North Thurston Public Schools Mission Statement: Committed to Excellence: Preparing all students for rewarding careers, fulfilling lives, and compassionate global citizenship.
Dear Students and Families,

North Thurston Public Schools stands by our vision that all students are empowered and future-ready. We want to help students develop their critical thinking and solution seeking skills on their path to becoming responsible, resilient, empowered learners. This includes understanding legal principles, policies and laws that govern our school district and processes safeguarding individual rights.

District rules and regulations are based upon state law, county and city ordinances, State Board of Education bylaws, and regulations and policies adopted by our Board of Directors. This handbook includes all policies that pertain to the rights and responsibilities of students in North Thurston Public Schools. They are designed to protect the rights of all members of the school community. Effective implementation of these guidelines requires the exercise of good faith on the part of students, parents/guardians and all school personnel.

After reviewing the contents, please keep this handbook as a reference. This information is also available on our website under Family Resources.

Thank you for taking the time to familiarize yourself with these rights and responsibilities!

Sincerely,

Debra Clemens, Superintendent
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STUDENT RIGHTS & RESPONSIBILITIES IN
NORTH THURSTON PUBLIC SCHOOLS

INTRODUCTION

This handbook sets forth the written rules and regulations of the North Thurston Public Schools 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 North Thurston Public Schools (NTPS) shall possess the following substantive rights, which shall not be limited without good and sufficient cause.

1. Non Discrimination Statement: North Thurston School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Officer: Charlie Burleigh, 360-412-4453, cburleigh@nthurston.k12.wa.us; Section 504 Coordinator: Leslie Van Leishout, 306-412-4484, LVanLeishout@nthurston.k12.wa.us. Address for both: 305 College St. NE. Lacey, WA 98516.

2. All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceable assembly and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place and manner of exercising such right.

3. 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.

4. 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.

5. 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 North Thurston Public Schools is “Committed to excellence: providing every student the academic and life skills 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, or corrective action.

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 North Thurston Public Schools. 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 RCW 28A.635.060)

PART III

POLICY—STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS - 3245

Students are responsible as citizens to observe the laws of the United States, the state of Washington, and its subdivisions. The Board understands and affirms that behavior is associated with learning. An effective instructional program requires a safe and orderly school environment. The Board requires that each student adhere to the behavior expectations and rules of conduct established by the District and its various schools and programs, and submit to corrective action taken as a result of noncompliance with those rules. The behavior expectations are applicable during the school day; during any school activity conducted on or off campus; and off school grounds if a student’s actions materially or substantially affect or interfere with the educational process or District operations. Special behavior expectations are also applicable while riding on a school bus.

Students are expected to:

A. Follow reasonable standards of socially acceptable behavior;
B. Respect the rights, person and property of others;
C. Pursue the required course of study;
D. Maintain the degree of order necessary for a positive climate for learning;
E. Comply with school and district behavior expectations and rules; and
F. Comply with the lawful authority of staff and reasonable corrective action imposed by school employees.

The Board also recognizes that schools must take reasonable steps so that students who fail to adhere to the District’s rules and regulations and who receive corrective action for such misconduct remain engaged or are effectively reengaged in their educational program.

The Superintendent will develop written rules of conduct which will carry out the intent of the Board and establish procedures necessary to implement this policy. Schools may also develop and implement site-specific rules for student conduct. Such rules must be consistent with the District’s rules of conduct.
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Adopted: March 17, 2015  North Thurston Public Schools
Updated: July 25, 2017  Board of Directors
PROCEDURE—STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS - 3245P

Student Conduct Expectations
As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction. For procedures and legal requirements related to imposition of suspension and expulsion, see Policy and Procedure 3246, Classroom Management, Discipline and Corrective Action.

Respect for the Law and the Rights of Others
The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and local ordinances and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.

Rules for Student Conduct
Conduct rules marked with an asterisk (*) are designated as exceptional misconduct and have been judged following consultation with an ad hoc citizens’ committee to be (a) of such frequent occurrence, notwithstanding past attempts to control such misconduct with other forms of corrective action, or (b) so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school that the certificated administrators may impose a short-term or long-term suspension for violation of these rules even if another form of corrective action has not previously been imposed upon the student for misconduct of the same nature. Such misconduct may also result in an expulsion or emergency expulsion subject to WAC 392-400-275 and 392-400-295. However, neither long-term suspension nor non-emergency expulsions will be imposed in response to student misconduct in a manner that constitutes “discretionary discipline,” as that term is used in RCW 28A.600.015. (See Procedure 3246P.)

1. Alcohol, Chemical Substances, Drugs, Drug Paraphernalia* – Possession, use, distribution, showing evidence of having consumed, selling, soliciting or facilitating the sale of alcohol or illegal drugs is prohibited. Possession of drug paraphernalia or any item purported to be such is also prohibited. While in attendance at school or school-sponsored events, students must remove themselves immediately from any situation where such activities are occurring. Students understand that the community encourages them to report any situation which poses a danger to the health or safety of themselves and fellow students or which represents a violation of state laws, District policy, and the code to which school leaders are committed.

2. Alteration/Falsification of Records* – The falsification, altering, or destroying a school record or any communication from home and school, including electronic, is prohibited.

3. Arson* – The intentional setting of fire or possession of fire-ignition devices is prohibited.

4. Assault/Threat of Assault* – Assault is defined as a physical or verbal threat and is prohibited.

5. Bomb Threat* – Threatening to plant, and/or claiming to possess, and/or detonate a bomb at any public school building facility or property.

6. Burglary* – Breaking into a school with or without intent to steal is prohibited.

7. Cheating - Cheating is prohibited. Any student who knowingly submits the work of others represented as his or her own will be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others by falsifying, altering, or destroying student records in any form.

8. Cooperation with School Personnel, School Rules, or District Policies/ Noncompliance* – Students must obey the lawful instruction of District personnel. 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.

9. Criminal Behavior* – Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property when such acts have a detrimental effect upon the maintenance and operation of the schools or the District are subject to corrective action by the school as well as potential prosecution under the law.

10. Cumulative Violations – In the school community, the frequency with which students violate various school policies, rules, and regulations is often of equal or greater concern than individual violations. Discipline is based on the cumulative effects of these acts.

11. Dress and Appearance – Dress and appearance must not present health or safety problems or cause disruption in accordance with the Student Dress Code.
12. **Disruptive Conduct** – Conduct which materially and substantially interferes with the educational process is prohibited.

13. **Explosives** – Possession, use, or threat of explosives on school property or at school-sponsored events, such as firecrackers and bullets, is prohibited.

14. **Extortion, Blackmail, or Coercion** – Obtaining money or property by violence or threat of violence, or forcing someone to do something by force or threat of force, is prohibited.

15. **False Accusations** - Students will not make untrue charges of wrongful conduct or other defamatory statements.

16. **False Alarm** – Activating a fire alarm for other than the intended purpose of the alarm is prohibited.

17. **Fighting** – The act of quarrelling involving physical contact is prohibited.

18. ** Forgery** – The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses, or other data on school forms or other documents is prohibited.

19. **Gambling/Wagering** – The act of gambling or facilitating the gambling of others is prohibited. “Gambling” means staking or risking something of value upon the outcome of a contest of chance or a future contingent event, upon an agreement or understanding that the person or someone else will receive something of value in the event of a certain outcome.

20. **Gang Affiliation/Symbols** – Gang activity or displaying symbols of gang affiliation is prohibited. A “gang” means a group that consists of three or more persons, has identifiable leadership, and on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. The Board of Directors determines that gangs and the expression of 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. The following, therefore, are prohibited:

   a. Wearing, possessing, distributing, or displaying (as determined by school authority), any gang symbols, including the use of hand signals, handwriting, and/or the presence of apparel, jewelry, accessories, graffiti, or manner of grooming which by virtue of its colors, arrangement, trademark, symbol alteration, or any other attribute denotes membership in a gang;

   b. Committing any act or conduct indicating membership or affiliation in a gang; and/or

   c. Using any speech, gesture, conduct, or committing any act in furtherance of the interests of a gang or gang activity, including but not limited to:

      i. Soliciting others for membership in any such gang;

      ii. Pressuring, intimidating, threatening, or harassing any person, or creating an atmosphere or environment of undue pressure which can reasonably be expected to interfere with the physical or mental wellbeing of others;

      iii. Committing any other illegal act or other violation of school district policies; and/or

      iv. Inciting or provoking or actively seeking other students to act with physical force or violence or mental harassment of others.

21. **Harassment/Intimidation/Bullying/Cyberbullying (HIB)** – Students will not participate in, conspire to participate in, or conspire for others to engage in “harassment, intimidation, and bullying/cyberbullying” (HIB) as defined in Policy 3307, Prohibition of Harassment, Intimidation, and Bullying. In general, HIB means any intentionally written message or image, including those that are electronically transmitted (e.g. sexting), a verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 (race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability), or other distinguishing characteristics, when the act physically harms a student or damages the student’s property; has the effect of substantially interfering with a student’s education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment, or has the effect of substantially disrupting the orderly operation of the school. Prohibited HIB can include, but is not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gesture, physical, attacks, threats, or other written oral or physical actions.

22. **Inappropriate Language/Verbal Abuse** – Freedom of student expression is part of the district’s instructional program. However, student expression may not be vulgar, lewd, obscene, or plainly offensive or be used to cause a substantial disruption of the educational process or interfere with the rights of others. School-
sponsored expression may be further regulated on the basis of legitimate pedagogical concerns. (See Policy 3220, Freedom of Expression).

23. **Information Systems Access/Use** – Unauthorized, illegal, or inappropriate use of the District's telecommunication network system, electronic devices, or personal student devices is prohibited.

24. **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.

25. **Lasers and Similar Devices** – Possession or use of lasers and similar devices which is not authorized in advance by school authorities is prohibited.

26. **Lewd Behavior/Sexual Misconduct** – Expressing, transmitting by electronic media, displaying and/or exhibiting indecent, lewd, profane or obscene sexual behavior, including pornography, is prohibited.

27. **Robbery** – Stealing from an individual by force or threat of force is prohibited.

28. **Sexual Harassment** – Harassment because of a person's gender, like other forms of harassment, is prohibited. Sexual harassment may include, but is not limited to: demands for sexual favors in exchange for preferential treatment or something of value; stating or implying that a person will lose something if he or she does not submit to a sexual request; penalizing a person for refusing to submit to a sexual advance or providing a benefit to someone who does; making unwelcome, offensive or inappropriate sexually suggestive remarks, comments, gestures, or jokes or remarks of a sexual nature about a person's appearance, gender, or conduct; using derogatory sexual terms for a person; standing too close, inappropriate touching, cornering, or stalking a person; sexting; or displaying offensive or inappropriate sexual illustrations on school property. Any student who believes that he or she has been subjected to sexual harassment or intimidation by any person, including students and staff, should contact a building counselor or administrator immediately. (See Policy 3205, Students: Sexual Harassment, and Policy 5013, Personnel: Sexual Harassment.)

29. **Smoking/Tobacco/Vapor Devices** – Possession, use, or sale of tobacco or tobacco devices is not permitted on or near school property or in district-owned vehicles. Tobacco products and devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking and vapor consumption devices whether or not they are currently being used to consume tobacco, non-prescribed inhalers, and any other smoking equipment, device, material or innovation. Near school property is defined as being within the line of sight from the school.

30. **Theft** – Stealing is prohibited.

31. **Trespass/Occupying Unauthorized Area** – Being present on school property in an unauthorized place without permission of school authorities or refusing to leave when ordered to do so is prohibited.

32. **Unlawful Interference with School Authorities** – Interfering with administrators, teachers, or other staff in the exercise of their lawfully assigned duties is prohibited.

33. **Vandalism/Damage/Destruction of Property** – Destruction of school property or private property on school grounds is prohibited. (The student’s grades or diploma may be withheld in accordance with state law.)

34. **Weapons and Other Dangerous Devices** - Students will not possess, display, handle, or transmit weapons, other dangerous devices, or any item which reasonably appears to be such on school property, school-provided transportation, or at school-sponsored events. Any exception to the above will require explicit permission.

The District considers the following weapons in violation of this policy:

- Any knife or razor, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.
- Any personal protection spray devices (PPSD) not used other than in self-defense as defined by Washington state law (RCW 9.91.160). State law requires that students age fourteen to seventeen have parent permission to carry a personal protection spray device (PPSD) that must be registered with school administration officials. Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone under eighteen years or older deliver a spray device to anyone under fourteen or to
anyone between fourteen and eighteen who does not have parental permission. Students who unlawfully carry, discharge, or distribute a PPSD will be subject to disciplinary action.

An appropriate school authority will promptly 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 will be subject to corrective action. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense. The term “dangerous weapons” under state law includes:

- Any firearm;
- Any device commonly known as “nun-chu-ka sticks,” consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- 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;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
  - Any dirk or dagger;
  - Any knife with a blade longer than three inches;
  - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
  - Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
  - Any razor with an unguarded blade;
- Any slung shot, sandbag, or sandclub;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

**Pre-Established Corrective Actions**
The following guidelines have been established to provide advance notice to students of the nature and extent of the corrective actions that, as a general rule, will be imposed as a consequence of certain types of misconduct. Disciplinarians and hearing officers may grant exceptions involving extenuating and/or exceptional circumstances. Subsequent acts of exceptional misconduct, after one or more prior suspensions or expulsions, may result in stronger corrective action being taken than that indicated in these guidelines, up to and including expulsion (in accordance with state law and regulations and Procedure 3246P).
# PRE-ESTABLISHED CORRECTIVE ACTIONS

<table>
<thead>
<tr>
<th>Misconduct</th>
<th>Action That May Be Taken</th>
</tr>
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<tbody>
<tr>
<td>Alcohol, Chemical Substances, Drugs, Drug Paraphernalia</td>
<td><strong>Secondary Students, First Offense:</strong> (a) suspension of up to 40 days; or (b) a five- to ten-day suspension if the student agrees to attend a drug assessment at a state-approved agency and waive his or her right to appeal. Under the second option, the student will be returned to school on a probationary contract upon proof of enrollment and will be removed from probation upon completion of the program.</td>
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<td><strong>Secondary Students, Third or more Offense:</strong> Suspension for up to 90 days or expulsion.</td>
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<td><strong>Elementary Students, First Offense:</strong> (a) suspension of up to 20 days (5 days maximum for grades K-4); or (b) a three-day suspension if the student agrees to attend a drug assessment at a state-approved agency and waive his or her right to appeal. Under the second option, the student will be returned to school on a probationary contract upon proof of enrollment and will be removed from probation upon completion of the program.</td>
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<tr>
<td>Smoking, Tobacco, and/or Vapor Devices</td>
<td><strong>First offense:</strong> (a) conference with student and/or parents, notify parent of offense, and/or (b) disciplinary action (non-suspension).</td>
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<td></td>
<td><strong>Weapons, Explosives</strong>&lt;sup&gt;*&lt;/sup&gt;  Minimum</td>
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<sup>*</sup> Denotes rule for which long-term suspension or expulsion may constitute “discretionary discipline” for purposes of Procedure 3246P.

Implemented: July 31, 2017
PART IV

POLICY—CLASSROOM MANAGEMENT, DISCIPLINE AND CORRECTIVE ACTION - 3246

Behavior expectations for student conduct are essential to maintain a school environment conducive to learning. Students are expected to comply with behavior expectations, and a student’s refusal to do so will constitute sufficient cause for corrective action.

Staff are responsible for supervising student behavior, including teaching behavior expectations to all students and recognizing student efforts to meet the behavior expectations. Staff are also responsible for employing effective classroom management methods and enforcing the behavior expectations and rules for student conduct in a fair, consistent and non-discriminatory manner. Corrective action must be reasonable and necessary under the circumstances and reflect the District’s priority to maintain a safe and positive learning environment for all students and staff. The principal is responsible to develop and review building behavior expectations and corrective actions.

The written behavior expectations and rules of the District and the procedures for imposing corrective action shall be made available annually to students and parents/guardians of the District. These behavior expectations and rules of student rights, responsibilities and conduct shall apply to all students attending the North Thurston Public Schools. Students and/or their parents/guardians will be provided all required substantive and procedural due process in regard to grievances, hearings and/or appeals of corrective action.

The District will also strive to provide trainings regarding policies and procedures related to student discipline for appropriate school and district staff whose duties require them to interact with students and enforce or implement components of student discipline.

The District will assist long-term suspended and expelled students in returning to school as soon as possible by providing them with a reengagement plan tailored to the student’s individual circumstances, including consideration of the incident that led to the student’s long-term suspension or expulsion.

The District will annually collect and review data on corrective actions within each school. The data will be disaggregated into subgroups as required by RCW 28A.300.042 and will include students protected by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. The review must include short-term suspensions, long-term suspensions and expulsions. In reviewing the data, the District will determine whether it has disciplined a substantially disproportionate number of students within any of the disaggregated categories. If disproportionality is found, the District will take action to ensure that it is not the result of discrimination.

In consultation with school district staff, students, families and the community, the District will periodically review and update this policy and its accompanying procedure.

Legal References:

<table>
<thead>
<tr>
<th>RCW 9A.16.100</th>
<th>Use of force on children — Policy — Actions presumed unreasonable</th>
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<td>RCW 9.41.280</td>
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<td>RCW 28A.400.110</td>
<td>Principal to assure appropriate student discipline — Building discipline standards — Classes to improve classroom management skills</td>
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<td>Access to course offerings – Student discipline and corrective Action</td>
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<td>34 CFR Part 100.3</td>
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Adopted: March 17, 2015 North Thurston Public Schools
Updated: July 25, 2017 Board of Directors
PROCEDURE—CLASSROOM MANAGEMENT, DISCIPLINE AND CORRECTIVE ACTION - 3246P

Superintendent Authority
The Superintendent will have the authority to discipline, suspend or expel students. The Superintendent will:

- Identify the conditions under which a teacher may exclude a student from his or her class; and
- Designate which staff members have the authority to initiate or to impose discipline, suspensions or expulsions.

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

No form of discipline will be enforced in such a manner as to prevent a student from accomplishing academic grade, subject or graduation requirements.

I. Definitions

Academic Term
“Academic Term” means one semester (90 days). For South Sound High School, “Academic Term means one trimester, 60 days.

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.

Classroom Exclusion
“Classroom exclusion” means the exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements in WAC 392-400-330 and 392-400-335. Classroom exclusion does not include actions that result in missed instruction for a brief duration when:

(a) A teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and
(b) The student remains under the supervision of the teacher or other school personnel during such brief duration.

Expulsion
“Expulsion” means a denial of attendance for a period of time up to but no longer than the length of an academic term (as defined by the Board of Directors) from the time the student is removed from his/her current school placement by a school district superintendent or designee. An expulsion may not be for an indefinite period of time and may be imposed only for the offenses listed below in the section entitled “Suspension, Expulsions, and Discretionary Discipline”. An expulsion may be extended beyond the length of an academic term if: 1) the school petitions the superintendent for an extension; and 2) the superintendent authorizes the extension pursuant to the superintendent of public instruction’s rules adopted for this purpose. 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.

**Long-Term Suspension**

“Long-term suspension” means a suspension that exceeds ten (10) consecutive school days. A long-term suspension may not exceed the length of an academic term as defined by the Board of Directors and may be imposed only for the offenses listed below in the section entitled “Suspensions, Expulsions, and Discretionary Discipline”.

**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.

**Parent/Guardian**

“Parent/Guardian” means any natural, adoptive or custodial parent or guardian. Students of majority age will be entitled to parental rights.

II. Procedures for Imposing Corrective Action

A. Provisions Applicable in General

1. Each certificated teacher, school administrator, school bus driver, and any other school employee designated by the Board of Directors has the authority to: (1) impose discipline upon a student for misconduct which violates rules of the District established in Procedure 3240P and provided to students and parents in the annual “Statement of Responsibilities and Rights of Students”; and (2) impose an emergency removal from a class, subject, or activity upon a student as allowed by this procedure.

2. The Board has delegated to the superintendent and/or his or her designee(s) the authority to impose suspensions and expulsions upon students for misconduct which violates rules of the District. Each certificated teacher and administrator has the authority to recommend suspensions and expulsions for such misconduct.

3. Each classroom teacher may exclude any student who creates a disruption of the educational process in violation of the building disciplinary standards while under the teacher's immediate supervision from his or her individual classroom and instructional or activity area for all or any portion of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first, in accordance with RCW 28A.600.020. Except in emergency circumstances as provided for in the section on “Emergency Removal,” below, the teacher will have first attempted one or more alternative forms of corrective action. In addition, in no event will an excluded student be returned during the balance of the particular class or activity period from which the student was initially excluded without the consent of the teacher.

4. Corporal punishment, which is generally 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.

5. All students will remain free from unreasonable restraint, restraint devices, isolation, and other uses of physical force, as provided in Policy 3247.

B. 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.

C. Provisions Applicable to All 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 (Procedure 3245P), 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 fourth grade will be subject to short-term suspension for more than a total of ten (10) school days during any single semester. 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 may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District. A student may also be excluded from a particular classroom or instructional or activity area for the period of suspension.

5. Students will be provided with an opportunity to receive educational services during a period of suspension.

6. 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.

7. Any student who has been suspended will be allowed to make application for readmission at any time. (See Section IV, below.)

D. 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 as follows:

   a. An oral or written explanation of the alleged misconduct, the evidence in support of the allegations, and the corrective action that may be imposed will be provided to the student.

   b. The student will be provided the opportunity to present his/her explanation.

2. In the event such denial of the right of attendance is to exceed one (1) day, the parent(s)/guardian(s) of the student will be notified of the reason(s) for the student's suspension and the duration of the suspension orally or by letter deposited in the United States mail as soon as reasonably possible. This notice will also inform the parent(s) or guardian(s) of the right to an informal conference pursuant to WAC 392-400-255 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).

E. Provisions Applicable to Long-Term Suspensions and Expulsions

1. Long-term suspensions and expulsions will be for a stated period of time not longer than the length of one academic term.
2. Schools may not impose a long-term suspension or expulsion unless the student’s misconduct falls within one or more of the categories listed below.

   a. Having a firearm on school property or school transportation in violation of RCW 28A.600.420;

   b. Any of the following offenses listed in RCW 13.04.155, including:

      i. any violent offense as defined in RCW 9.94A.030, including:
         A. any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony;
         B. manslaughter;
         C. indecent liberties committed by forcible compulsion;
         D. kidnapping;
         E. arson;
         F. assault in the second degree;
         G. assault of a child in the second degree;
         H. robbery;
         I. drive-by shooting; and
         J. vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner;

      ii. any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to register as a sex offender in violation of 9A.44.132), including rape, rape of a child, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, and any felony conviction or adjudication with a sexual motivation finding;

      iii. inhaling toxic fumes in violation of chapter 9.47A RCW;

      iv. any controlled substance violation of chapter 69.50 RCW;

      v. any liquor violation of RCW 66.44.270;

      vi. any weapons violation of chapter 9.41 RCW, including having a dangerous weapon at school in violation of RCW 9.41.280;

      vii. any violation of chapter 9A.36 RCW, including assault, malicious harassment, drive-by shooting, reckless endangerment, promoting a suicide attempt, coercion, assault of a child, custodial assault, and failing to summon assistance for an injured victim of a crime in need of assistance;

      viii. any violation of chapter 9A.40 RCW, including kidnapping, unlawful imprisonment, custodial interference, luring, and human trafficking;

      ix. any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation; and

      x. any violation of chapter 9A.48 RCW, including arson, reckless burning, malicious mischief, and criminal street gang tagging and graffiti;

   c. Two or more violations of the following within a three-year period:

      i. criminal gang intimidation in violation of RCW 9A.46.120;

      ii. gang activity on school grounds in violation of RCW 28A.600.455;

      iii. willfully disobeying school administrative personnel in violation of RCW 28A.635.020; and

      iv. defacing or injuring school property in violation of RCW 28A.635.060; and

   d. Any student behavior that adversely affects the health or safety of other students or educational staff.

Prior to imposing a long-term suspension or expulsion for behavior listed in subsections (a)-(d) above, the District will first consider using alternative corrective actions. Unless otherwise required by law, school administrators are not required to impose a long-term suspension or expulsion for the misconduct listed above. For student behaviors—including specific offenses contained in Policy 3245 and Procedure 3245P—that do not fall within one or more of the categories listed above, schools may not impose long-term suspension or expulsion, but may impose other sanctions up to and including short-term suspension in a manner consistent with this procedure.
3. 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 to his/her parent(s) or guardian(s). This notice will be provided in the predominant language of the student and his/her parent(s) or guardian(s). The notice will specify:
   a. The alleged misconduct and the school rules it violates;
   b. The corrective action proposed;
   c. The right of the student and his/her parent(s) or guardian(s) to a hearing for the purpose of contesting the allegation(s); and
   d. That if a written or oral request for a hearing is not received by the District employee named in the notice or his/her office within three (3) school business days after the notice is received, the hearing will be waived and the recommended corrective action will take effect.

   The District should include a schedule of “school business days” potentially applicable to the exercise of the hearing right with the written notice.

4. The student or his/her parent(s) or guardian(s) must request such a hearing to the superintendent’s office 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) or 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.

5. The principal or designee will convene a meeting with the student and the student’s parent(s) or 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 IV, below.)

6. 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 student’s 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. A student and his/her parent(s) or guardian(s) will have access to, provide meaningful input on, and have the opportunity to participate in a culturally sensitive and culturally responsive reengagement plan.

F. Provisions Applicable to Expulsions Only

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. A student may also be excluded from a particular classroom or instructional activity area for the period of expulsion.

4. Students will be provided with an opportunity to receive educational services during a period of expulsion.

5. All expulsions and the reasons therefore must be reported in writing to the Superintendent within 24 hours after the imposition of the expulsion.

6. Any student who has been expelled will be allowed to make application for readmission at any time. (See Section IV, below.)

7. The building principal or designee may petition the superintendent to extend an expulsion beyond one academic term, 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) or 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 the length of one academic term, he/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) or 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.

G. **Provisions Applicable to Classroom Exclusion**

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. The removal will continue only until: (a) the danger or threat ceases; or (b) the designated school authority acts to impose corrective action.

3. The teacher, principal, or designee must notify the student’s parents regarding the classroom exclusion as soon as reasonably possible.

4. The designated school authority will meet with the student as soon as reasonably possible, but in no case later than the commencement of the school day following the removal, to take or initiate appropriate corrective action.

5. Prior to or at the time the student is returned to a class, subject, or activity from which the student was removed, the designated school authority will notify the teacher or administrator who removed the student of the action taken.

H. **Provisions Applicable to Emergency Expulsions**

1. A student may be expelled immediately in emergency situations by the superintendent or his/her designee if there is 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.

2. An emergency expulsion must end or be converted to another form of corrective action by the superintendent or his/her designee within ten (10) school days from the date of the student’s emergency expulsion. When an emergency expulsion is converted to another form of corrective action, the notice and due process rights applicable to that form of correction action must be provided.

3. The student and his/her parent(s) or guardian(s) will be notified of the emergency expulsion and of their opportunity for a hearing by: (a) hand-delivering a written notice to the student’s parent(s) or guardian(s) within twenty-four (24) hours of the emergency expulsion, and by documenting the notice by obtaining
receipt or the written certification of the person making the delivery; or (b) by certified letter(s) deposited in the mail within twenty-four (24) hours of the expulsion, with reasonable attempts made to notify the student and his/her parent(s) or 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) or 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) or 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 school business day after receipt of the notice;

e. If a request is not received within five (5) 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.

III. Procedures for Contesting Corrective Actions

A. 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 or 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(s) or guardian(s) shall be subject to questioning by the principal or designee and will 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 that 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 during the Board’s next regular meeting. 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 his/her designee elects to postpone the action.

B. 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 contest the action. The office of the superintendent must receive requests for a hearing within five (5) 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 represented by legal counsel, to question and confront 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.

Both the student and the District representative 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 hearing.

The hearing officer 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.

Either a tape-recorded or verbatim record of the hearing will be made. The hearing officer will make a written decision setting forth the findings of fact, conclusions, and the nature and duration of the corrective action to be imposed, if any. For long-term suspensions and expulsions, this written decision will be provided to the student’s legal counsel or, of none, to the student and his/her parent(s) or guardian(s). For emergency expulsions, the decision must: (1) be issued within one school business day after the date that the hearing concludes; (2) be provided to the student and the student’s 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.

Unless an appeal is taken, any long-term suspension or non-emergency expulsion decided upon by the hearing officer may be imposed as of the fourth school business day following the receipt of the hearing officer’s decision.

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

Any student or parent/guardian may appeal a hearing officer’s decision imposing a long-term suspension, expulsion, or emergency expulsion to the Board of Directors. 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 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/guardian, 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 meeting to hear further arguments based on the record before the Board 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.

The appeal 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 only by a majority vote at a meeting at which a quorum of the Board is present.

An appeal from a decision of the Board will be to the courts. The Board may decide to postpone the corrective action pending such appeal.

**IV. Readmission after Expulsion or 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, if applicable.

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

Implemented: July 31, 2018
PART V  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.

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

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

2. **Absence due to:** illness; health condition; medical appointment; family emergency; religious or cultural 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; absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705,010; and absences 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 by phone, e-mail or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student’s return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absences with a note of explanation.

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, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence.

3. **Absence request for parental-approved activities.** Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity. The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence. 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.

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

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

6. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent 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.
Required conference for elementary school students

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

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

Unexcused Absences

An "unexcused absence" means that a student has failed to attend the majority of hours or periods in an average school day or has failed to comply with a more restrictive school district policy on absences.

Unexcused absences occur when:

1. The parent, guardian or adult student submits an excuse that does not meet the definition of an excused absence as defined above; or
2. The parent, guardian, or adult student fails to submit any type of excuse statement, whether by phone, e-mail or in writing, for an absence.

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

After two unexcused absences within any month of the current school year, a conference will be held between the principal/designee, student and parent to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty days of the second unexcused absence, the district may schedule the attendance conference on the same day. The district will designate a staff member to apply root cause, strength based, research based assessment, where appropriate, provide the student with best practice or research-based interventions.

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

Not later than a student's fifth unexcused absence in a month, 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 to juvenile court (see below).

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

Community Truancy Board

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

**Petition to juvenile court**

The petition will contain the following:

1. A statement that the student has unexcused absences in the current school year;
2. An attestation that actions taken by the school district have not been successful in substantially reducing the student’s absences from school;
3. A statement that court intervention and supervision are necessary to assist the school district to reduce the student’s absences from school;
4. A statement that RCW 28A.225.010 has been violated by the parent, student or parent and student;
5. The student’s name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student’s parents/guardians, whether the student and parent are fluent in English, whether there is an existing individualized education program (IEP) and the student’s current academic status in school;
6. A list of all interventions that have been attempted, a copy of any previous truancy assessment completed by the student’s current school district, the history of approved best practices intervention or research-based intervention(s) previously provided to the student by the district, and a copy of the most recent truancy information document signed by the parent and student.
7. Facts that support the above allegations.

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

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

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

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding discipline or corrective action.

**Tardiness/Early Dismissal**

**Elementary:** 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.

**Secondary:** When a student arrives more than 10 minutes late to class, it is considered an unexcused absence and will be recorded as such.

**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.
Full Day Absence
A full day absence is defined as a student missing fifty percent or more of their scheduled day.

High School 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.

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.

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

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. (See Appendix I, page 47)

<table>
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<tr>
<th>WAC 393-401-015</th>
<th>Definition of absent or absence</th>
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<td>WAC 392-401-020</td>
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PART VI  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.

Student Busing Conduct Rules and Regulations

1. General Rules and Regulations
   A. The bus driver is in full charge of the bus and all students will obey the bus driver promptly and willingly.
   B. Failure to follow bus rules and regulations will result in parent contact and possible loss of transportation services.
   C. Any exceptions to rules below, where applicable, must be approved by the District authorities.
   D. The specific School District Rules cited in Part III pages 5 through 11; Numbers 1 through 34 in this handbook apply when riding a North Thurston Public Schools Bus and or Van. This list of infractions are serious in nature and/or so serious in terms of disruptive effect upon the operation of the schools, students or safe transportation, that students may be subject to suspension (short or long term) or expulsion for first time offense.

2. Specific Rules and Regulations
   A. Students shall give their proper identity when requested by the bus driver.
   B. Students shall ride their regularly assigned bus. Students shall board and leave the bus at their regularly assigned stops. Any temporary change must be approved through the school who will issue a bus pass. WAC 392-145-060
   C. Students shall sit in seats that may be assigned at the discretion of the bus driver.
   D. All kindergarten students must be met at the bus stop by an identified adult, unless a waiver has been completed and returned to the Transportation Department. A student who is not met and does not have a waiver will be brought back to the Transportation Department to await parent pick up.
   E. Students are expected to be outside and visible at the bus stop 5 minutes before the scheduled bus arrival. Bus drivers are instructed not to wait for tardy students. Drivers do not honk the horn or call families to inform them of the arrival of the bus.
   F. Students shall not open the windows on a school bus a distance of more than six inches or to the line indicated on the window frame.
   G. Students shall not extend any part of their body out of the bus windows or emergency exits at any time. Students shall refrain from throwing objects out the bus windows or on the bus floor.
   H. Students are not permitted to eat or drink on the bus while traveling to or from school without driver approval.
   I. The bus aisles shall be kept clear at all times.
   J. Students are not permitted to sit in the bus driver’s seat at any time. WAC 392-145-031
   K. Students shall remain seated until the bus comes to a complete stop.
   L. Students shall cross the road only in front of the bus and only when the bus driver's has given the signal that it is safe to cross. Students will refrain from using electronic or other distracting items while crossing.
M. Students shall board and leave the bus in an orderly manner.

N. When the bus is arriving or departing students shall stand clear of the bus. A minimum of six (6) feet is recommended. Students shall not stand or play in the roadway while waiting for the bus.

O. School bus drivers shall have the primary responsibility for the safety of passengers while they are boarding the school bus, while they are on the school bus, and while they are disembarking the school bus and crossing the roadway. If passengers must cross the road. WAC 392-145-060

P. Private and school property at bus stops shall be respected at all times.

Q. Students will not take video or photographs while on the bus without the expressed permission from involved persons.

R. Students shall not smoke or light any materials on around a bus.

S. Students shall not have anything in their possession which may cause injury, such as but not limited to sticks, breakable containers, and any type of firearms, straps or pens extending from their clothing.

T. Large objects shall not be transported on the school bus. This is in accordance of WAC 392-145-021. The following Orchestra and Band instruments are not able to be safely transported on the school bus by placing the instrument in or on the lap of the student or between the student’s legs: bass trombone, tuba, percussion instruments, trombones in hard rectangle cases, tenor saxophones in hard rectangle cases, baritones, basses, or cellos. No instrument will be allowed to take up a seat position, or extend into the aisle way of the bus.

U. Students will keep all items in their book bag, back pack, or instrument case. Students are only allowed to have one back pack or book bag and one small instrument case. No loose items will be allowed on the bus. Skateboards must be placed inside or secured to a backpack at all times. Any loose items that are in the aisle way will be confiscated by the driver and need to be picked up at the Transportation Department.

V. Laser pointers, aerosol containers, explosive devices, and flammable substances are not permitted on the bus. (Explosive devices include ammunition, smoke bombs, stink bombs, and fireworks of any kind.)

W. Students are not permitted to spray or use perfume, cologne, body spray, deodorant, lotions or other aromatic products while on the bus.

X. Animals are not permitted on the bus with the exception of service animals are expected to be at the bus stop 5 minutes before the scheduled bus arrival.

Y. The use of loud, abusive or vulgar language, obscene gestures and images is prohibited. This includes the use of electronic devises.

Z. Students shall observe silence upon the bus driver’s request to include but not limited to railroad crossings, freeway entrances, etc.

AA. Emergency exit doors shall be used only in the case of emergencies and emergency exit drills. In the event of an actual emergency, emergency exit procedures shall be followed. Anyone exiting an emergency door for any reason other than an emergency may be suspended from all bus services for the remainder of the school year.

BB. Parents or guardians of students damaging school buses shall be responsible for proper reimbursement to the North Thurston Public Schools.
Corrective Procedures

The following rules and regulations apply to students riding a bus:

Three formal procedures are established for the driver to follow in seeking to correct student misconduct: (1) Courtesy Notices; (2) Student Misconduct Report that may result in Suspension of Bus Riding Privileges; and, (3) Emergency Discipline Procedure. Related records will be maintained at the Transportation Office.

Step I: Courtesy Notice

When in the driver's opinion student's behavior is an area of concern and may be corrected with notification and assistance of parent/guardian, the driver will issue a Courtesy Notice. This will be considered a warning. The following procedure shall apply:

Inappropriate behavior will be reported on a Courtesy Notice and the driver will attempt to make phone contact with the parent/Guardian. It will be sent home with the student and include instructions to the parent/Guardian and student to sign and return the report the next school day. A space will be on the form that the parent/Guardian may check and list their phone number if they wish to have the bus driver call them.

Step II: Student Misconduct Report. Up to a Five-Day Suspension

The driver will telephone the parent as soon as possible upon return to the bus yard. This first misconduct report will warrant up to a five-day (5) suspension of bus riding privileges. The driver will note on the Misconduct Report when the suspension will begin and end. A copy of the report will be sent mailed home and the school will be notified. This is considered a short term suspension and parents/Guardian/students who disagree with this action shall have the right to a "Grievance Procedure for Discipline Action and Short Term Suspension", as found on page 16 and 17.

Step III: Student Misconduct Report. Up to Ten-Day Suspension

The second Misconduct Report will warrant up to a ten-day (10) suspension of bus riding privileges. The parent/guardian has the right to appeal the suspension. He/she must notify the Transportation Department in writing within five (5) calendar days of his/her wish to appeal. An appeal is appropriate only when the parties cannot come to an agreeable solution. A copy of the report will be sent to the home and the school will be notified. This is considered a short term suspension and parents/Guardian/students who disagree with this action shall have the right to a "Grievance Procedure for Discipline Action and Short Term Suspension", as found on page 16 and 17.

Step IV: Student Misconduct Report up to Thirty-Day Suspension

The third Misconduct Report may warrant up to a thirty-day (30) suspension of bus riding privileges. The procedure described under Step III will be followed. This is considered a long term suspension and parents/Guardian/students who disagree with this action shall have the right to a "Hearing Process for Long-Term Suspensions, Expulsion, and Emergency Expulsion", as found on page 16 and 17.

Step V: Student Misconduct Report - School Year Suspension

A fourth Misconduct Report may warrant a suspension of bus riding privileges for the remainder of the school year. This is considered a long term suspension and parents/Guardian/students who disagree with this action shall have the right to a “Hearing Process for Long-Term Suspensions, Expulsion, and Emergency Expulsion”, as found on page 16 and 17.

Exceptions to Progressive Discipline Steps (Emergency Discipline Procedures)

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 a student chew or sniff tobacco products. Students possessing alcoholic beverages, illegal drugs, tobacco products, e-cigarettes, or flammable substances. The student’s bus riding privileges will be suspended for a minimum of five (5) days for the first offense.

Verbal abuse and/or threat or use of physical force directed toward a driver and/or student(s) may also result in a minimum of a five (5) day suspension of bus riding privileges for a first offense. The suspension will begin on the
following school day or as soon as the parent or guardian is notified. Subsequent offenses shall result in longer suspensions.

Students who video or photograph other students without the expressed permission of their peer will be issued a bus suspension for up to 30 days and the video device may be confiscated to be released to a parent. This behavior is considered harassment, intimidation, and bullying.

When a student rides a school bus other than their regularly assigned bus without permission.

When a student boards or leaves a school bus at an unassigned location without permission.

When a student is found to be harassing, intimidating and/or bullying a student(s) and/or the school bus driver, as outlined in Policy 3207 in Appendix II, page 49, of the Student Rights and Responsibilities Handbook.

When a student vandalizes and/or damages a school bus on the interior or exterior.

Any student who causes a major distraction to the driver which endangers the safety of all riders on the bus may be suspended from bus riding for up to thirty (30) school days.

Possession of a weapon or explosive devices will result in immediate emergency expulsion. District policy, procedure, and state law will be followed in cases where a student is in possession of a weapon on a school bus.

A student who points a laser beam toward another student, he/she may be excluded from District transportation for up to thirty (30) school days. Should a student point a laser beam toward the school bus driver in a manner, which could distract or impair the driver from operating the bus safely, the student will be excluded from District transportation for a minimum of thirty (30) days. Use of a laser pointer that affects a School Bus Driver is a Class “C” felony in Washington State. Such incidents will be referred to the School Resource Officer.

If the result of the incident is so serious that it causes injury to anyone riding the bus, the offending student may be referred to the appropriate local law enforcement agency.
PART VII ACCEPTABLE USE POLICY and USER AGREEMENT FOR ELECTRONIC INFORMATION SYSTEMS

The North Thurston School District views the use of electronic resources as central to the delivery of its educational program, and as such maintains the expectation that students will use electronic resources as an essential part of their learning experiences. It is the policy of NTPS to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities.

All students will be provided access to district electronic systems including the Internet unless parents notify the district by contacting their building principal by September 25, or within 10 days of enrollment.

Network Use:

- The district electronic “network” includes the wired and wireless network, telecommunication devices (two-way radios, smart phones, cellular phones, wired phones, long distance capabilities, etc.), hardware, computers, tablets, software, and peripheral equipment, including but not limited to handheld devices, files, storage, scanners, email, and Internet.
- Users will be held strictly responsible for all activity that takes place on their accounts. System logins, passwords and accounts are to be used only by the authorized user of the account for the authorized purpose. Users may not share passwords or leave an open file or session unattended.
- Users shall not seek information on, obtain copies of, or modify files, data, or passwords belonging to other users; misrepresent other users on the network; or attempt to gain unauthorized access to any part of the network.
- The district reserves the right to examine all data created on, posted or stored on, or transmitted by the network.
- Inappropriate content and activities on the network, such as cyberbullying, impersonating another, hate mail, defamation, harassment, or intimidation of any kind, are prohibited.
- Creating posting, sending, or storing information on the network that could endanger others, such as bomb construction and drug manufacturing, is prohibited.
- Sending, accessing, uploading, downloading, viewing, storage and distribution of obscene, pornographic, or sexually explicit or suggestive material is prohibited.
- Users must not do anything that will damage the network, technology equipment or systems.
- Users must not do anything that will disrupt the network or its operation.
- Content produced must be school related.
- The network constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
- Use of the network for commercial solicitation is prohibited.

Acceptable Use by District Students Includes:

- Creating files, projects, videos, web pages and podcasts using network resources in support of educational research.
- Participating in blogs, wikis, bulletin boards, social media sites, web groups and the creation of content for podcasts, e-mail and web pages that support educational research.
- With parental permission, publishing original educational material online, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately.

Safety and Security:

- Students should not reveal personal information, such as complete names, addresses and telephone numbers, about themselves or others on any electronic medium without permission.
- 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 school purposes. Students are responsible for all activity on their account and must not share their account password.
- No student pictures or names may be published on any class, school, or district site unless the appropriate permission has been obtained according to district policy. (Policy and Procedure 2192 and 2192P, Electronic Resources, Policy 8400, Data Management, and Policy and Procedure 3600 and 3600P, Student Records.

Parents/guardians who do not want their child’s image used can submit a request form at the beginning of each school year or upon enrollment.
Filtering:
- Filtering software is used to block or filter access to visual depictions that are obscene, child pornography, or harmful to minors in accordance with the Children’s Internet Protection Act (CIPA). Other objectionable material may be filtered. The determination of what constitutes “other objectionable material” is a district decision.
- Filtering software is not 100% effective. Every user must take responsibility for his/her use of the network and avoid objectionable sites.
- Any attempts to defeat or bypass the district’s filter or conceal activity are prohibited.

Personal Devices:
- By connecting a personal electronic device to the North Thurston Public Schools network or email system, you acknowledge and agree that NTPS reserves the right to enforce any security measures deemed necessary. This includes, but is not limited to:
  - Monitoring your use of the district network and email transmissions.
  - Restricting the use of web applications deemed a security risk or non-educational in nature when on the district wireless network.
  - Restricting access to the district’s network based upon evidence that you failed to abide by conditions outlined in this Acceptable Use Policy and User Agreement, or any misconduct in violation of district policy/procedure, and any violation of state or federal law.
- In addition, documents or records—including electronic communications of a public agency—are public records under Washington state law. Using any personal device or computer for school district business can result in a requirement that you submit your personal device for examination or search if a public records request is received concerning information that may be stored on your personal device.

Compliance with Copyright and Other Laws, Policies, and Procedures:
- All use of the network must be in conformity with state and federal laws, network provider policies, and district policies and procedures.
- Users must obey all copyright laws and other laws governing intellectual property rights. Unauthorized installation, use, storage, or distribution of copyrighted software or material is prohibited (see Copyright Policy 2312).
- Users are expected to read and comply with all district standards, Policies 2192, 8400, 3600 and Procedures 2192P and 3600P.

No Expectation of Privacy:
- No student user should have any expectation of privacy when using the district’s network.
- The district reserves the right for authorized personnel to review system use and file content including, without limitation, the content of any email or attachment. The district further reserves the right to disclose any electronic information to law enforcement officials or third parties as appropriate. Additionally, the district is required to notify law enforcement if illegal activity is suspected.
- Electronic records are subject to the requirements of the Public Records Act of the State of Washington.

Any activity that violates this Policy and User Agreement should be reported to the school administrator. Violations of the Policy and User Agreement may constitute cause for suspension or revocation of access privileges, disciplinary action up to and including expulsion, and other appropriate legal or criminal action, including restitution, if appropriate.

Security Cameras

The district may use security cameras and the resulting recordings throughout the year, as outlined in Policy 4205, Security Cameras on School Grounds, Property or Buses. See Policy 4205 for specific information. The district may use security cameras and the resulting recordings for:

a. The promotion of a safe environment;
b. Student and employee discipline proceedings;
c. The protection of district property;
d. Adherence to all district legal and administrative directives; and
e. Inquiries and proceedings related to law enforcement.
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 removals that may constitute a change in placement, the procedures in section 3 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. The procedure complies with the following criteria:

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 determine:
   a. If the conduct in question was caused by, or had a direct and substantial relationship to the student’s disability; or
   b. If the conduct in question was the direct result of the district’s failure to implement the student’s IEP.

C. This meeting must be fully documented.

D. If the misconduct is neither a manifestation of the disability nor due to a failure to implement IEP or 504 plan, the proposed disciplinary action may be implemented.

E. If the behavior is a manifestation of the disability or failure to implement the IEP or 504 plan the district must return the student to the placement from which he or she was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavioral intervention plan.

Special Circumstances
School personnel may remove a student to an interim alternative educational setting (determined by the student’s IEP team), regardless of whether or not the child’s behavior was a manifestation of his or her disability, for up to 45 school days, if he or she:

1. Carries a weapon to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of the district.
2. Knowingly has or uses illegal drugs, or sell or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the district; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the district.
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 team 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. 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 a plan for the provision of special education and related services 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.
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, religion, ancestry, national origin, sex, age, veteran or military status, marital status, gender, 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 North Thurston Public Schools 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.

Students with Individual Education Plans or Section 504 Plans

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate such issues as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving FAPE as result of the harassment, intimidation and bullying incident, the District will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision to the student’s IEP or Section 504 plan to ensure the student receives a FAPE.

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.

Cross Reference: Policy Student Rights and Responsibilities Handbook
3208 Harassment
3210 Nondiscrimination

Legal Reference
Chapter 207 Laws of 2002
RCW 28A.300.285

Adopted: March 11, 2003
Board of Directors

Amended: June 16, 2015
North Thurston Public Schools
Board of Directors
Appendix III

POLICY 3208 - HARASSMENT

It is the policy of North Thurston Public Schools 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 the building Title IX Officer, a building administrator, the District Title IX Officer, or the Administrator of Human Resources.

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.

II. Harassment Defined

Generally, prohibited harassment is conduct or communication that is directed against an individual based on the individual’s protected status or characteristic if the conduct (1) is unwelcome; (2) has the purpose or effect of creating an intimidating, hostile or offensive educational environment; and (3) is sufficiently severe or pervasive to substantially interfere with a student's education.

III. Complaints

A. Receipt of Complaints

The district will take complaints of harassment seriously and will act to address all complaints. Any student who believes that he or she has been subjected to harassment in the educational environment is encouraged to bring his or her complaint to the immediate attention of a member of the teaching, counseling, or administrative staff for assistance in resolving the matter. Other students and staff members with knowledge that a student is being harassed are expected to immediately report such behavior to the building Title IX Officer in accordance with Procedure 3208P. Complaints shall be handled in the manner specified in Procedure 3208P.

B. False Reports

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

C. Non-retaliation

Students shall not be retaliated against by other students or staff for making a complaint of harassment or for providing testimony and/or assisting in the investigation of such a complaint. Any student who believes that he or she has been retaliated against for bringing forward a complaint or participating in an investigation, should promptly notify the person designated in Procedure 3208P for the receipt of complaints.

D. Confidentiality

The District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the district’s legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when harassment has occurred.
IV. Harassment as Sexual Abuse
Under certain circumstances, sexual harassment may constitute child abuse under Washington State’s criminal statutes. Nothing in this policy will prohibit the District from taking appropriate action to protect victims of alleged child abuse. (Refer to Child Abuse Reporting Policy/Procedure 3421).

V. Harassment by a District Staff Member, Volunteer, Vendor, Visitor, Parent or Guardian
Harassment of a student by a District staff member, volunteer, vendor, visitor, parent or guardian is prohibited. Such behavior should be immediately reported by the student or anyone with knowledge of such behavior to the building principal and/or building Title IX Officer and the Administrator of Human Resources for investigation and, where appropriate, disciplinary action up to and including discharge of a staff member.

VI. Corrective Actions
The district will take such disciplinary or other corrective action it deems necessary and appropriate to end harassment and to prevent its recurrence. Documentation and record of complaints and action taken shall be maintained.

<table>
<thead>
<tr>
<th>Cross Reference:</th>
<th>Prohibition of Harassment, Intimidation, and Bullying (HIB)</th>
</tr>
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</table>

| Legal References: |
|-------------------|---------------------------------------------------|
| RCW 26.44         | Abuse of Children                                 |
| RCW 28A.640       | Sexuality Equality Mandated for Public Schools    |
| RCW 28A642        | Discrimination Prohibition                         |
| RCW 49.60         | Law Against Discrimination                        |
| 42 U.S.C. SS 12101-12213 | Americans with Disabilities Act            |
| WAC 392-400-215   | Students Rights                                   |
| WAC 392-190       | Equal Education Opportunity-Unlawful Discrimination Prohibited |

Adopted: June 12, 1995 North Thurston Public Schools
Board of Directors

Amended: January 2, 1996 North Thurston Public Schools
June 8, 2010 Board of Directors
June 19, 2012
Appendix IV

POLICY 3205 – SEXUAL HARASSMENT OF STUDENTS PROHIBITED

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

Definitions

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

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

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

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

Investigation and Response

If the District knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the District will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. The District will take these steps every time a complaint, alleging sexual harassment comes to the attention of the District, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the District of its independent obligation to investigate and resolve sexual harassment.

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

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

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

Staff Responsibilities

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

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the District Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the District’s Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the District’s Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District’s Title IX coordinator and provide contact information, including the coordinator’s email address.

Policy Review

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

Cross References: 3207 – Prohibition of Harassment, Intimidation & Bullying
3210 – Nondiscrimination
3211 – Transgender Students
3245 – Student Conduct Expectations & Reasonable Sanctions
3246 – Classroom Management, Discipline & Corrective Action
5010 – Nondiscrimination & Affirmative Action
5013 – Sexual Harassment of District Staff Prohibited

Legal References: 20 U.S.C. 1681-1688
WAC 392-190-058 Sexual Harassment
RCW 28A.640.020 Regulations, guidelines to eliminate discrimination

Adopted: January 5, 2016
North Thurston Public Schools
Appendix V

POLICY 5014 – NOTIFICATION OF THREATS OF VIOLENCE OR HARM

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act (FERPA), other legal limitations, and the circumstances.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g., bomb threats), or to harm students, employees, volunteers, patrons or visitors.

The district will address threats of violence or harm in a manner consistent with the district’s safety policies and comprehensive safe school plans.

Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to relevant district discipline policies and will be referred to appropriate community agencies including law enforcement and mental health services. District staff work with in-district and community-based professionals and services in all relevant disciplines to address threats of violence or harm, those threatened and those making the threats. Necessary information about the person making the threat shall be communicated by the principal to teachers and staff, including security personnel.

State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies and may be referred for prosecution.

The Superintendent is directed to develop and implement procedures consistent with this policy.

Cross References: Policy 3207 Prohibition of Harassment, Intimidation and Bullying (HIB)
Policy 5015 Prevention of Threats and Violence
Policy 1010 Human Relations
Policy 5013 Sexual Harassment
Policy 4314 Disruption of School Operations

Legal References: RCW 28A.320.128 Notice and disclosure policies – Threats of violence – Student conduct – Immunity for good faith notice – Penalty
WAC 392-400 Pupils
20 U.S.C. § 1232g Family Educational Rights and Privacy Act
34 C.F.R. Part 99 FERPA Regulations

Adopted: September 8, 2003
Amended: January 19, 2010 North Thurston Public Schools Board of Directors
PROCEDURE 5014P – NOTIFICATION OF THREATS OF VIOLENCE OR HARM

Staff, students, volunteers, and others involved in school activities have the responsibility to report any threats of violence or harm to designated school officials. Based on the significance and credibility of the threat, it shall be reported to law enforcement. Staff shall follow the established Level 1 Threat Assessment Protocol for student threats and refer for a Level 2 Threat Assessment if student safety cannot be maintained at school. The Level 2 Threat Assessment process shall involve in-district and multi-disciplinary professionals to evaluate the threat and the needs of the person making the threat. Consultation with or referrals to the community-based Student Threat Assessment Team are encouraged where appropriate.

Under the Family Educational Rights and Privacy Act (FERPA) the district may only release student records, including those involving threats of violence or harm, with parent or adult student permission, or under limited conditions. For that reason, the district will not identify students who have made threats of violence or harm when notifying the subjects of the threats, except under the following conditions:

1. The parent or adult student has given permission to disclose the student's identity or other information to the subject of the student's threat.
2. The identity of the student and the details of the threat are being disclosed to relevant district staff who have been determined to have legitimate educational interest in the information.
3. The identity of the student or the details of the threat are being released because the release of the information is necessary to protect the health or safety of the student or other individuals. This exemption is to be strictly construed pursuant to federal regulations.
4. The district is responding to a court order or subpoena. Generally the district must make a reasonable effort to notify the parents of the student or adult student of the subpoena in advance of complying, so that the family can seek protective action.

Relevant information about the threat that does not improperly identify a student shall be provided to the subject of the threat, and the subject shall be advised that if law enforcement has been involved in the matter, the law enforcement agency may have more information that can be shared with the subject.

To ensure the safety of all concerned, the principal shall determine if classroom teachers, school staff, school security, and others working with the student(s) involved in the threat circumstance, should be notified. Subject to the confidentiality provisions cited above, principals shall consider all available information when determining the extent of information to be shared, including prior disciplinary records, official juvenile court records, and documented history of violence of the person who made the threat.

When considering the appropriate discipline for a student who has made a threat of violence or harm the student’s prior disciplinary records shall be taken into account. Emergency expulsion shall be considered, based on the credibility and significance of the threat. Discipline shall only be imposed on students with disabilities consistent with policy and the legal requirements for special education.

If the threat by a student was significant and credible enough to warrant expulsion, the student may only be re-admitted to the district through the readmission application process provided for in district policy. The readmission application process shall include meeting district re-admission criteria established at the time of expulsion and might include completion of a Level 2 threat assessment by the community-based Student Threat Assessment Team, with a report to the district, when the district determines such an assessment is necessary. Discipline against district staff for making threats of violence or harm shall be consistent with district policy and procedure regarding staff discipline, and any relevant collective bargaining requirements.

Approved by: January 7, 2008 North Thurston Public Schools
Appendix VI

Non Discrimination Statement:

North Thurston School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Officer: Joe Bremgarter, 360-412-4453, jbremgarter@nthurston.k12.wa.us; Section 504 Coordinator: Leslie Van Leishout, 306-412-4484, LVanLeishout@nthurston.k12.wa.us. Address for both: 305 College St. NE. Lacey, WA 98516.
Appendix VII

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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) The above and any other "protected information survey," regardless of funding; (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use:
  (1) Protected information surveys of students; and (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.

- Inspect upon request any instructional material used as part of the educational curriculum.

- These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

RELEASE OF DIRECTORY INFORMATION

The federal Family Education Rights and Privacy Act (FERPA) authorizes school districts to identify certain information as "directory information" which may be released publicly unless a parent/guardian indicates, in writing, they do not want such information released. North Thurston Public Schools Policy/Procedure 3250 defines directory information as:

- Student name, address, and telephone number (unless unlisted)
- Student Photographs/visual images
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees, honors and awards received
- Schools previously attended

The directory information may be used on websites and in district publications, social media, student annuals and videos to promote student achievement and special events.

Additionally, the federal Elementary and Secondary Education Act requires high schools to provide a list of student names, addresses and telephone numbers to military recruiters. Parents have the right to request that their child's name be omitted from that list (see opt out form information above). Note: Opting your student out of that list does not prohibit the military from gathering student information from other non-school sources or from having military recruiters speak with your student when on campus.

Section 9528 of the federal No Child Left Behind Act, 2001 (NCLB) grants military recruiters and higher education institutions access to personal student information upon request. Parents/ Guardians may request of the school that they do not want such information released. See the NTPS Opt Out in your child’s online registration packet, or on the Directory Information Form on page 46, to opt out of releasing your child's information to these groups. Parent/Legal guardians may request that their student not be included in such visual or written communication. (See the form on page 61 to opt out.)
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student’s education records.

These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents of eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school 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.

3. The right to privacy of personally identifiable information in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff members (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520
### 2017-2018 SCHOOL YEAR
#### BUSINESS DAY CALENDAR

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180 Day Student Calendar
2018-19 School Year

SEPTEMBER 2018
3  Labor Day
4  Teachers’ 1st Day
5  1st Day of School
19  ACT Early Release
28  Professional Development (No School)

MARCH 2019
6  ACT Early Release
20  ACT Early Release
25-29  Conferences, K-12 (½ Day)

OCTOBER 2018
10  ACT Early Release
22-26  Conferences, K-12 (½ Day)
31  ACT Early Release

APRIL 2019
1-5  Spring Break
12  End of 3rd Quarter
17  ACT Early Release

NOVEMBER 2018
9  End of 1st Quarter
12  Veterans Day (No School)
21-23  Thanksgiving Break
28  ACT Early Release

MAY 2019
1  ACT Early Release
15  ACT Early Release
27  Memorial Day (No School)

DECEMBER 2018
7  Professional Development (No School)
12  ACT Early Release
20-2  Winter Break (No School)

JUNE 2019
12  ACT Early Release
19  Last Day of School (½ Day)

JANUARY 2019
1-2  Winter Break (No School)
16  ACT Early Release
21  M.L. King Day (No School)
30  ACT Early Release

JULY 2019
4  Independence Day

FEBRUARY 2019
1  End of Semester ½ Day
8  Professional Development (No School)
13  ACT Early Release
18-19  Presidents’ Day (No School)
19  Snow Make Up Day (if needed)
27  ACT Early Release

AUGUST 2019
5  ACT Early Release
23  ACT Early Release

Board approved 1/22/2018
ATTENDANCE COUNTS

Students who attend regularly (miss nine or fewer days of school in a year or less than 5% of the school year) are more likely to be successful in school, have better social skills, and graduate on time. Students who miss even a few days of school each month are at far greater risk of academic struggles, social deficits, and graduation complications.

Because attendance is so important we have set a goal in our district that every student attends school regularly. Please bring your child to school every day and on time, unless they are ill. We have included a chart that will help you keep track of your student’s absences. Simply write in the date and reason for each absence as it occurs. It will be a visual reminder of the importance of regular school attendance.

Schools will be monitoring each student’s attendance across the year so they can work with families when the number of absences puts a student at risk. If your child is at risk of missing too much school please contact your school counselor or administrator for assistance. They will be happy to work with you to help your student attend regularly and have greater opportunities for success.

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*NOTE: Your student is at increasing risk for academic difficulties with each absence beyond this point.*
**Dress Code**

In order to facilitate learning for all students, NTPS require 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.

- **Head:** K-8 students must remove all headwear* while in the building.

- **Torso:** Clothing must cover stomach, back, shoulders, chest 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. Strapless shoes and high heels are discouraged for safety reasons.

**Other Guidelines**

- *Headwear includes hats and hoods. (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.

- Schools may adopt more restrictive policies to address the needs of their school community.

- 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.
Notice Concerning Release of Student Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that North Thurston Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, North Thurston Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. FERPA authorizes North Thurston Public Schools to release student “directory information” without parental permission unless you notify your child’s principal, in writing (or electronically), by October 1 or within 10 days of enrollment after October 1, that you do not want such information released to those who request it. Note: Directory information shall not be released for commercial purposes. The district has defined directory information as:

STUDENT DIRECTORY INFORMATION

- Student name, address and telephone number (unless identified as unknown);
- Student Photographs/Visual Images
- Participation in officially recognized activities and sports;
- Weight and height and grade level of members of athletic teams;
- Dates of attendance;
- Degrees, honors and awards received;
- Schools previously attended.

If you do NOT want North Thurston Public Schools to release Directory Information about your child, please check the Opt Out box and return the form to your child’s school (or submit electronically) by October 1 or within 10 days of enrollment after October 1. Please return 1 form for each child. Note: If releasing directory information is acceptable to you, NO ACTION REQUIRED/RECYCLE FORM!

FOR K-12 General Opt Out Of Directory Information:

☐ GENERAL OPT OUT: Please do NOT release my child’s directory information, including student photos/visual images and all other directory information for any NTPS use, including school/district publications, yearbooks, websites, school-related social media, videos, and sports team rosters.

FOR PARENTS OF HIGH SCHOOL JUNIORS AND SENIORS ONLY

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

☐ Please do NOT give my child’s name and contact information to military recruiters.

These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

IF YOU HAVE CHECKED ANY BOXES on this form, PLEASE SIGN BELOW AND RETURN THIS FORM TO YOUR SCHOOL PRINCIPAL (or submit electronically) NO LATER THAN OCTOBER 1.

Note: If releasing directory information is acceptable to you, you do NOT need to return this form.

Student’s Name:_________________________ School:_________________________ Teacher (Elem.) _________
Grade:____
Signature of parent/guardian:_________________________ Date:________
(Student may sign form if he/she is 18 or older)

Revised March 14, 20