for information on consequences and corrective action.
 19. **Occupying Unauthorized Area/Trespass** - Being present on school property without permission of school authorities.
 20. **Possession or Use of Explosives** - Possessing, claiming to possess, and/or using anything tending or serving to explode, such as firecrackers, bullets.
 21. **Tobacco** - See "Issues of Special Note" (page 9).
 22. **Weapons** - Possessing, using, transferring or transporting any object that could reasonably be considered a firearm or a dangerous weapon; or possessing any exploding item or device that would be capable of producing bodily harm, damage to property or disruption of the educational process. Violation of this rule is considered so serious to the safety and welfare of both the student who violates it and others in the District, and such a disruption to the educational process, that emergency expulsion could be immediately imposed (see page 16). It is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:
 - A. Any component of a firearm, including live ammunition, an ammunition magazine, or a device for suppressing the noise of any firearm; and,

- B. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.
- C. In the case of a firearm (as defined in RCW 9.41.010):
 - a. The student shall be expelled (see page 14) for no less than one calendar year, and appropriate school authority shall notify law enforcement and the student's parent or guardian regarding the allegation or indication of such violation.
 - b. The expulsion may be modified on a case-by-case basis by the school district, superintendent, or designee.

23. **Gambling/Wagering** – Playing games of chance that lead to an exchange of items of value, including money.

ISSUES OF SPECIAL NOTE

Possession, Use, Sale or Delivery of Drugs, Drug Paraphernalia or Alcoholic Beverages

1. Possessing or using drugs, alcohol, or drug paraphernalia or being under the influence of any drug(s), (however slight), or any substance purported to be such, is forbidden. For the purpose of this policy "drug" includes any narcotic, hallucinogen, amphetamine, barbiturate, marijuana, drug prescribed for another person, controlled substance, mood altering drug or substance and over-the-counter drugs.

Consequences for possessing or using drugs, alcohol or drug paraphernalia; being under the influence of any drug(s), alcohol (however slight), or any substance purported to be such:

A. First Offense:*

| | |
|-------------------|------------------------------------------------------|
| Elementary School | K-5, 0-5 short term suspension up to 10 school days. |
| Middle School | Long-term suspension of at least 20 school days. |
| High School | Long-term suspension of at least 40 school days. |

B. Second Offense:

| | |
|-------------------|-----------------------------------------|
| Elementary School | Will be handled on an individual basis. |
| Middle School | Suspension for up to 90 school days. |
| High School | Suspension for up to 90 school days. |

C. Third Offense:

| | |
|-------------------|-----------------------------------------|
| Elementary School | Will be handled on an individual basis. |
| Middle School | Expulsion. |
| High School | Expulsion. |

Possession, use, sale, delivery, or transfer of alcohol, controlled substances, mood altering drugs and/or drug paraphernalia shall be reported to the local law enforcement agency.

***Alternative Corrective Action:**

Students who wish to be considered for re-entry to school prior to completion of the suspension must be assessed by a state-accredited substance abuse treatment agency at parent expense, and they must follow the treatment recommendations of that agency. If the parent and student choose the assessment option, a portion (all but a minimum of 5 days at the middle school and high school) of the suspension **may** be held in abeyance.

In order for this option to apply, the parent, guardian or adult student must sign and agree to all of the conditions specified in the Alternative Corrective Action Agreement. In all cases, the treatment recommendations must be followed or the suspension will be reinstated. **(The parent/guardian will be responsible for verifying follow-up of prescribed treatment by providing documentation from the health care facility.)**

2. A student shall not sell, deliver, distribute, trade and/or transfer alcohol or drugs (including over-the-counter drugs and prescription drugs) or substances purported to be such or drug paraphernalia.

Consequences for selling, delivering/distributing, trading, transferring, and/or promoting/arranging the sale of any of the preceding:

A. First Offense:*

Elementary School K-5, 0-5 short term suspension up to 10 school days.

Middle School Suspension for up to 90 school days.

High School Suspension for up to 90 school days.

B. Second Offense:

Elementary School Expulsion.

Middle School Expulsion.

High School Expulsion.

Alternative Corrective Action and reporting to law enforcement shall be the same as indicated in Section 1 above.

*In other disciplinary matters where staff notes a pattern of school performance representing a change in an unacceptable direction and which usual and customary corrective measures have failed to remedy, and the pattern has led to further disciplinary sanctions, school administrators may opt to employ the Alternative Corrective Action process when imposing the prescribed sanction of long-term suspension or expulsion.

Parent(s)/guardian(s) will be notified by telephone of all drug and alcohol violations as soon as is reasonably possible.

Tobacco

The Tenino School District have been designated as tobacco free by the Board of Directors. Students shall not carry or use any kind of pipe, cigar, cigarette, e-cigarette, or any other smoking or vapor equipment or material, nor shall students chew or sniff tobacco products.

a) Elementary School Tobacco Violation Consequences

- 1st Offense: One (1) full day of out of school suspension
- 2nd Offense: One (1) to three (3) days out of school suspension
- 3rd Offense: Three (3) to five (5) days short term out of school suspension
- 4th Offense: An additional five (5) days out of school suspension for each additional infraction

b) Middle School Tobacco Violation Consequences

- 1st Offense: Half-day (1/2) to one (1) full day of in-school suspension
- 2nd Offense: Up to two (2) days out of school suspension
- 3rd Offense: Up to four (4) out of school suspension
- 4th Offense: Up to five (5) out of school suspension

c) High School Tobacco Violation Consequences

- 1st Offense: WARNING
- 2nd Offense: Up to two (2) days in-school suspension
- 3rd Offense: Up to three (3) days out of school suspension, with up to one (1) day held in abeyance w i t h completion of tobacco diversion intervention classes
- 4th Offense: Up to five (5) days out of school suspension

Parent(s)/guardian(s) will be notified by telephone about all tobacco violations that lead to suspension as soon as is reasonably possible.

Gangs, Gang Activity

The Board of Directors is aware of the public existence of gangs which are involved in illegal, intimidating and harassing conduct and the Board hereby determines that such gangs and the expression of such gang membership, cause, or are likely to cause, disruption in the school environment and present a threat to the health and safety of students and school personnel. Any such activity or expression by students is prohibited while they are subject to the disciplinary control of the school district. The following, therefore, are prohibited:

1. Wearing, possessing, distributing or displaying (as determined by school authority), any clothing, jewelry, sign or any other thing, which by virtue of its color, arrangement, symbol, or any other attribute, indicating membership or affiliation in any such gang;
2. Committing any act or omission, or using any speech or gesture, or any personal "grooming" style, or conduct indicating membership or affiliation in such a gang;
3. Using any speech, gesture, conduct, or committing any act or omission in furtherance of the interests of any such gang or any such gang activity, including, but not limited to:
 - A. Soliciting others for membership in any such gang;
 - B. Pressuring, intimidating, threatening or harassing any person, individually, or creating an atmosphere or environment of undue pressure which can reasonably be expected to interfere with the physical or mental well being of others;
 - C. Committing any other illegal act or other violation of school district policies;
 - D. Inciting or provoking or actively seeking other students to act with physical force or violence or mental harassment of others.

Occupation of School Property

Occupying a school building or school grounds in order to deprive others of its use, or blocking normal pedestrian or vehicular traffic on school property is prohibited.

Gun-Free Zone

"GUN-FREE ZONE" signs shall be posted around school facilities, giving warning of the prohibition of the possession of firearms on school grounds.

Unauthorized Gatherings

The assembling or meeting of students and/or non-students on school property without permission of school authorities is prohibited.

Students' Personal Items

Tenino School District recognizes that students may bring personal items to school. The Tenino School District is not responsible for the theft or vandalism of personal items brought to school. This includes items left in lockers. The school district insurance policies do not cover students' personal items. Students are encouraged to not bring valuable, personal items to school.

Student Court (CRT)

Tenino High School Student Court is a student-based discipline alternative. Student-court accepts referrals from school personnel - counselors, administrators and teachers for offenses involving school-based rule/handbook violations which are minor and would not result in suspension. Participation in Student Court is voluntary. Disposition options include a variety of school-based and community-based community service placements, tutoring, essays, research papers, Student Court jury duty, letters of apology, etc. The purpose of Student Court is to reduce re-offense, encourage personal accountability, and provide restorative justice. Because of the need to select and train student jurors, Student Court is generally not an option until October of each year.

PART V PROCEDURES FOR IMPOSING CORRECTIVE ACTION

Provisions Applicable in General

1. Teachers, school administrators (including principals, assistant principals, deans of students, administrative interns, and principal designees), school bus drivers, and other designated school employees will have the authority to: (1) impose discipline on any student for misconduct in accordance with the procedures specified in this procedure; (2) temporarily remove a student from a class, subject, or activity as provided for herein; and (3) make recommendations to appropriate school authorities for the suspension or expulsion of any student. Except as otherwise provided for, only a building administrator, the Superintendent, or such person's designee may impose a suspension or expulsion.
2. Notwithstanding other provisions of this procedure, certificated staff are empowered to exclude any student who creates a disruption of the educational process in violation of building disciplinary standards while under a teacher's immediate supervision from his/her classroom for all or any part of the balance of the school day, or up to the following two (2) school days, or until the principal or designee and teacher have conferred, whichever occurs first.

Prior to excluding a student, except in emergency circumstances, the teacher must attempt one (1) or more alternative corrective actions. In no case without the consent of the teacher will an excluded student return to the classroom for all or any part of the immediate class or activity period or up to the following two (2) school days, or until the principal or his/her designee and the teacher have conferred.

Special Education and Section 504 Students

Students with disabilities are subject to the same rules of student conduct and corrective action procedures as other students. However, when a proposed corrective action may constitute a disciplinary removal that is a change in placement, special procedures will be employed as required by law. (See Policy 2161 and Procedure 2161P, and Appendix I, page 39.)

Corporal Punishment

Corporal punishment, which generally is defined as any act that willfully inflicts or willfully causes the infliction of physical pain, is prohibited by state law and board policy. Exceptions are defined in WAC 392-400-235.

Provisions Applicable to Discipline

Discipline, as defined above, may be imposed upon a student for violation of District rules. No form of discipline shall be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements.

Provisions Applicable to Short-Term and Long-Term Suspensions

1. Students may be suspended for violation of District rules. The nature and circumstances of the violation must be considered and must reasonably warrant a suspension and the length of the suspension imposed.
2. Except for those rule violations that have been designated exceptional misconduct (see Part IV, page 5), no student will be suspended unless another form of corrective action reasonably calculated to modify his/her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature.
3. No student in grades kindergarten through four (4) will be subject to short-term suspension for more than a total of ten (10) school days during any single semester or trimester. No such student will be subject to long-term suspensions. No loss of academic grade or credit will be imposed by reason of suspensions of such students.

No student in grades five (5) and above will be subject to short-term suspensions for more than a total of fifteen (15) school days during any single semester or ten (10) school days during any single trimester, and no single long-term suspension will be imposed in a manner that causes the student to lose academic grades or credit for more than one semester or trimester during the same school year.

4. Suspensions will include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District.
5. All suspensions and the reasons therefore must be reported in writing to the Superintendent or designee within 24 hours after the imposition of the suspension.
6. Any student who has been suspended will be allowed to make application for readmission at any time. (See Section VIII, below.)

Provisions Applicable to Short-Term Suspensions Only

1. Prior to the short-term suspension of any student, a conference must be conducted with the student. At this conference, the student must be provided with: (1) an explanation of the alleged misconduct and rule violations; (2) an explanation of the evidence in support of the allegations; (3) an explanation of the corrective action that may be imposed; and (4) an opportunity to present an explanation regarding the alleged misconduct.
2. In the event a short-term suspension is to exceed one (1) calendar day, the parent(s)/guardian(s) of the student must be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the mail as soon as reasonably possible. This notice will also inform the parent(s)/guardian(s) of the right to an informal conference and that the suspension may possibly be reduced as a result of such a conference.

3. Any student subject to short-term suspension will be provided the opportunity upon return to school to make up assignments or tests missed by reason of the suspension if such assignments or tests have a substantial effect on the student's quarter or semester grade or failure to complete such assignments or tests would preclude the student from receiving credit for the course(s).

Provisions Applicable to In-School (Short-Term) Suspensions

1. A student who is afforded the opportunity to be assigned to the in-school suspension program as an alternative to out-of-school suspension will agree to the conditions specified by the school principal. Unless the student is of majority age, concurrence from the parent(s)/guardian(s) is required.
2. The in-school suspension program is designed to encourage learning. Students will be expected to work on their classroom assignments at all times during in-school suspension.
3. Any act of inappropriate conduct during the in-school suspension may result in denial of this alternative to other corrective actions.
4. A student will remain isolated from other students throughout the school day and will be denied the opportunity to participate in any school activities while in the in-school suspension program.
5. After a student is placed back into the regular classroom(s), the principal or designee will monitor the student's progress daily for a period of time established by the principal. The student will be encouraged to maintain a relationship with the school counselor as a means of dealing with any problems that arise.
6. Building principals will develop specific rules and building procedures for use of in-school suspensions. Building rules must be consistent with District policy and procedure.

Provisions Applicable to Long-Term Suspensions and Expulsions

1. Prior to the long-term suspension or expulsion of a student, a written notice of an opportunity for a hearing will be delivered in person or by certified mail to the student and parent(s)/guardian(s). This notice will be in the primary language of the student and parent(s)/guardian(s) and it will:
 - a. Specify the student's alleged misconduct and the District rule alleged to have been violated;
 - b. Set forth the corrective action proposed by the District and the right of the student or parent(s)/guardian(s) to a hearing for the purpose of contesting the allegations;
 - c. Inform the student and parent(s)/guardian(s) that a written or oral request for such a hearing must be received by a designated District employee on or before the expiration of the third (3rd) school business day after their receipt of the notice; and
 - d. Indicate that if such a timely request is not received, that the right to a hearing may be deemed waived and the proposed corrective action may be imposed without further opportunity for the student or parent(s)/guardian(s) to contest the matter.

A schedule of “school business days” potentially applicable to the exercise of such a hearing right should be included with the notice.

2. The student or parent(s)/guardian(s) must request such a hearing within three (3) school business days after the date of their receipt of the notice imposing the corrective action.

If a timely request for a hearing is not received, the District may consider the student and parent(s)/guardian(s) to have waived the right to a hearing and the proposed corrective action may be imposed as of the fourth school business day following receipt of the notice imposing the corrective action.

3. Once a student is expelled or suspended for more than ten (10) school days in compliance with District policy, the principal/designee will make reasonable efforts to assist the student and parent(s)/guardian(s) in returning the student to an educational setting prior to and no later than the end date of the corrective action.
4. The principal/designee will convene a meeting with the student and the student’s parent(s)/guardian(s) within twenty (20) days of the student’s long-term suspension or non-emergency expulsion, regardless of whether the student appeals the action or requests readmission, and in any event no later than five (5) days before the student’s return to school, to discuss a plan to reengage the student in a school program. Such reengagement plans do not replace petitions for readmission. (See Section VIII, below.)

A reengagement plan will be created that is tailored to the student’s individual circumstances, including consideration of the incident that led to the student’s long-term suspension or expulsion. The plan should also aid the student in taking the necessary steps to remedy the situation that led to the suspension or expulsion. In developing a reengagement plan, shortening the length of time that the student is suspended or expelled, other forms of corrective action, and supportive interventions that aid in the student’s academic success and keep the student engaged and on track to graduate should be considered.

5. Long-term suspensions and expulsions will not be for longer than one calendar year. Where warranted based on public health or safety, the principal initiating an expulsion may petition the Superintendent of the District for authorization to exceed the one calendar year limitation.

Provisions Applicable to Expulsion

1. Students may be expelled for violations of District rules. The nature and the circumstances of the violation must reasonably warrant the harshness of expulsion.
2. No student will be expelled unless other forms of corrective action reasonably calculated to modify his/her conduct have failed or unless there is good reason to believe that other forms of corrective action would fail if employed.
3. Expulsions will include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District.
4. All expulsions and the reasons therefore must be reported in writing to the Superintendent within 24 hours after the imposition of the expulsion.
5. Any student who has been expelled will be allowed to make application for readmission at any time. (See Section VIII, below.)

6. The building principal or designee may petition the Superintendent to extend an expulsion beyond one calendar year, where such an extension is warranted because of risk to the public health and safety.
 - a. The petition may be submitted at any time between the final imposition of a one-year expulsion and the last day of the expulsion.
 - b. The petition must include those elements listed in WAC 392-400-410.
 - c. A copy of the petition must be delivered in person or by certified mail to the student and his/her parent(s)/guardian(s).
 - d. The student and/or his/her parent(s)/guardian(s) may submit a written or verbal response to the petition to the Superintendent's office within ten (10) school business days of the recorded receipt of the petition.
 - e. The Superintendent may exercise his/her discretion to grant the petition so long as there is evidence that, if the student were to return to school at or after one calendar year, he or she would pose a risk to public health or safety. The Superintendent will issue a written decision indicating whether the petition is granted or denied within eleven (11) school business days, but not later than twenty (20) school business days, of the date of the petition's recorded delivery to the student or his/her parent(s)/guardian(s). The decision must include a description of all rights and procedures for appeal under WAC 392-400-310 and -315.
 - f. If the petition is granted, the student or his/her parent(s)/guardian(s) may appeal the decision to the District's board of directors within ten (10) school business days.

Provisions Applicable to Emergency Removal

1. A student may be removed immediately from a class, subject or activity by a certificated teacher or an administrator and sent to the designated school authority if there is good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process of the student's school.
2. Such a removal will continue only until the danger or threat ceases or until the principal/designee acts to impose appropriate discipline.
3. The principal/designee will meet with the student as soon as reasonably possible following the student's removal and take appropriate corrective action. In no case will the student's opportunity for such a meeting be delayed beyond the commencement of the next school day.
4. Prior to or at the time any such student is returned to the class or activity from which the student was removed, the principal/designee will notify the teacher or administrator who removed the student of the action taken.

Provisions Applicable to Emergency Expulsions

1. A student may be expelled immediately by the principal/designee in emergency situations if the principal/designee has good and sufficient reason to believe that the student's presence

poses an immediate and continuing danger to other students or school staff, or an immediate and continuing threat of substantial disruption to the educational process. An emergency expulsion will end or be converted to another form of corrective action by the Superintendent/designee within ten (10) school days from the date of the student's emergency expulsion.

2. The student and parent(s)/guardian(s) will be notified of the emergency expulsion of a student and of their opportunity for a hearing by hand delivering a written notice to the student's parent(s)/guardian(s) within 24 hours of the expulsion and by documenting the same with either a signed acknowledgement of receipt or a written certification by the person making the delivery, or by a certified letter deposited in the mail within 24 hours of the expulsion.
3. If the notice is by certified letter, reasonable attempts will be made to notify the student and parent(s)/guardian(s) by telephone or in person as soon as reasonably possible.
4. Such written and oral notice must be provided in the predominant language of the student or his/her parent(s)/guardian(s) and specify:
 - a. The reasons that the student's presence poses an immediate and continuing danger to students or school staff or an immediate and continuing threat of substantial disruption of the educational process;
 - b. The date on which the emergency expulsion began and will end;
 - c. The right of the student or his/her parent(s)/guardian(s) to a hearing for the purpose of contesting the allegation(s) as soon as reasonably possible;
 - d. That a written or oral hearing request must be received by the designated District employee on or before the third (3rd) school business day after receipt of the notice;
 - e. If a request is not received within three (3) school business days, the emergency expulsion may continue for up to a total of ten (10) school days; and
 - f. The emergency expulsion may be converted to an expulsion, long-term or short-term suspension, or other corrective action within ten (10) school days of imposition of the emergency expulsion, and that notice of the converted action and an opportunity to request a hearing or grieve the converted action will be provided.

PART VI PROCEDURES FOR CONTESTING CORRECTIVE ACTIONS

Grievance Procedure for Discipline Action and Short-Term Suspension

Any student or parent/guardian who disagrees with the imposition of discipline or a short-term suspension has the right to an informal meeting with the building principal/designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of such a grievance as soon as reasonably possible. During this meeting, the student and parent/guardian shall be subject to questioning by the principal/designee and shall be entitled to question school staff involved in the matter being grieved.

After the school-level grievance meeting, if the issue is not resolved, the student or parent/guardian, upon giving two (2) school business days' prior notice to the Superintendent's office, will have the right to present a written and/or oral grievance to the Superintendent or designee.

If the issue is not resolved at this level, the student or parent/guardian, upon two (2) school business days' prior notice to the Superintendent's office, will have the right to present a written and/or oral grievance to the Board of Directors. The Board will notify the student and parent/guardian of its response to the grievance within ten (10) school business days after the date of the next regular meeting.

The discipline or short-term suspension shall continue during the grievance procedure unless the principal or designee elects to postpone the action.

Hearing Process for Long-Term Suspensions, Expulsions and Emergency Expulsions

Any student or parent/guardian who disagrees with the imposition of a long-term suspension or expulsion may request a hearing to appeal the action. The office of the Superintendent must receive requests for a hearing within three (3) school business days of receipt of the notice imposing the corrective action. If a timely request for a hearing is received, the District will schedule a hearing to commence within three (3) school business days (two (2) school business days for emergency expulsions) after the date upon which the hearing request was received by the district.

The student will have the right to be review all pertinent materials, to question witnesses, to present an explanation of the alleged misconduct, and to make such relevant showings by way of witnesses and the introduction of evidence as desired. Student witnesses may not be compelled to appear in person and may submit a factual account of the event in question.

Both the student and the District will have the right to inspect in advance of the hearing any documentary and other physical evidence the other party intends to introduce at the appeal. The building principal will make available in his/her office any exhibits, affidavits, or signed statements that are the basis for the corrective action for examination by the student, parent, or counsel.

The individual assigned by the District to hear the case may be any current or former certificated principal or administrator who was not involved in the incident giving rise to the hearing. The hearing officer will not be a witness in the case, and the truth of the allegations will be determined solely on the basis of the evidence presented at the hearing. The hearing officer will:

1. Schedule the hearing for a specified date, time, and place, and may postpone the date upon the mutual agreement of the parties;
2. Give written notice of the date, time, and place of the hearing to the principal, and the parent and student;
3. Answer any questions that the parent and student or counsel may have about the nature and conduct of the hearing;
4. Conduct the hearing with full authority to control the conduct of all persons present, subject to the general directions of this procedural code, and to limit questioning that is unproductive or irrelevant;
5. Cause to be made either a tape-recorded or verbatim record of the hearing;
6. Make a written decision setting forth the findings of fact, conclusions, and the nature and duration of the corrective action imposed, if any; and

7. Transmit the written findings and disposition to the Superintendent, the principal, and the parent and student. For long-term suspensions and expulsions, this written decision will be provided to the student's legal counsel or, if none, to the student and parent(s)/guardian(s). For emergency expulsions, the decision must: (1) be issued within one (1) school business day after the date that the hearing concludes; (2) be provided to the student and his/her parent(s)/guardian(s), and legal counsel, if any, by depositing a certified letter in the mail; (3) set forth whether the immediate and continuing danger to students or school staff or immediate and continuing threat of substantial disruption of the educational process has ended; and (4) state whether the emergency expulsion will be converted to another form of corrective action.

The discipline shall continue during the grievance procedure unless the principal or designee elects to postpone the action.

PART VII APPEAL OF HEARING OFFICER DECISION

Appeal of a Hearing Officer's Decision Imposing Long-Term Suspension, Expulsion, or Emergency Expulsion

Any student or parent(s)/guardian(s) may appeal a hearing officer's decision imposing a long-term suspension, expulsion, or emergency expulsion to the School Board. Notice indicating that the student desires to appeal the hearing officer's decision must be in writing and must be made to the office of the Superintendent within three (3) school business days after the date of receipt of the hearing officer's decision.

If a timely appeal is taken to the Board of Directors, the suspension or non-emergency expulsion may be imposed for up to ten (10) consecutive school days during the appeal period, or until the appeal is decided, whichever is the shortest period. Any days that the student is suspended or expelled before the appeal is decided will apply to the term of the suspension or expulsion imposed, if any, and will not limit or extend the term of the suspension or expulsion. Any student suspended who returns to school before the appeal is decided will be given opportunity to make up assignments and tests missed by reason of the suspension if the assignments or tests have a substantial effect upon the student's semester grade(s), or failure to complete such assignments or tests would preclude the student from receiving credit for the course(s).

If a timely notice of appeal to the Board of Directors is received, the Board will schedule and hold an informal conference to review the matter within ten (10) school business days after the date of receipt of such appeal notice. The purpose of this meeting will be to meet and confer with the parties in order to decide the most appropriate means of disposing of the appeal.

At that meeting, the student, parent(s)/guardian(s), or legal counsel will be given the right to be heard and will be granted the opportunity to present such witnesses and testimony as the council deems reasonable. The council will agree to one of the following procedures prior to adjournment or recess:

1. Study the hearing record or other materials submitted and render its decision within ten (10) school business days after the date of the informal conference; or
2. Schedule and hold a hearing to hear further arguments based on the record before the council and render its decision within fifteen (15) school business days after the date of the informal conference; or

3. Schedule and hold a meeting within ten (10) school business days after the date of the informal conference for the purpose of hearing the case de novo.

In the event the Board elects to hear the appeal de novo, the student will have the same rights as those applicable to the hearing before the hearing officer.

Appeals to the Board will be conducted in accordance with WAC 392-400-310, -315, and -320. Any decision by the Board to impose or to affirm, reverse, or modify the imposition of discipline, suspension or expulsion upon a student will be made only by those Board members who have heard or read the evidence, those Board members who have not acted as witnesses in the matter, and a majority vote at a meeting at which a quorum of the council is present.

Within thirty days receipt of the Board's final decision, any parent and student desiring to appeal any action upon the part of the Board regarding the suspension or expulsion may serve a notice of appeal upon the Board and file such notice with the Superior Court Clerk of the County.

PART VIII APPLICATION FOR READMISSION

Readmission after Expulsion or during Long-Term Suspension

Any student who has been suspended or expelled will be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the student will submit a written application to the principal, who will recommend admission or non-admission. If a student wishes admission to another school, he/she will submit the written application to the Superintendent.

The application will include:

- A. Reasons the student wants to return and why the request should be considered;
- B. Evidence that supports the request; and
- C. A supporting statement from the parent or others who may have assisted the student.

The principal or Superintendent will advise the parent and student of the decision in writing within seven (7) school days of the receipt of such application. The readmission process is separate and distinct from any reengagement meetings conducted by the District as required by state law, Chapter 28A.600 RCW.

Cumulative Records

Discipline files will be kept for each student throughout his/her school career. These files may be used as a reference in determining patterns of behavior for which corrective action is necessary. Progressive corrective action for inappropriate behavior patterns or similar cumulative violations may be assigned based upon these records.

PART IX

DISTRICT ATTENDANCE PROCEDURE

Daily attendance at school is necessary to ensure student learning. Parents and other caregivers must accept responsibility for helping their students attend school. The following procedures are designed to help all students learn responsibly and increase their potential for success.

Elementary and Middle Schools (K-8)

1. Responsibility for Attendance

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

The school attendance office shall attempt to telephone daily the parents or guardians of any student absent from school at reporting time, unless there has been prior notification by the parents or guardians of the absence. Additionally the school shall attempt to notify parents or guardians by telephone as soon as possible whenever it is determined a student is absent from a class without valid excuse.

The district has in place Family Access through its computer system which allows parents or guardians to log onto their students' records and monitor attendance and grades. All parents and guardians are strongly encouraged to do this at least weekly with their students in order to be aware early of any difficulties students might be experiencing and to work with students counselors, teachers, Deans of Students and other staff in ensuring that necessary supports for daily on-time attendance are implemented.

2. Tardiness/Early Dismissal

Students are expected to be in class on time and to stay throughout the instructional day until school is dismissed. When a student's tardiness or early dismissals becomes frequent or disruptive, the student's teacher shall notify the principal or designee. If counseling, parent conferencing or administrative/staff intervention is ineffective in changing the student's attendance behavior, disciplinary action may follow.

3. Excused Absences

The following are valid excuses for absences and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher.

A. Absence due to Illness, Health Condition, Family Emergency or Religious Purposes

The parent/guardian is expected to notify the school attendance office on the morning of the absence. For absences to be excused, a phone call, note or e-mail from the parent/guardian must be received within two school days to report the reason for the absence.

When a student is absent for more than three (3) consecutive days, the school nurse or other designated staff member may contact the home to verify the nature and anticipated duration of the illness or family emergency.

At the discretion of the principal/designee, health care providers' or school official's verification of illness may be required to excuse excessive absences.

B. Participation in School-Sponsored Activity

To be excused, this absence must be authorized by the school principal or designee, who will inform the student's teacher(s). To qualify for this category of excused absence, prior approval must be secured from the principal or designee unless it is clearly impossible to do so.

C. Absence for Parental Approved Activities

This category of absence shall be requested for a maximum of five school days per school year through written request to the principal or designee at least ten days prior to the absence. Upon approval by the principal or designee, arrangements for completion of assignments must be made with all teachers at least five days in advance of leaving. The student shall assume all responsibility for turning in work so assigned within the timelines set by the teacher. Requests for a longer period of absence under this category may require the approval of the superintendent.

D. Extended Illness or Chronic Health Condition

If a student is to be confined to home or hospital for an extended period, the school will arrange for the availability of assignments. Homebound teachers may be provided in some instances of long-term illness.

E. Absence Resulting from Disciplinary Actions

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

If the student is on a truancy petition (Becca Bill), the court considers out-of-school suspensions as unexcused absences.

4. Process for Unexcused and Excessive Excused Absences

- A.** If any student who is required to attend school under the laws of the State of Washington fails to attend school or classes without valid justification recurrently or for an extended period of time, the building administrator shall follow the procedure outlined below.

TOTAL ABSENCES INCLUDING EXCESSIVE EXCUSED OR UNEXCUSED ABSENCES/TARDIES

Step 1: Five days (year to date)

- Identify student(s) – review and monitor.

Step 2: Nine days (year to date)

- Letter #1 – reminder of impact on learning.

Step 3: Twelve days (year to date)

- Letter #2 – Parent(s) or guardian(s) are asked to come in for a conference. A Letter of Verification from a Health Care Provider may be requested. Parent(s) or guardian(s) are informed about the truancy law in this letter.

If within five days of sending letter #2, the parent or guardian has not scheduled a conference, a second request for a conference will be sent by certified mail. This letter will state the time and location for the conference and invite the parent or guardian to attend.

At the conference, which is to be conducted by the building administrator/designee, solutions to the attendance problem will be explored.

Step 4: Twenty days (year to date)

- Letter #3 - If parent does not make contact and/or provide Health Care Provider verification or attend scheduled conference, a truancy petition may be initiated with Thurston County.

B. UNEXCUSED ABSENCES/TARDIES

Definition: Absences without confirmation from parent and not falling under the district definition of excused absences.

- For absences to be excused, a phone call, note or e-mail from the parent/guardian must be received within two school days to report the reason for the absence. Exceptions will be determined by the school administrator or designee to include intervention specialists, deans of students or counselors.

Step 1: First unexcused absence

- Phone call to home.

Step 2: Fifth unexcused absence

- Unexcused letter #2 with request for conference. If parent does not make contact or attend conference, may start court truancy proceedings.

Step 3: Seven to ten unexcused absences (7 per month/10 per year)

- File truancy petition.

Step 4: Follow up with contempt if indicated

C. TRUANCY PROCESS

No later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year, the district shall file a petition with the Thurston County Family and Juvenile Court alleging a violation of RCW 28A.225.030 by the parent or guardian and student. At 20 or more total excused and unexcused absences during the current school year, the district may also file a court petition. The petition consists of written notification to the court alleging that:

1. The student has unexcused absences in the current school year that total seven or more within any one month or ten or more in the current school year or has 20 or more total excused and unexcused absences in the current school year.
2. Actions taken by the school district have not been successful in substantially reducing the student's absences from school.
3. Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.

High Schools

1. Responsibility for Attendance

Students and parents or guardians must accept responsibility for regular school attendance. Failure to do so may result in loss of credit and grades.

Teachers are required by law to maintain accurate attendance records. The teachers' electronic grade book is the document that will be reviewed with regard to all attendance questions.

The district has in place Family Access through its computer system which allows parents or guardians to log onto their students' records and monitor attendance and grades. All parents and guardians are strongly encouraged to do this at least weekly with their students in order to be aware early of any difficulties students might be experiencing. Parents and students might work with student's counselors, teachers, Deans of Students and other staff in ensuring that necessary supports for daily on-time attendance are implemented.

2. Excused and Unexcused Absences

Students are expected to attend all classes each day. Students returning to school after an absence are to report directly to class and are expected to make up all work missed.

Excused Absences

The following are valid excuses for absences and tardiness.

A. Absence due to Illness, Health Condition, Family Emergency or Religious Purposes.

The parent/guardian is expected to notify the school attendance office on the morning of the absence. For absences to be excused, a phone call, note or e-mail from the parent/guardian must be received within two school days to report the reason for the absence.

When a student is absent for more than three (3) consecutive days, the school nurse or other designated staff member may contact the home to verify the nature and anticipated duration of the illness or family emergency. At the discretion of the principal/designee, health care providers' or school official's verification of illness may be required to excuse excessive absences.

Adult students over 18 years of age with documented permission and emancipated students (those over 16 years of age who have been emancipated by court action) shall notify the school attendance office of their absences with a signed note of explanation upon their return to school.

B. Participation in School-Sponsored Activity

To be excused, this absence must be authorized by a staff member and the student's teacher(s) must be notified prior to the absence.

C. Absence for Parental Approved Activities

Pre-arranged absences of up to five days are included in the total accumulation of absences unless the absences are school-sponsored activities. The following procedure must be complied with when a pre-arranged absence is to occur. The student must have the parent/guardian request the absence in writing. The student is required to maintain the requirements for each class.

Requests for a longer period of absence under this category may, at the discretion of the principal, require the approval of the Superintendent. In this instance, the request must be made in writing and submitted at least ten school days prior to the absence.

D. Extended Illness or Chronic Health Condition

If a student is confined to home or hospital for an extended period, the school will arrange for the availability of assignments. In some instances of long-term illness, home tutors may be provided. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course, which cannot be completed outside of class, the student may be required to take an incomplete or withdraw from the class without penalty. Students with a chronic health condition that interrupts regular attendance may require documentation by a health care provider.

E. Partial Day Absence

Students who must leave the school during the day MUST checkout through the Attendance Office or the Health Room prior to leaving school. A telephone call or note from the parent is required to leave during the day.

F. Absence Resulting from Disciplinary Actions

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

If the student is on a truancy petition (Becca Bill), the court considers out-of-school suspensions as unexcused absences.

Unexcused Absences

All other absences other than those noted above are considered unexcused.

3. Tardiness

Tardiness will be considered a behavior problem and will be addressed by individual teachers. However, when a student arrives more than 15 minutes late to class, it is considered an unexcused absence and will be recorded as such.

4. Attendance Procedures

Excused and Unexcused Total Absences

Excessive accumulation of excused and/or unexcused absences may result in loss of grades and loss of credit. School authorities will ensure that reasonable steps are taken to attempt to ameliorate the cause(s) of the student's tardies/absences from school.

Process for Excused and Unexcused Total Absences

When a student accumulates:

1. A total of five excused and unexcused absences in a class, parents/guardians will be notified by telephone of the number of absences in the class or classes.
2. A total of nine excused and unexcused absences in a class, an administrator/ designee will conference with the student and parents/guardians will be notified. At this time, the administrator/designee may choose to review the student's attendance record and as a result of the review, amend the record to more accurately reflect attendance patterns and circumstances. Parents or guardians will be urged to contact their students' teachers and review their status.
3. A total of twelve absences in a class with five or more unexcused absences*, a letter will be sent to the student's parents/guardian notifying them that the student may lose credit in the class (es) in which this number of absences has occurred. The following process will occur:

STEP 1: The Principal or other designee at the high school will meet with the student to ensure that attendance information is correct and that the student has been given the opportunity to know about the attendance procedure and possible credit loss.

STEP 2: An Attendance Review will be completed by an administrative team at the high school. After consideration of the additional information received, the administrative team will make a final decision about returning the student to the class, credit loss and/or other educational options that might be provided, and notify student and parent or guardian about the decision by telephone and by letter.

STEP 3: If credit loss is recommended by the high school administrative team, students and parents/guardians will have three school business days upon receipt of the letter to indicate that they want to appeal the decision. The principal will be responsible for the outcome of the appeal which may result in full reinstatement of credit, partial credit or loss of credit.

Process for Unexcused Absences (Truancy)

4. Each unexcused absence shall be followed by a telephone call to the parent or guardian of the student.
5. No later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year, the district shall file a petition with the Thurston County Family and Juvenile Court alleging a violation of RCW 26A.225.030. At 20 or more total excused and unexcused absences during the current school year, the district may also file a court petition. The petition consists of written notification to the court alleging that:
 - A. The student has unexcused absences in the current school year that total seven or more within any one month or ten or more in the current school year or has 20 or more total excused and unexcused absences in the current school year. For purposes of determining the number of absences under this subsection, an unexcused absence means the student has failed to attend three or more periods during a normal educational day and the absence is not excused under the standards outlined in this procedure.
 - B. Actions taken by the school district have not been successful in substantially reducing the student's absences from school; and
 - C. Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.

6. Adult Students

For adult students 18 years of age or older, a parent must sign an agreement before a student will be allowed to excuse him or herself from school. Once an agreement has been signed, no parent contact will be required for attendance issues.

7. Early Dismissal/Late Arrival

Students who have early dismissal or later arrival are only to be on campus 10 minutes preceding or following their classes. Exceptions are to be cleared in writing by an administrator and will permit the student only to be in the library or commons, not in the halls. Students violating these exceptions will have their early dismissal or late arrival privilege revoked.

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding student discipline and the laws and regulations governing Special Education and Section 504 students.

PART X SCHOOL BUS DISCIPLINE PROCEDURE

The bus driver is responsible to see that students abide by the Rules for Students Riding Buses. It is expected that in most cases the driver will use informal means to effectively correct student misconduct. It is recognized that instances will arise when the driver will find it necessary to seek the help of parents and/or school officials in correcting specific problems.

Rules and Regulations

- 1 The driver is in full charge of the bus. Pupils must follow the drivers' instructions.
- 2 Pupils shall be courteous to driver, fellow pupils and passers-by, using bad language and obscene gestures are not acceptable.
- 3 Pupils shall keep their hands, feet, and other objects to themselves.
- 4 Pupils must remain in their seats while the bus is in motion.
- 5 Ordinary conversation level and classroom conduct will be maintained.
- 6 Pupils shall keep the bus clean, aisle clear, do not litter, write on walls, seats and refrain from causing damage.
- 7 Pupils shall ride their assigned bus at all times, unless granted permission by the school.
- 8 No smoking or lighting of matches, eating or drinking allowed.
- 9 No pupil shall open a bus window without the driver's permission (then may open up to 25%). No pupil shall extend their head, arms, hands and etc., out the window.
- 10 No objects allowed on buses that could cause harm to other pupils, no laser lights or flash cameras or distractions to safety. **Cell phone use allowed with driver's permission.**
- 11 Pupils must cross roadways in front of the bus and only by with the driver's consent.
- 12 Pupils shall have written permission to leave bus at other than their normal stop or school.
- 13 The emergency exits are not to be tampered with they are for emergency use only.
- 14 Citations will be issued for misbehavior on the school bus.
- 15 **NO SKATEBOARDS**, skis or poles, all bags and instruments must fit in the pupil's assigned space.
- 16 Citations issued during last week of school carry over to next school year.

Corrective Procedures

- | | |
|---------------------------|-------------------------------------------------------------------|
| 1 st Citation: | Warning (first level may be verbal warning VS. written citation). |
| 2 nd Citation: | Phone call to parent. |
| 3 rd Citation: | 5 day bus suspension. |
| 4 th Citation: | 10 day bus suspension. |
| 5 th Citation: | Loss of riding privileges for remainder of school year. |

Appendix I

DISCIPLINARY PROCEDURE FOR SPECIAL EDUCATION AND SECTION 504 STUDENTS

1. Discipline

With the modifications indicated below, any student with an identified disability as set forth in chapter WAC 392-172 or under Section 504 is subject to the same treatment as the non-disabled student, found on pages 1-2 in the Student Rights and Responsibilities Handbook under Part I, *Student Rights* and Part II, *Student Conduct and Responsibilities*.

2. Emergency Removal and Short-Term Suspensions

Procedures outlined in the Statement of Student Rights and Responsibilities are applicable when the action proposed or taken does not exceed the short-term suspension timelines; provided, however, that where a special education or Section 504 student has been subject to a series of short-term suspensions that exceed a total of ten (10) days in a school year and may create a pattern of exclusion, the procedures in paragraph III below shall be followed.

3. Long-Term Suspension/Expulsion*

When considering the imposition of a long-term suspension or expulsion totaling more than ten (10) school days for a special education student or a Section 504 student, an IEP Team, including the parents, or a Section 504 meeting must be held prior to imposing the action, which complies with the following criteria:

*For Section 504 students with drug/alcohol violations only, see Part G, otherwise, please follow the procedures below:

- A. Persons to be present must be members of the IEP Team, Section 504 team, and/or other qualified personnel who are:
 - a. Knowledgeable of the particular student who is the subject of the contemplated action;
 - b. Knowledgeable of the meaning of the evaluation data regarding the student;
 - c. Knowledgeable of the student's disability and the implications of that condition;
 - d. Knowledgeable of the placement options.
- B. The purpose of the meeting will be to:
 - a. Determine if the misconduct is a manifestation of the disability, Individualized Educational Program or Section 504 goals must be considered; and,
 - b. Determine whether the student's behavior is the result of an inappropriate Special Education Placement or Section 504 program.
- C. This meeting must be fully documented.
- D. If the misconduct is neither a manifestation of the disability nor due to an inappropriate placement, the proposed disciplinary action may be implemented.
- E. If the behavior is a manifestation of the disability or an inappropriate placement, a different placement or revised program must be considered and offered except in the cases of emergency, drugs, or weapons. If necessary, a placement for evaluation purposes can be invoked during the period of time the new placement or program is being developed.
- F. Following the meeting, written notice will be provided to the parent, which includes:

- a. Date, time and place of IEP Team or Section 504 meeting;
 - b. Members of the Team;
 - c. Sources of information used in reaching the decision(s);
 - d. The decision(s) regarding the relationship of the disability to the behavior, the appropriateness of the placement, and the proposed action or sanction; and,
 - e. A notice of rights.
- G. A student under a Section 504 plan who uses or possesses illegal drugs or alcohol and who is currently engaging in the illegal use of drugs or the use of alcohol is subject to the same disciplinary penalties for such use, such as long-term suspension/expulsion, as students who are not individuals with disabilities. Further, the due process procedures set forth in Section III above shall not apply to such disciplinary actions.
- H. Should any long-term suspension or expulsion be implemented or should any series of short-term suspensions create a pattern of exclusion, the District must convene an IEP meeting for the purpose of developing an alternative education program for the special education student during the suspension or expulsion.

4. Emergency Expulsion

Notwithstanding the aforementioned provisions, if a special education student's behavior is such that his or her presence creates 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, the student may be denied school attendance. When this action constitutes a significant change in placement (in excess of ten (10) consecutive school days), it requires the implementation of the procedural safeguards set forth in the IDEA (as amended) and in Section 504 of the Rehabilitation Act of 1973. This action requires the school to develop an alternative Individualized Education Program for a Special Education student, which may include off campus support and/or program monitoring.

5. Obligations to the Student Pending Hearing

During the time period from the initiation of a request for a due process hearing through the appeal process, the District is required to continue providing educational services to a special education student. However, depending upon the circumstances, these services may be provided outside the school setting.

6. Individual Education Program Discipline Plans

Within the Individual Education Program process, which includes a meeting of the parent, teacher, and District representative who is qualified to provide or supervise special education services, a plan may be established for the remediation of specific behavior(s) in order to reach targeted behavior goals. This plan may include non-disciplinary removal from school for specified amounts of time as a part of the Individual Education Program. The Statement of Student Rights and Responsibilities when following the Individual Education Program plan where, the Individual Education Program itself prescribes the appropriate procedures. Either school personnel or the parent may request a new Individual Education Program meeting if either finds that the plan is not satisfactory or in need of revision.

Appendix II

POLICY 3207 - PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING (HIB)

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying (hereinafter known as HIB).

Definition of Bullying

“Harassment, intimidation or bullying” means any intentional written message or image — including those that are electronically transmitted — verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), including race, creed, color, national origin, sex, age, veteran or military status, marital status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or other distinguishing characteristics, when an act:

- Physically 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 and/or transportation.

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

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

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

HIB is Prohibited

The Tenino School District and staff shall not tolerate any form of HIB on district grounds or conveyance, or at any school activity on or off campus, including district transportation. All persons are expected to model appropriate behavior that maintains a safe, healthy and civil learning environment.

Behaviors/Expressions

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

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

Training

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

Prevention

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

Interventions

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

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

Retaliation/False Allegations

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

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

Compliance Officer

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

The superintendent is authorized to direct the development and implementation of procedures to implement this policy.

Appendix III

POLICY 3207 - HARASSMENT

It is the policy of Tenino School District to maintain a learning environment for students that is free from all forms of discrimination, including harassment based on any legally protected status or characteristic, including race, creed, color, national origin, sex, age, veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, and provides access to designated youth groups. The district prohibits harassment of, and by, students. A fundamental premise of this policy and expectation regarding conduct is that the dignity of individuals and groups must be respected.

The district will not tolerate any form of harassment as defined by this policy. It shall be a violation of this policy and the District's student discipline policy for any student of the District to

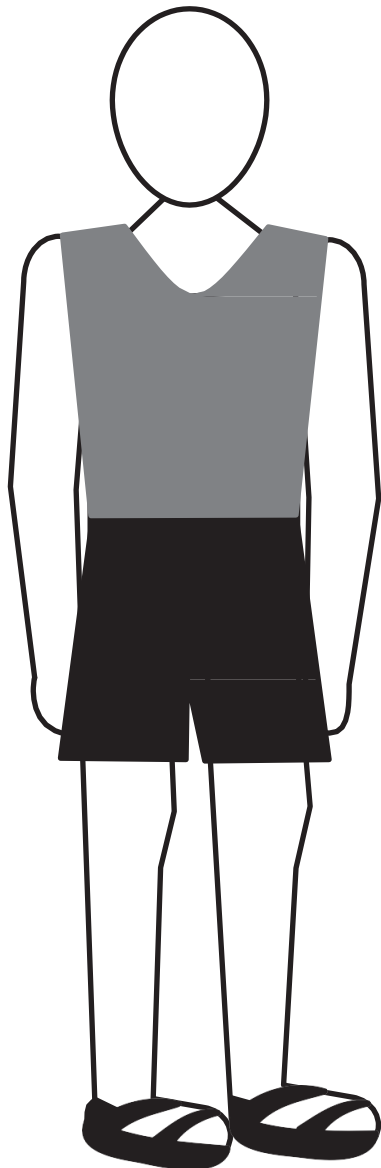
harass another student, staff member, volunteer, vendor, visitor, parent, or guardian. This policy also prohibits harassment of students by staff members, volunteers, vendors, visitors, parents, or guardians. Violations of the policy should be immediately reported by the student or anyone with knowledge of the harassing conduct to a building administrator or the Superintendent's Office.

All complaints of harassment, whether formal or informal, will be addressed and appropriate corrective, disciplinary, and remedial actions will be taken, up to and including suspension and/or expulsion, against any student found to have violated this policy.

This policy is intended to prevent harassment of, and by, students and is not intended to confer any rights upon or otherwise protect a person who engages in harassment.

The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.

In order to facilitate learning for all students, TSD requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home if necessary.



Heads: K-12 students must remove all headwear while in the buildings.

Torso: Clothing must cover stomachs, backs, shoulders, chests and undergarments.

Legs: Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

Feet: Footwear must be worn at all times appropriate to the activity.

Other Guidelines

- Headwear includes hats, hoods, bandanas and head wraps. (Exceptions will be made for medical, religious and other approved reasons).
- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing worn in a manner identified as gang-related is prohibited.
- Jewelry that can pose safety hazards is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.
- As a courtesy, please do not wear any perfume, after shave, or scented products.