

2019 - 2020
STUDENT RIGHTS AND
RESPONSIBILITIES
HANDBOOK



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

North Thurston Public Schools
305 College Street NE
Lacey WA 98516-5390
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Dear NTPS students and families,

North Thurston Public Schools stands by our vision that all students are “empowered and future-ready!” As a district, 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 public 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.

As we continue our focus on equitable practices across our district we welcome any feedback and suggestions you may have in regards to student’s rights and responsibilities.

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 and support your student.

Sincerely,

A handwritten signature in black ink that reads "Debra Clemens". The signature is written in a cursive, flowing style.

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; 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 Public Schools 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 Vanleishout, 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: preparing all students for rewarding careers, fulfilling lives, and compassionate global citizenship.”

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 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 STUDENT CONDUCT EXPECTATIONS

POLICY—Student Conduct Expectations and Reasonable Sanctions - 3240

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.

Adopted:	March 17, 2015	North Thurston Public Schools Board of Directors
Updated:	July 25, 2017	North Thurston Public Schools Board of Directors
Reviewed:	June 12, 2019	North Thurston Public Schools Board of Directors

PROCEDURE—STUDENT CONDUCT EXPECTATIONS AND REASONABLE SANCTIONS - 3240P

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 Superintendent of Public Instruction. For procedures and legal requirements related to imposition of suspension and expulsion, see Policy and Procedure 3241, Student Discipline.

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

The following conduct may result in discipline, including suspension, expulsion, or emergency expulsion, subject to the rules in the rest of this procedure.

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.

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

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

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

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

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

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.

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.

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.

Dress and Appearance – Dress and appearance must not present health or safety problems or cause disruption in accordance with the Student Dress Code.

Disruptive Conduct – Conduct which materially and substantially interferes with the educational process is prohibited.

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

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.

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

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

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

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.

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.

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:

- 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;
- Committing any act or conduct indicating membership or affiliation in a gang; and/or
- 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:
 - Soliciting others for membership in any such gang;
 - 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;
 - Committing any other illegal act or other violation of school district policies; and/or
 - Inciting or provoking or actively seeking other students to act with physical force or violence or mental harassment of others.

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 3207, Prohibition of Harassment, Intimidation, and Bullying.

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).

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

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 is prohibited.

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

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

Noncompliance with School Personnel, School Rules, or District Policies – 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 is prohibited.

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

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.

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.

Theft – Stealing is prohibited.

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.

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

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.)

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 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 PSSDs 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 slungshot, 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.

Possible Corrective Actions

The following guidelines have been established to provide advance notice to students of the nature and extent of the corrective actions that may be imposed as a consequence of certain types of misconduct. Disciplinary officers and hearing officers may grant exceptions involving extenuating and/or exceptional circumstances.

Misconduct	Action That May Be Taken
<p>Alcohol, Chemical Substances, Drugs, Drug Paraphernalia including vaping devices for THC</p>	<p><u>High School Students, First Offense:</u> (a) suspension of up to 40 days; or (b) a five 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.</p> <p><u>Middle School and Elementary School Students, First Offense:</u> (a) suspension of up to 20 days (5 days maximum for grades K-4); or (b) a five-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.</p> <p><u>Second or more Offense:</u> Suspension for up to 90 days</p> <p>All suspected drugs or drug paraphernalia will be turned over to law enforcement.</p>
<p>Vaping and/or Vapor Devices for Nicotine/Tobacco</p>	<p><u>First offense:</u> (a) conference with student and/or parents, notify parent of offense, and/or (b) disciplinary action (non-suspension).</p> <p><u>Second Offense:</u> disciplinary action up to and including suspension</p> <p>All vaping devices or vaping paraphernalia will be turned over to law enforcement.</p>
<p>Smoking and/or Tobacco</p>	<p><u>First offense:</u> (a) conference with student and/or parents, notify parent of offense, and/or (b) disciplinary action (non-suspension).</p> <p><u>Second Offense:</u> disciplinary action up to and including suspension</p>

	All smoking devices or smoking paraphernalia will be turned over to law enforcement.
Weapons, Explosives	Short-term suspension Long-term suspension or expulsion
Firearms	Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, and notification to parents and law enforcement. (See RCW28A.600.420.)
Assault, Fighting	Short-term suspension Long-term suspension - 60 school days/middle school - 90 school days/high school
Arson, Vandalism	Short-term suspension Long-term suspension
Disruptive Conduct	Discipline action or short-term suspension Long-term suspension
Gang Affiliation or Symbols	Short-term suspension Long-term suspension
Harassment/ Intimidation / Bullying/ Cyberbullying/ (HIB)	Short-term suspension Long-term suspension
Noncompliance with School Personnel, School Rules, or District Policies	Short-term suspension Long-term suspension - 60 school days/middle school - 90 school days/high school

Adopted: September 6, 2017
Revised: June 13, 2019

North Thurston Public Schools Board of Directors
North Thurston Public Schools Board of Directors

PART IV STUDENT DISCIPLINE

POLICY—STUDENT DISCIPLINE - 3241

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.

Adopted:	March 17, 2015	North Thurston Public Schools Board of Directors
Updated:	July 25, 2017	North Thurston Public Schools Board of Directors
Reviewed:	June 12, 2019	North Thurston Public Schools Board of Directors

PROCEDURE—STUDENT DISCIPLINE - 3241P

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.

Behavioral Violation

"Behavioral violation" means a student's behavior that violates the District's rules for student conduct stated in Procedure 3240P.

Classroom Exclusion

"Classroom exclusion" means the exclusion of a student from a classroom or instructional or activity area for behavioral violations for all or any portion of the balance of the school day, provided that the student remains at school. 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.

Discipline

"Discipline" means any action taken by the District in response to behavioral violations.

Disruption of the Educational Process

"Disruption of the educational process" means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.

Emergency Expulsion

"Emergency expulsion" means the immediate removal of a student from school for up to ten (10) consecutive school days because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.

Expulsion

"Expulsion" means a denial of admission to the student's current school placement in response to a behavioral violation for no longer than the length of one academic term.

In-school suspension

"In-school Suspension" means a short-term suspension for up to 10 consecutive school days in which a student is excluded from his or her regular educational setting but remains in his or her current school placement

Suspension

"Suspension" means denial of attendance in response to a behavioral violation from any single subject or class, or for any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions.

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 in which a student is excluded from school for more than ten (10) consecutive school days but for no longer than the length of one semester.

Other Forms of Discipline

"Other forms of discipline" means actions used in response to behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, including exclusion from transportation or extra-curricular activities.

School Business Day

"School business day" means any calendar day except Saturdays, Sundays, or any federal, state, or school district holidays, when the Office of the Superintendent of the District is open to the public for business. School business days will be concluded upon the closure of the Superintendent's office for the calendar day.

School Day

"School day" means any day or partial day that students are in attendance at school for instructional purposes.

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:
 - a. 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 "Student Rights and Responsibilities Handbook"; and
 - b. impose classroom exclusion as allowed by this procedure.
2. The Board has delegated to the superintendent and/or his or her designee(s) (principal and assistant principal (s) of the school) the authority to impose short-term suspensions, long-term 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 "Classroom Exclusion," 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. If a student is excluded from the classroom or instructional or activity area for more than the balance of the school day, the District will follow the procedures for a suspension, expulsion, or emergency expulsion as described below.

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

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

Other forms of 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 completing grade, subject, or graduation requirements. The District will not suspend the provision of educational services to a student as a form of other disciplinary action.

C. Provisions Applicable to All Suspensions and Expulsions

1. General requirements:
 - a. Students may be suspended or expelled for behavioral violations, subject to the following requirements.
 - b. Parent Involvement: The District will provide for early involvement of parents in efforts to support students in meeting behavioral expectations. The District will make every reasonable attempt to involve the students and parents in the resolution of behavioral violations.
 - c. Considerations: Before administering any suspension or expulsion, the District will consider the student's individual circumstances and the nature and circumstances of the behavioral violation to determine whether the suspension or expulsion, and the length of the exclusion, is warranted.
 - d. Access to District Property: Suspensions and expulsions 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 or expulsion.
 - e. Educational Services: The District will not suspend the provision of educational services to a student in response to behavioral violations or administer discipline in a manner that would prevent a student from completing subject, grade-level, or graduation requirements. Students will be provided with an opportunity to receive educational services during a period of suspension or expulsion.
 - f. Reporting: The principal or designee will report all suspensions and expulsions, and the behavioral violation that led to each suspension or expulsion, to the District superintendent or designee within twenty-four (24) hours after the administration of the suspension or expulsion.
 - g. Reentry: After suspending or expelling a student, the District will make reasonable efforts to return the student to the student's regular educational setting as soon as possible and allow the student to petition for readmission at any time, as described in Section IV, below.
2. Initial Hearing with Student
 - a. Before administering any suspension or expulsion, the principal or designee will conduct an informal initial hearing with the student for the purpose of hearing the student's perspective.
 - b. Scope of Initial Hearing: At the initial hearing, the principal or designee will provide the student with:
 - i. notice of the student's violation of the rules for student conduct in Procedure 3240P;
 - ii. an explanation of the evidence regarding the behavioral violation;
 - iii. an explanation of the discipline that may be administered; and
 - iv. an opportunity for the student to share his or her perspective and provide explanation regarding the behavioral violation.
 - c. Parent Participation:
 - i. When the principal or designee is considering administering a short-term or in-school suspension, the student will have an opportunity to contact his or her parents at the hearing.

- ii. When the principal or designee is considering administering a long-term suspension or expulsion, the principal or designee will make a reasonable attempt to contact the student's parents to provide an opportunity for the parents to participate in the initial hearing in person or by telephone.
 - d. Decision: Following the initial hearing, the principal or designee will inform the student of the decision regarding the discipline to be imposed for the behavioral violation, if any, including the date on which any suspension or expulsion will begin and end.
 - e. Language Assistance: The District will ensure that the initial hearing is held in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency.
- 3. Notice to Student and Parents
 - a. Pre-Discipline Notice: Before administering any suspension or expulsion, the District will attempt to notify the student's parents as soon as reasonably possible regarding the behavioral violation.
 - b. Post-Discipline Notice: No later than one (1) school business day following the initial hearing with the student, the District will provide written notice of the suspension or expulsion to the student and parents in person, by mail, or by email. The written notice will include:
 - i. A description of the student's behavior and how it violated the rules for student conduct in Procedure 3240P.
 - ii. The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end;
 - iii. The other forms of discipline that the District considered or attempted, and an explanation of the decision to administer the suspension or expulsion;
 - iv. The opportunity to receive educational services during the suspension or expulsion;
 - v. The student's and parents' right to an informal conference with the principal or designee;
 - vi. The student's and parents' right to appeal the suspension or expulsion, including where and to whom the appeal must be requested; and
 - vii. For a long-term suspension or expulsion only, the opportunity for the student and parents to participate in a reengagement meeting.
 - c. Language Assistance: The District will ensure that the initial and written notices required under this section are provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency.
- 4. Optional Conference with Principal
 - a. Requesting a Conference: If the student or parents disagree with the District's decision to suspend or expel the student, the student or parents may request an informal conference with the principal or designee to resolve the disagreement. The request for an informal conference may be made orally or in writing.
 - b. Time Limit: The principal or designee will hold the conference within three (3) school business days after receiving the request, unless otherwise agreed to by the student and parents.
 - c. Conference: During the informal conference, the principal or designee will provide the student and parents the opportunity to:
 - i. share the student's perspective and explanation regarding the behavioral violation;
 - ii. confer with the principal or designee and school personnel involved in the incident that led to the suspension or expulsion; and
 - iii. discuss other forms of discipline that may be administered.
 - d. Language Assistance: The District will ensure that the conference is held in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency.
 - e. Right to Appeal: An informal conference will not limit a student's or parents' right to appeal the suspension or expulsion, participate in a reengagement meeting, or petition for readmission.

D. Provisions Applicable to Short-Term Suspensions Only (Including In-School Suspensions)

- 1. Other forms of Discipline: Before administering a short-term or in-school suspension, the District will first attempt one or more other forms of discipline to support the student in meeting behavioral expectations.
- 2. Length of Exclusion: A short-term or in-school suspension will be for no more than ten (10) consecutive school days. The District will not administer a short-term or in-school suspension beyond the school year in which the behavioral violation occurred.

3. Grade-Level Limitations: The District will not administer a short-term or in-school suspension that exceeds the following limits:
 - a. For students in kindergarten through fourth grade, ten (10) cumulative school days during any academic term
 - b. For students in grades five through twelve, fifteen (15) cumulative school days during any single semester or ten (10) cumulative school days during any single trimester.
4. In-School Suspension: If a school chooses to offer in-school suspension, the principal will establish guidelines for the operation of the in-school suspension program, consistent with other district policies and procedures. In addition, when administering an in-school suspension, the District will ensure school personnel are:
 - a. Physically in the same location as the student to provide direct supervision during the duration of the in-school suspension; and
 - b. Accessible to offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes.

E. Provisions Applicable to Long-Term Suspensions Only

1. Other Forms of Discipline: Before administering a long-term suspension, the District will consider other forms of discipline to support the student in meeting behavioral expectations.
2. Behavior Warranting Long-Term Suspension: The District will only administer a long-term suspension when the following criteria are met:
 - a. The long-term suspension is "non-discretionary discipline," meaning it is in response to behavioral violations that meet one or more of the descriptions in RCW 28A.600.015(6)(a)-(d), which are summarized below:
 - i. The student carried a firearm onto, possessed a firearm on, and/or acted with malice and displayed an instrument that appears to be a firearm on public school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, as prohibited by RCW 28A.600.420.
 - ii. The student's conduct would constitute a violent offense, sex offense, inhaling toxic fumes, controlled substances violation, liquor violation, or certain other crimes listed in RCW 13.04.155.
 - iii. Within a three-year period, the student has committed two or more violations of RCW 9A.46.120 (criminal gang intimidation), RCW 9.41.280 (possessing dangerous weapons on school facilities), RCW 28A.600.455 (gang activity), RCW 28A.635.020 (willfully disobeying school administrative personnel or refusing to leave public property), or RCW 28A.635.060 (defacing or injuring school property).
 - iv. The student's behavior adversely impacts the health or safety of other students or educational staff.
 - b. The District has determined that, if the student returned to school before completing a long-term suspension, the student would pose an imminent danger to students or school personnel or an imminent threat of material and substantial disruption of the educational process.
3. Length of Exclusion: A long-term suspension may not exceed the length of one (1) academic term. The District will not administer a long-term suspension beyond the school year in which the behavioral violation occurred.
4. Grade-Level Limitations: The District will not administer a long-term suspension for any student in kindergarten through fourth grade, unless the student has committed a Firearm Violation, discussed in Section VIII.
5. Reengagement: When a student is long-term suspended, the District will timely hold a reengagement meeting and create a reengagement plan, as described in Section VII.

F. Provisions Applicable to Expulsions Only

1. Other forms of Discipline: Before administering an expulsion, the District will consider other forms of discipline to support the student in meeting behavioral expectations.
2. Behavior Warranting Expulsion: The District will only administer an expulsion when the following criteria are met:

- a. The expulsion is “non-discretionary discipline,” meaning it is in response to behavioral violations that meet one or more of the descriptions in RCW 28A.600.015(6)(a)-(d), which are summarized below:
 - i. The student carried a firearm onto, possessed a firearm on, and/or acted with malice and displayed an instrument that appears to be a firearm on public school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, as prohibited by RCW 28A.600.420.
 - ii. The student’s conduct would constitute a violent offense, sex offense, inhaling toxic fumes, controlled substances violation, liquor violation, or certain other crimes listed in RCW 13.04.155.
 - iii. Within a three-year period, the student has committed two or more violations of RCW 9A.46.120 (criminal gang intimidation), RCW 9A.41.280 (possessing dangerous weapons on school facilities), RCW 28A.600.455 (gang activity), RCW 28A.635.020 (willfully disobeying school administrative personnel or refusing to leave public property), or RCW 28A.635.060 (defacing or injuring school property).
 - iv. The student’s behavior adversely impacts the health or safety of other students or educational staff.
 - b. The District has determined that, if the student returned to school before completing an expulsion, the student would pose an imminent danger to students or school personnel.
3. Length of Exclusion: An expulsion may not exceed the length of one (1) academic term, unless the principal or designee petitions the District superintendent for extension of an expulsion, and the petition is granted.
 4. Grade-Level Limitations: The District will not administer an expulsion for any student in kindergarten through fourth grade, unless the student has committed a Firearm Violation, discussed in Section VII.
 5. Reengagement: When a student is expelled, the District will timely hold a reengagement meeting and create a reengagement plan, as described in Section VII.
 6. Petition for Extension: The building principal or designee may petition the superintendent to extend an expulsion beyond the length of one (1) academic term, where such an extension is warranted because of risk to public health and safety.
 - a. Time Limit: The petition may be submitted only after the development of a reengagement plan under Section VII, and before the end of the expulsion, except that the principal or designee may petition to extend an expulsion at any time when a student has committed a Firearm Violation, as described in Section VIII.
 - b. Contents: The petition will include those elements listed in WAC 392-400-480.
 - c. Notice: The District will provide written notice of the petition to the student and parents in person, by mail, or by email within one (1) school business day from the date the superintendent or designee received the petition. The notice will include a copy of the petition; the student’s and parents’ right to an informal conference with the superintendent or designee to be held within five (5) school business days from the date the District provided written notice to the student and parents; and the student’s and parents’ right to respond to the petition orally or in writing to superintendent or designee within five (5) school business days from the date the District provided written notice.
 - d. Basis for Granting Extension: The superintendent or designee may grant the petition only if there is substantial evidence that, if the student were to return to his or her previous school of placement after the length of an academic term, the student would pose a risk to public health or safety.
 - e. Duration of Extension: An extension of an expulsion may not exceed the length of an academic term.
 - f. Written Decision: The superintendent or designee will deliver a written decision to the principal, the student, and the student’s parents in person, by mail, or by email within ten (10) school business days after receiving the petition. If the petition is granted, the written decision will include:
 - i. the date on which the extended expulsion will end;
 - ii. the reason that, if the student were to return before the initial expulsion end date, the student would pose a risk to public health or safety; and
 - iii. notice of the student’s or parents’ right to request review and reconsideration of the extension decision described below, including where and to whom to make the request.
 If the petition is not granted, the written decision will identify the date on which the expulsion will end.

- g. Review and Reconsideration:
 - i. Requesting Review: The student or parents may request that the Board of Directors review and reconsider the decision to extend the student's expulsion. The request may be made orally or in writing.
 - ii. Time Limit: The student or parents must request review within ten (10) school business days from the date the superintendent or designee provides the written decision to the student and parents.
 - iii. Review Procedure: The Board of Directors may request to meet with the student or parents or the principal to hear further arguments and gather additional information. The decision of the Board may be made only by members who were not involved in the behavioral violation, the decision to expel the student, or any appeal decision on the student's expulsion by a hearing officer on behalf of the District.
 - iv. Decision: The Board of Directors will provide a written decision to the student and parents in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision will identify: whether the Board affirms, reverses, or modifies the decision to extend the student's expulsion; and the date on which the extended expulsion will end.
- h. Language Assistance: The District will ensure that any petition proceedings, notices, and decisions are provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency.
- i. Annual Reporting: The District will annually report the number of petitions approved and denied to the Office of Superintendent of Public Instruction.

G. Provisions Applicable to Emergency Expulsions Only

1. Sufficient Cause: A student may be expelled immediately in emergency situations by the superintendent or designee if there is sufficient cause to believe that the student's presence poses an immediate and continuing danger to other students or school personnel or an immediate and continuing threat of material and substantial disruption to the educational process. An immediate and continuing threat of material and substantial disruption of the educational process means:
 - a. The student's behavior results in an extreme disruption of the educational process that creates a substantial barrier to learning for other students across the school day; and
 - b. School personnel have exhausted reasonable attempts at administering other forms of discipline to support the student in meeting behavioral expectations.
2. Time Limit: An emergency expulsion will end or be converted to another form of discipline within ten (10) school days.
3. Conversion: If the District converts an emergency expulsion to a suspension or expulsion, the District will:
 - a. Apply any days that the student was emergency expelled before the conversion to the total length of the suspension or expulsion; and
 - b. Provide the student and parents notice and due process otherwise required by this procedure for the type of suspension or expulsion imposed.
4. Reporting: All emergency expulsions, including the reason the student's presence poses an immediate and continuing danger to other students or school personnel, will be reported to the District superintendent or designee within twenty-four (24) hours after the start of the emergency expulsion.
5. Initial Notice: After an emergency expulsion, the District will attempt to notify the student's parents as soon as reasonably possible regarding the reason the District believes the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.
6. Subsequent Written Notice: Within twenty-four (24) hours after an emergency expulsion, the District will provide written notice of the emergency expulsion to the student and parents in person, by mail, or by email. The written notice will include:
 - a. The reason the student's presence poses an immediate and continuing danger to other students or school personnel, or poses an immediate and continuing threat of material and substantial disruption of the educational process;

- b. The duration and conditions of the emergency expulsion, including the dates on which the emergency expulsion will begin and end;
 - c. The opportunity to receive educational services during the emergency expulsion;
 - d. The student's and parents' right to an informal conference with the principal or designee;
 - e. The student's and parents' right to appeal the emergency expulsion, including where and to whom the appeal must be requested.
7. Language Assistance: The District will ensure the initial and subsequent written notices are provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency.
8. Optional Conference with Principal:
- a. Requesting a Conference: If the student or parents disagree with the District's decision to emergency expel the student, the student or parents may request an informal conference with the principal or designee to resolve the disagreement. The request for an informal conference may be made orally or in writing.
 - b. Time Limit: The principal or designee will hold the conference within three (3) school business days after receiving the request, unless otherwise agreed to by the student and parents.
 - c. Conference: During the informal conference, the principal or designee will provide the student and parents the opportunity to share the student's perspective and explanation regarding the events that led to the emergency expulsion.
 - d. Language Assistance: The District will ensure that the conference is held in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency.
 - e. Right to Appeal: An informal conference will not limit a student's or parents' right to appeal the emergency expulsion.

H. Provisions Applicable to Classroom Exclusions

1. Authority to Administer: A teacher may exclude a student from the teacher's classroom or instructional or activity area for behavioral violations that disrupt the educational process while the student is under the teacher's immediate supervision, subject to the requirements of this procedure. The District may also authorize other school personnel to exclude a student from a classroom or instructional or activity area for behavioral violations of the District's rules for student conduct stated in Procedure 3240P, subject to the requirements of this procedure.
2. Other Forms of Discipline: Before using a classroom exclusion, the teacher or other school personnel will first attempt one or more other forms of discipline to support the student in meeting behavioral expectations, unless the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.
3. Limitations on Classroom Exclusion:
 - a. Duration: A classroom exclusion may be administered for all or any portion of the balance of the school day in which the student was excluded from the student's classroom or instructional or activity area. When a student is excluded from the student's classroom or instructional or activity area for longer than the balance of the school day, the District will provide notice and due process for a suspension, expulsion, or emergency expulsion.
 - b. Removal from School: A student may not be removed from school during a classroom exclusion unless the District provides notice and due process for a suspension, expulsion, or emergency expulsion.
 - c. Assignments and Tests: The District will provide the student an opportunity to make up any assignments and tests missed during the classroom exclusion.
4. Notice: Following a classroom exclusion, the District will provide the following notice:
 - a. To Principal: The teacher or other school personnel will report the classroom exclusion, including the behavioral violation that led to the classroom exclusion, to the principal or designee as soon as reasonably possible.
 - b. To Parents: The teacher, principal, or designee will notify the student's parents regarding the classroom exclusion as soon as reasonably possible. The District will ensure that this notification is in a language the parents understand.

5. **Emergency Circumstances:** When a teacher or school personnel administers a classroom exclusion on the grounds that the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process:
 - a. the teacher or other school personnel will immediately notify the principal or designee; and
 - b. the principal or designee will meet with the student as soon as reasonably possible and administer appropriate discipline.
6. **Reporting:** The principal or designee will report all classroom exclusions, including the behavioral violation that led to each classroom exclusion, to the District superintendent or designee.

I. Provisions Applicable to Discipline for Unexcused Absences and Tardiness, School Meals

1. The District will not suspend or expel a student from school for absences or tardiness.
2. The District will not administer discipline in a manner that would result in the denial or delay of a nutritionally adequate meal to the student.

Adopted
Revised:

September 6, 2017
June 13, 2019

North Thurston Public Schools Board of Directors
North Thurston Public Schools Board of Directors

III. PROCEDURES FOR CONTESTING CORRECTIVE ACTIONS

A. Grievance Procedure for Classroom Exclusion and Other Forms of Discipline

A student or parent who disagrees with the imposition of classroom exclusion or other form of discipline under this procedure (including exclusion from transportation or extra-curricular activities) may request an informal meeting with the principal or designee for the purpose of attempting to resolve the grievance. This grievance procedure does not apply to suspensions, expulsions, or emergency expulsions, which have separate appeal procedures, described below.

The student or parent must request the meeting within five (5) school business days of imposition of the classroom exclusion or other form of discipline at issue. The request must be made in person at the office of the principal or by email to the principal's District email address. The employee whose action is being grieved may be notified of the initiation of such a grievance and given the opportunity to participate in the meeting. During the meeting, the student and parents may be subject to questioning by the principal or designee and will have an opportunity to share the student's perspective and explanation regarding the behavioral violation.

The principal or designee will issue written notice of his or her decision in person, by mail, or by email no later than five (5) school business days after the meeting. The classroom exclusion or other form of discipline will continue during the grievance procedure unless the principal or designee elects to postpone the action.

B. Appeal of Short-Term and In-School Suspensions

1. **Submission of Appeal:** A student or parents may appeal a short-term suspension (including an in-school suspension) to the superintendent or designee. Such appeal may be made orally (in person or by phone) or in writing (by hand-delivery, mail, or email) to the superintendent's office within five (5) school business days from the date the District provides written notice of the short-term suspension to the student and parents. The superintendent or designee will provide the student and parents the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing.
2. **Decision:** The superintendent or designee will deliver a written appeal decision to the student and parents in person, by mail, or by email within two (2) school business days after receiving the appeal. The written decision will include:
 - a. The decision to affirm, reverse, or modify the suspension;
 - b. The duration and conditions of the suspension, including the dates on which the suspension will begin and end;
 - c. The educational services the District will offer to the student during the suspension; and
 - d. Notice of the student's and parents' right to request review and reconsideration of the appeal decision, including where and to whom to make the request.

C. Appeal of Long-Term Suspensions, Expulsions, and Emergency Expulsions

1. Request for Appeal: A student or parents may appeal a long-term suspension, expulsion, or emergency expulsion to the superintendent or designee. Such appeal request may be made orally (in person or by phone) or in writing (by hand-delivery, mail, or email) to the superintendent's office.
2. Time Limits: An appeal request must be received by the District within the following periods:
 - a. For long-term suspensions and expulsions, within five (5) school business days from the date the District provides written notice of the long-term suspension or expulsion to the student and parents.
 - b. For emergency expulsions, within three (3) school business days from the date the District provides written notice of the emergency expulsion to the student and parents.
3. Notice of Hearing: Within one (1) school business day after receiving the appeal request, unless otherwise agreed to by the student and parents, the superintendent or designee will provide the student and parents written notice in person, by mail, or by email of the following:
 - a. The time, date, and location of the appeal hearing;
 - b. The name(s) of the official(s) presiding over the appeal;
 - c. The students' and parents' rights to inspect the student's education records described in Section 7.b, below;
 - d. The student's and parents' rights to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing;
 - e. The student's and parents' rights described in Section 8, below; and
 - f. For long-term suspensions and expulsions only (but not emergency expulsions), whether the District will offer to hold a reengagement meeting before the appeal hearing.
4. Reengagement Opportunity: For long-term suspensions and expulsions only (but not emergency expulsions), before the appeal hearing, the student, parents, and District may agree to hold a reengagement meeting and develop a reengagement plan. The student, parents, and District may mutually agree to postpone the appeal hearing while participating in the reengagement process.
5. Appeal Hearing: The District will hold an appeal hearing within the following periods, unless otherwise agreed to by the student and parents:
 - a. For long-term suspensions and expulsions, within three (3) school business days from the date the superintendent or designee received the appeal request.
 - b. For emergency expulsions, as soon as reasonably possible, but within two (2) school business days after the date the superintendent or designee received the appeal request.
6. Presiding Official: A hearing officer (who may be a District employee or contractor) will hear and decide appeals. The hearing officer may not be involved in the student's behavioral violation or decision to long-term suspend, expel, or emergency expel the student and will be knowledgeable about state discipline rules and the District's discipline policies and procedures.
7. Evidence and Witnesses:
 - a. Upon request, the student, parents, and District may inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the appeal hearing. The District, student, or parents must make the information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.
 - b. Upon request, the student and parents may review the student's education records. The District will make the records available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.
 - c. If a witness for the school district cannot or does not appear at the appeal hearing, the hearing officer may excuse the witness' nonappearance if the District establishes that: (i) the District made a reasonable effort to produce the witness; and (ii) the witness' failure to appear is excused by fear of reprisal or another compelling reason.
8. Student and Parent Rights: During the appeal hearing, the student and parents have the right to:
 - a. Be represented by legal counsel;
 - b. Question witnesses;
 - c. Share the student's perspective and provide explanation regarding the behavioral violation; and
 - d. Introduce relevant documentary, physical, or testimonial evidence.

9. Hearing Record: The appeal hearing will be recorded by manual, electronic, or other type of recording device. The District will provide the recording to the student or parents upon request.
10. Appeal Decision: The hearing officer will base the decision solely on the evidence presented at the hearing. The hearing officer will provide a written decision to the student and parents in person, by mail, or by email within the following time limits: for long-term suspensions and expulsions, within three (3) school business days after the appeal hearing; and for emergency expulsions, within (1) school business day after the appeal hearing. The written decision will include:
 - a. Findings of fact;
 - b. For long-term suspensions and expulsions only (but not emergency expulsions):
 - i. A determination whether: the student's behavior violated the rules of student conduct described in Procedure 3240P; the behavioral violation reasonably warrants the suspension or expulsion and the length of the suspension or expulsion; and the suspension or expulsion is affirmed, reversed, or modified;
 - ii. The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end; and
 - iii. Notice of the opportunity to participate in a reengagement meeting and the contact information for the person who will coordinate scheduling of the reengagement meeting.
 - c. For emergency expulsions only:
 - i. A determination whether the student's presence continues to pose an immediate and continuing danger to students or school personnel; or an immediate and continuing threat of material and substantial disruption of the educational process; and
 - ii. Whether the District will end the emergency expulsion or convert it to a suspension or expulsion. If the District converts the emergency expulsion to a suspension or expulsion, the District will provide the student and parents notice and due process otherwise required by this procedure for the type of suspension or expulsion imposed.
 - d. Notice of the student's and parents' right to request review and reconsideration of the appeal decision, including where and to whom to make the request;
11. Language Assistance: The District will ensure that the notice, appeal proceedings, and decision are provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency.

D. Pending Appeal

1. If the student or parents request an appeal of a long-term suspension or expulsion, the District may temporarily continue to administer the suspension or expulsion during the appeal period subject to the following requirements:
 - a. The District may temporarily continue to administer the suspension or expulsion for no more than ten (10) consecutive school days from the initial hearing or until the appeal is decided, whichever is earlier;
 - b. Any days that the student is temporarily suspended or expelled before the appeal is decided will be applied to the term of the student's suspension or expulsion and may not extend the term of the student's suspension or expulsion;
 - c. If the student who is temporarily suspended or expelled returns to school before the appeal is decided under this section, the District will provide the student an opportunity to make up assignments and tests missed during the suspension or expulsion upon the student's return.

E. Review and Reconsideration

1. Review and Reconsideration of Suspensions and Non-Emergency Expulsions
 - a. Request for Review: The student or parents may request that the Board of Directors review and reconsider the hearing officer's decision. The student or parents may request the review orally or in writing.
 - b. Time Limit: The appeal must be received by the superintendent's office within ten (10) school business days from the date the District provides the written appeal decision to the student and parents.
 - c. Review Procedure:
 - i. In reviewing the hearing officer's decision, the Board will consider all documentary and physical evidence related to the behavioral violation, any records from the appeal, relevant state law, and the District's discipline policy.

- ii. The Board may request to meet with the student or parents, the principal, witnesses, or school personnel to hear further arguments and gather additional information.
 - iii. The decision of the Board will be made only by members who were not involved in the behavioral violation, the decision to suspend or expel the student, or the hearing officer's decision.
 - d. Decision: The Board will provide a written decision to the student and parents in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision will identify:
 - i. Whether the school board affirms, reverses, or modifies the suspension or expulsion;
 - ii. The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end; and
 - iii. For long-term suspensions or expulsions only, notice of the opportunity to participate in a reengagement meeting.
 - e. Language Assistance: The District will ensure that any review proceedings and decision are in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency.
2. Review and Reconsideration of Emergency Expulsions
- a. Request for Review: The student or parents may request that the Board of Directors review and reconsider the hearing officer's appeal decision. The student or parents may request the review orally or in writing.
 - b. Time Limit: The appeal must be received by the superintendent's office within five (5) school business days from the date the District provides the written appeal decision to the student and parents.
 - c. Review Procedure:
 - i. In reviewing the hearing officer's decision, the Board will consider all documentary and physical evidence related to the behavioral violation, any records from the appeal, relevant state law, and the District's discipline policy.
 - ii. The Board may request to meet with the student or parents, the principal, witnesses, or school personnel to hear further arguments and gather additional information.
 - iii. The decision of the Board will be made only by members who were not involved in the behavioral violation, the decision to suspend or expel the student, or the hearing officer's decision.
 - d. Decision: The Board will provide a written decision to the student and parents in person, by mail, or by email within five (5) school business days after receiving the request for review and reconsideration. The written decision will identify:
 - i. Whether the Board affirms or reverses the District's decision that the student's presence posed an immediate and continuing danger to students or school personnel or an immediate and continuing threat of material and substantial disruption of the educational process.
 - ii. If the emergency expulsion has not yet ended or been converted, whether the District will end the emergency expulsion or convert the emergency expulsion to a suspension or expulsion. If the District converts the emergency expulsion to a suspension or expulsion, the District will provide the student and parents notice and due process otherwise required by this procedure for the type of suspension or expulsion imposed.
 - e. Language Assistance: The District will ensure that any review proceedings and decision are in a language the student and parents can understand, which may require language assistance for students and parents with limited-English proficiency.

IV. READMISSION DURING SUSPENSION OR EXPULSION

Any student who has been suspended or expelled will be allowed to make application for readmission at any time. The application must be submitted to the principal of the school which the student wishes to attend. The application will include:

- A. An essay stating the reasons the student wants to return and why the request should be considered;
- B. Evidence that supports the request;
- C. A supporting statement from the parent or others who may have assisted the student;
- D. Evidence the student has made an effort to keep up with his or her studies;
- E. Documentation of volunteer work and other efforts to make amends; and
- F. If the expulsion was drug or alcohol-related, a copy of a drug and alcohol assessment and evidence of follow-up to the recommendations in that assessment.

The principal will consider the application, consult with the superintendent, and advise the parent and student of his or her decision in writing within five (5) school business days of receipt of such application. Readmission may be contingent upon any reasonable condition proposed by the principal, subject to the limits on behavior agreements, below.

The readmission process is separate and distinct from any reengagement meetings conducted by the District as required by state law, Chapter 28A.600 RCW. (See Section VI, below.)

V. BEHAVIOR AGREEMENTS

The District may enter into behavior agreements with students and parents in response to behavioral violations, including agreements to reduce the length of a suspension, conditioned on the participation in treatment services, made in lieu of suspension or expulsion, or holding a suspension or expulsion in abeyance. The District will ensure that a behavior agreement does not waive a student's opportunity to participate in a reengagement meeting or receive educational services under this procedure. The duration of behavior agreements will not exceed the length of an academic term.

Nothing precludes the District from administering discipline for behavioral violations that occur after it enters into an agreement with the student and parents.

The District will ensure any behavior agreement under this section is provided in a language the student and parents understand.

VI. EDUCATIONAL SERVICES

- A. During the suspension, expulsion, or emergency expulsion of a student, the District will provide him or her the opportunity to receive educational services. The educational services must enable the student to continue to participate in the general educational curriculum; meet the educational standards established by the District; and complete subject, grade-level, and graduation requirements.
- B. When providing a student the opportunity to receive educational services, the District will consider:
 1. Meaningful input from the student, parents, and the student's teachers;
 2. Whether the student's regular educational services include English language development services, special education, accommodations and related services under Section 504 of the Rehabilitation Act of 1973, or supplemental services designed to support the student's academic achievement; and
 3. Access to any necessary technology, transportation, or resources the student needs to participate fully in the educational services.
- C. The District may provide educational services to the student in an alternative setting or modify the suspension or expulsion on a case-by-case basis. An alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include alternative high schools, one-on-one tutoring, and online learning.
- D. As soon as reasonably possible after administering a suspension or expulsion, the District will provide written notice to the student and parents about the educational services the District will provide. The District will provide the written notice in person, by mail, or by email. The notice will include a description of the educational services that will be provided and the name and contact information for the school personnel who can offer support to keep the student current with assignments and course work.
- E. For students subject to suspension or emergency expulsion for up to five (5) consecutive school days, the District will provide at least the following:
 1. Course work, including any assigned homework, from all of the student's regular subjects or classes.
 2. Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes.

3. An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion.
- F. For students subject to suspension or emergency expulsion for six (6) to ten (10) consecutive school days, the District will provide at least the following:
1. Course work, including any assigned homework, from all of the student's regular subjects or classes.
 2. Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes. School personnel will make a reasonable attempt to contact the student or parents within three (3) school business days following the start of the suspension or emergency expulsion and periodically thereafter until the suspension or emergency expulsion ends to:
 - a. Coordinate the delivery and grading of coursework between the student and the student's teacher(s) at a frequency that would allow the student to keep current with assignments and course work for all of the student's regular subjects or classes; and
 - b. Communicate with the student, parents, and the student's teacher(s) about the student's academic progress.
 3. An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion.
- G. For students subject to expulsion or suspension for more than ten (10) consecutive school days, the District will provide educational services in accordance with WAC 392-121-107. This may include, but is not limited to, continued course work, online classes, Gravity, or other educational services determined on a case-by-case basis.
- H. The District will ensure that notices and communications required above are provided in a language the students and parents understand.

VII. REENGAGEMENT

- A. Reengagement Meetings: When the District long-term suspends or expels a student, it will convene a reengagement meeting with the student and parents to discuss a plan to reengage the student, subject to the following requirements:
1. The District will communicate with the student and parents to schedule the meeting time and location before convening the meeting.
 2. The meeting will occur either:
 - a. within twenty (20) calendar days of the start of the long-term suspension or expulsion, but no later than five (5) calendar days before the student returns to school, or
 - b. as soon as reasonably possible, if the student or parents request a prompt reengagement meeting.
 3. Reengagement meetings do not replace an appeal hearing or a petition for readmission.
- B. Reengagement Plans: The District will collaborate with the student and parents to develop a culturally sensitive and culturally responsive reengagement plan tailored to the student's individual circumstances to support the student in successfully returning to school. In developing a reengagement plan, the District will consider:
1. The nature and circumstances of the incident that led to the student's suspension or expulsion;
 2. As appropriate, the student's cultural history and context, family cultural norms and values, community resources, and community and parent outreach;
 3. Shortening the length of time that the student is suspended or expelled;
 4. Providing academic and nonacademic supports that aid in the student's academic success and keep the student engaged and on track to graduate; and

5. Supporting the student, parents, or school personnel in taking action to remedy the circumstances that resulted in the suspension or expulsion and preventing similar circumstances from recurring.
- C. Documentation: The District will document the reengagement plan and provide a copy of the plan to the student and parents.
- D. Language assistance: The District will ensure that the reengagement meeting and plan are in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency.

VIII. FIREARM VIOLATIONS

- A. Pursuant to state law (RCW 28A.600.420), the following rules apply when a student commits a Firearm Violation, which is defined below:
 1. The District will expel a student for no less than one (1) year if it has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. The District superintendent may modify the expulsion on a case-by-case basis.
 2. The District may suspend or expel a student for up to one (1) year if the student acts with malice, as defined under RCW 9A.04.110, and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools.
- B. The following are exceptions not constituting Firearm Violations:
 1. Any student while engaged in military education authorized by the District in which rifles are used:
 2. Any student while involved in a convention, showing, demonstration, lecture, or firearms safety course authorized by the District in which the rifles of collectors or instructors are handled or displayed; or
 3. Any student while participating in a rifle competition authorized by the District.

IX. DETENTION

For minor infractions of school rules, regulations, or for minor misconduct, staff may detain students after school hours for not more than two hours without seeking prior parent permission (as a form of "discipline," as defined above). Detention will not begin until the parents have been notified (except in the case of an adult student) for the purpose of informing the parents of the reason for the detention and to permit the parents to make arrangements for the necessary transportation of the student when he or she has been detained after school hours for corrective action.

Preceding the assignment of such corrective action, the staff member will inform the student of the nature of the offense charged and of the specific conduct that allegedly constitutes the violation. The student will be afforded an opportunity to explain or justify his or her actions to the staff member. Students detained for corrective action will be under the direct supervision of the staff member or another member of the professional staff. The time that the student spends for such corrective action will be used constructively.

X. VICTIM PROTECTION

In accordance with RCW 28A.600.460, the District may preclude a student from returning to the student's regular educational setting following the end date of a suspension or expulsion for the purpose of protecting victims of certain offenses, as follows:

- A. A student committing an offense under RCW 28A.600.460(2), when the activity is directed toward the teacher, will not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned.
- B. A student who commits an offense under RCW 28A.600.460(3), when directed toward another student, may be removed from the classroom of the victim for the duration of the student's attendance at that school or any other school where the victim is enrolled.

XI. FUNDAMENTAL RIGHTS

When administering discipline under this chapter, the District will not:

- A. Unlawfully discriminate against a student 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;
- B. Deprive a student of the student's constitutional right to freedom of speech and press; the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances; or the constitutional right to the free exercise of religion and to have the student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right;
- C. Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable searches and seizures;
- D. Unlawfully interfere in a student's pursuit of an education while in the custody of the District; or
- E. Deprive a student of the student's right to an equal educational opportunity, in whole or in part, without due process of law.

PART V EXCUSED AND UNEXCUSED ABSENCES

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** (i.e., 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 three 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, and provide the student with 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:

1. Enter into an agreement with the student and parents/guardians that establishes school attendance requirements;
2. Refer the student to a community truancy board; or
3. 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, and 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; and
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)

PART VI SCHOOL BUS DISCIPLINE PROCEDURE

North Thurston School District Transportation is committed to operating the safest transportation system possible through good bus maintenance, continuous driver training, and appropriate student behavior. This component, appropriate student behavior, requires the help and cooperation of the students and you, the parent/guardian. Students and parents/guardians are expected to be familiar with the Student Busing Conduct Rules and Regulations that lists both the expectations and the consequences of inappropriate behavior on a school bus, as outlined in this document and on our website. The privilege of riding a school bus is offered to all qualifying students contingent upon the students following the Student Busing Conduct Rules and Regulations.

The bus driver is responsible to see that students abide by the Student Busing Conduct Rules and Regulations. 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.

Classroom conduct is the accepted behavior on a school bus. Classroom conduct, as used here, is interpreted to mean:

- A. Following the driver's directions, remaining properly seated,
- B. Keeping your hands and personal items to yourself,
- C. Talking with other students in immediate vicinity only.
- D. Students need to remember that since all grade levels may be riding the bus, conversation content should be structured accordingly.

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 student conduct expectations cited in this handbook apply when riding a North Thurston Public Schools Bus and or Van.

2. Specific Rules and Regulations

- A. Students shall give their proper identity when requested by the bus driver, failure to properly identify self or possession of another student's smart tag ID may result in up to a 5 day suspension from the bus.
- 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 windowframe.
- 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 board and leave the bus in an orderly manner.
- M. 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.
- N. 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
- O. Private and school property at bus stops shall be respected at all times.
- P. Students will not take video or photographs while on the bus without the expressed permission from involved persons.
- Q. Students shall not smoke or light any materials on around a bus.
- R. 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.

- S. 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.
- T. 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.
- U. 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.)
- V. Students are not permitted to spray or use perfume, cologne, body spray, deodorant, lotions or other aromatic products while on the bus.
- W. Animals are not permitted on the bus with the exception of service animals.
- X. The use of loud, abusive or vulgar language, obscene gestures and images is prohibited. This includes the use of electronic devices such as music blue-tooth sound systems, phones and speakers. All electronic devices brought onto the school bus and used, must be used in accordance with the district's student responsible use guidelines for technology as outlined in this document.
- Y. Students shall observe silence upon the bus driver's request to include but not limited to railroad crossings, freeway entrances, etc.
- Z. 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.
- AA. Parents or guardians of students damaging school buses shall be responsible for proper reimbursement to the North Thurston Public Schools.
- BB. Passengers in school buses equipped with seat belts shall be required to wear them properly adjusted whenever the school bus is in motion. WAC 394-145-021
- CC. 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.

SMART TAG CORRECTIVE PROCEDURES

Please keep in mind the following items regarding our SMART TAG ID program and corrective procedures that may accrue.

1. SMART TAG IDs must be scanned when boarding or departing a bus. This includes field trips, athletic trips and any other bus or van trip as required by the school district.
2. Failure to properly identify self or possession of another student's SMART TAG ID will result in disciplinary actions as outlined in this document.
3. SMART TAG ID badges are required to ride the bus. In order to foster increased student safety and security as well as to provide a more efficient process of loading and unloading our buses, SMART TAG ID badges will be required for all riders. Additionally in order to minimize the manual review of students who misplace or forget SMART TAG ID badges at home or school, those students possessing SMART TAG ID badges will be allowed to board the bus first.
4. SMART TAG ID badges will be issued once to every student in the North Thurston School District. If a new replacement card is needed, parents/guardians may request one using an on-line form, or by contacting their student's campus. Replacement cards will be \$3.00 per card.

5. Elementary students who have received 3 manual loadings by the driver for not having their tag over a period of 10 days shall be counseled by the driver. A notice may be sent to parents/guardians regarding the importance of the SMART TAG IDs. If the elementary student continues to not use their tag, parents/guardians and the school will be notified and they may lose their riding privileges for up to 5 days.
6. Middle and High School students who receive 3 manual loadings by the driver for not having their tag over a period of 10 days shall be counseled by the driver. A notice may be sent to parents and the school regarding the importance of the SMART TAG IDs. If the student continues to not use the tag, bus privileges may be suspended until they comply with the SMART TAG program.

Please see North Thurston website for additional FAQ's

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 of Bus Riding

The driver will telephone the parent as soon as possible. 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. 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.

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

The second Misconduct Report may 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.

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

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. 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.

Step V: Student Misconduct Report - School Year Suspension of Bus Riding

A fourth Misconduct Report may warrant a suspension of bus riding privileges for the remainder of the school year. 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.

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 shall not possess 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.

Other exceptions include:

- Students who video or photograph without the expressed permission may be issued a bus suspension for up to 30 days and the video device may be confiscated to be released to a parent.
- 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.
- 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 from bus riding. 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 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 an incident is so serious that it causes injury, the 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 an 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:

- The promotion of a safe environment;
- Student and employee discipline proceedings;
- The protection of district property;
- Adherence to all district legal and administrative directives; and
- Inquiries and proceedings related to law enforcement.

Appendix I

DISCIPLINARY PROCEDURE FOR SPECIAL EDUCATION AND SECTION 504 STUDENTS - 2161P

A. 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.

B. Emergency Expulsion 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 C. below shall be followed.

C. 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:

1. 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.
2. 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.
3. This meeting must be fully documented.
4. 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.
5. 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:

- a. 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.
 - b. 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
 - c. 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.
6. 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.
 7. 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.

D. 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.

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

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

Adopted:	March 11,2003	North Thurston Public Schools Board of Directors
Amended:	June 16, 2008	North Thurston Public Schools Board of Directors
Amended:	June 16, 2016	North Thurston Public Schools Board of Directors
Amended:	July 24, 2018	North Thurston Public Schools Board of Directors

Appendix III

POLICY--SEXUAL HARASSMENT OF STUDENTS PROHIBITED - 3205

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

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.

Adopted: January 5, 2016 North Thurston Public Schools Board of Directors
Updated: June 4, 2019 North Thurston Public Schools Board of Directors

Appendix IV

POLICY–NOTIFICATION OF THREATS OF VIOLENCE OR HARM - 5014

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.

Adopted: September 8, 2003 North Thurston Public Schools Board of Directors
Amended: January 19, 2010 North Thurston Public Schools Board of Directors

PROCEDURE–NOTIFICATION OF THREATS OF VIOLENCE OR HARM – 5014P

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.

Adopted: January 7, 2008 North Thurston Public Schools Board of Directors

Appendix V

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:
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
 - The above and any other “protected information survey,” regardless of funding;
 - 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
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 - Protected information surveys of students; and
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
 - Inspect upon request any instructional material used as part of the educational curriculum.

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

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. *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 North Thurston Public Schools website, under Family Resources, Family Access, Opt-Out. Parent/Legal guardians may request that their student not be included in such visual or written communication.

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

2019-2020 SCHOOL YEAR BUSINESS DAY CALENDAR

 NTPS District Office Closed

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

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			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

180 Day Student Calendar 2019-20 School Year

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 Labor Day
- 3 Teachers' 1st Day
- 4 1st Day of School
- 18 ACT Early Release

19

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 11 ACT Early Release
- 20 Professional Development (No School)
- 25 ACT Early Release
- 30-31 Conferences, K-12 (½ Day)

21

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 2 ACT Early Release
- 11 Professional Development (No School)
- 23 ACT Early Release
- 28-31 Conferences, K-12 (½ Day)

22

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1-3 Conferences, K-12 (½ Day)
- 6-10 Spring Break
- 15 ACT Early Release
- 17 End of 3rd Quarter
- 29 ACT Early Release

17

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 Conferences, K-12 (½ Day)
- 8 End of 1st Quarter
- 11 Veterans Day (No School)
- 20 ACT Early Release
- 27-29 Thanksgiving Break

17

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 13 ACT Early Release
- 25 Memorial Day (No School)

22

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 11 ACT Early Release
- 23-31 Winter Break (No School)

15

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 10 ACT Early Release
- 17 Last Day of School (½ Day)

13

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1-3 Winter Break (No School)
- 15 ACT Early Release
- 20 M.L. King Day (No School)
- 29 ACT Early Release
- 31 End of Semester (½ day)

19

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 4 Independence Day

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 7 Professional Development (No School)
- 12 ACT Early Release
- 17-18 Presidents' Day (No School)
- 18 Snow Make Up Day (if needed)
- 26 ACT Early Release

17

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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.

Date:	Date:	Date:	Date:	Date:
Absence #1 Reason:	Absence #2 Reason:	Absence #3 Reason:	Absence #4 Reason:	Absence #5 Reason:
Date:	Date:	Date:	Date:	Date:
Absence #6 Reason:	Absence #7 Reason:	Absence #8 Reason:	Absence #9 Reason:	Absence #10 Reason: *

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

Head: K-5 students must remove all hats and hoods while in the building

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

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

Feet: Footwear must be worn at all times appropriate to the activity. Strapless shoes and high heels are discouraged for safety reasons.

Other Guidelines

- Headwear includes hats, 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 and Release to Military Recruiters

The **Family Educational Rights and Privacy Act (FERPA)** protects your student's personally identifiable information, such as education records, from being disclosed without your consent.

But the law allows North Thurston Public Schools to disclose what they call "directory information" without your consent. We do not release ANY mailing or other lists of contact information of individual for commercial purposes. In addition, for students in grades 9-12, a separate "opt out of release of directory information" only for requests from United States military recruiters is provided by law, as explained below.

What is Student Directory Information?

- Student name, address, and telephone numbers (unless identified as unknown);
- Any photographs/video of your student;
- Participation in officially recognized activities and sports;
- Weight, height, grade level of athletic team members;
- Dates of attendance;
- Degrees, honors, and awards received;
- Schools previously attended.

Where do we use this Directory Information?

Examples include:

- Yearbooks;
- District social media posts;
- District websites;
- Videos, including release of District-created videos to local media;
- Sport teams news reports and other coverage, including rosters
- My TRL (online-only Timberland Library Card) www.mytrl.org

What if I don't want this information released?

You must submit a letter to your child's school, each school year, by October 1st, to have your student's Directory Information not released, including in the examples listed above. Each letter is good for one school year. If you enroll your child after September 20, you must submit the letter within 10 calendar days after enrollment.

Please note!

Even for students with no FERPA opt-out letter on record, NTPS employees will exercise their best judgement when releasing directory information and seek parent/guardian permission for situations that would generally be considered outside the realm of typical school-related activities or news. Also, the District cannot control the release of certain directory information – such as photographs/images or names – when students participate in school events open to the public such as sports.

**Please see the NTPS website for sample letters. www.nthurston.k12.wa.us/optout*

