

Olympia School District

2017–2018



*Creating opportunities and shaping success for all students*

# **Student Rights and Responsibilities Handbook**

**For Students/Parents/Guardians**



Dear Students and Families:

The Olympia School District is proud to help students develop an understanding and appreciation of our democratic ideals, particularly the legal principles 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 the Olympia School District. They are designed to protect the rights of all members of the school community. Effective implementation of these guidelines requires the exercise of good faith on the part of students, parents/guardians and all school personnel.

After reviewing the contents, please keep this handbook as a reference.

On pages 59, 61, and 63, you will find three forms to read and review.

**Please return these to your student's school NO LATER THAN October 6, 2017.**

- ☐ **Page 59 - Military Parent/Guardian Affiliation Form**  
(sign and return)
- ☐ **Page 61 - Student Records and Privacy Form**  
(sign and return if you DO NOT wish to have your student's directory information released.)
- ☐ **Page 63 - Student/Parent/Guardian's Rights and Responsibilities Handbook Acknowledgment Form**  
(sign and return)

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

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick C. Murphy". The signature is fluid and cursive, with a large, stylized "P" and "M".

Patrick C. Murphy, Ed.D.  
Superintendent  
Olympia School District

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### NOTE:

Board policies and procedures revised after the printing date of this handbook supersede any policies and procedures printed herein. Policies and procedures are kept updated, as changes are approved, on the Olympia School District website: <http://osd.wednet.edu>

# **SECTION 1**

## **STUDENT CONDUCT AND DISCIPLINE**

### **NOTE:**

Board policies and procedures revised after the printing date of this handbook supersede any policies and procedures printed herein. Policies and procedures are kept updated, as changes are approved, on the Olympia School District website: <http://osd.wednet.edu>

### **POLICY 3200**

## **DISTRICT RULES REGARDING STUDENT RIGHTS**

In addition to other rights established by law, each student served by or on behalf of the district shall possess the following substantive rights, and the district will not limit these rights except for good and sufficient cause.

### **Freedom of Speech and Assembly**

- a) Students are entitled to express orally their personal opinions. Such expression may not interfere with the rights of others. The use of obscenities or personal attacks is prohibited.
- b) All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the Principal or district policy.
- c) Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.

### **Freedom to Publish**

Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process or infringe upon the rights of others. Such written expressions must be signed by the authors.

Students who edit, publish or distribute within the schools handwritten, printed or duplicated material which has not been authorized by or produced under the supervision of school personnel must assume the responsibility for the content of such publications.

Students who edit, publish or distribute within the schools handwritten, printed or duplicated material which has been authorized by and approved by school personnel, will be subject to the reasonable rules and regulations governing such materials.

Student publications produced as part of the school's curriculum or with the support of the associated student body fund are intended to serve both as vehicles for instruction and student communication. Controversial issues may be presented provided that they are treated in depth and represent a variety of viewpoints. Materials may not: be libelous, obscene or profane; cause a substantial disruption of the school; invade the privacy of others; personally attack others; demean any race, religion, sex, or ethnic group; or advocate the violation of the law or advertise tobacco products, liquor, illicit drugs, or drug paraphernalia. The judgment of school personnel will be followed in the determination of whether proposed materials would be libelous or obscene or would constitute personal attack.

Unauthorized sale or solicitation in connection with commercial publications will not be permitted on school property.

### **Right of Privacy**

The schools must respect students' right of privacy; at the same time, school authorities must protect the health and safety of all students and promote the effective operation of the schools. At age eighteen students become legal adults and must approve any disclosure of information about themselves from school records, except directory information if a request for confidentiality has not been filed. Students between sixteen and eighteen who have been granted legal emancipation from their parents/guardians have the same rights as eighteen-year-old students. Students thirteen years and older have confidentiality rights in records regarding drug, alcohol or mental health treatment. All students have confidentiality rights in family planning or abortion records.

The following guidelines shall be observed to assure optimum privacy of individuals and the safety and welfare of all students.

- a) A student will be free from searches by school officials of their clothing and other personal property unless there is reasonable cause to believe that something is concealed that may be of immediate danger to the student or to other students. School officials may request a

student to remove all items from pockets or other personal effects. Failing compliance by the student and in the absence of immediate danger, school officials will refrain from searches and will call in the parents/guardians or, in the case of possible criminal activity, the police.

- b) Student lockers remain the property of the district and school officials have the right, authority and responsibility to inspect lockers. However, school authorities will inspect student lockers in the absence of students only when:
  - i. it occurs as part of a general inspection of all lockers for the purpose of returning school property, such as library books. In such cases the personal belongings of students within lockers will not be searched; or
  - ii. school authorities have reasonable cause to believe that conditions or circumstances exist which threaten the health or safety of those in the school.
- c) When school authorities have reasonable cause to believe items which violate school rules or the law, are concealed within a school locker, they may inspect the locker. Such inspection will be made in the presence of the student. If the student refuses to reveal the contents of their personal belongings within the locker, their parents/guardians will be called. If the student cannot be located and if there is reason to believe a danger may exist, school officials, police or other authorities may search the locker.

### **Discipline Defined**

“Discipline” means all forms of correction other than suspension and expulsion, and includes the exclusion of a student from a class by a teacher or administrator for a period of time not to exceed the balance of the immediate class, provided that the student is in the custody of a district employee for the balance of such period. Discipline also means the exclusion of a student from any other type of activity conducted by or on behalf of the district.

No form of discipline will be administered in such a manner as to prevent a student from accomplishing specific academic grade, subject or graduation requirements. A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that:

- 1) The student's attendance and/or participation is related to the instructional objectives or goals of the particular subject or course; and
- 2) The student's attendance and/or participation has been identified by the teacher pursuant to policy of the district as a basis for grading, in whole or in part, in the particular subject or course.

## **POLICY 3240**

### **STUDENT CONDUCT EXPECTATIONS AND SANCTIONS**

An effective instructional program requires a wholesome and orderly school environment. The Board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable on school property (or in reasonable proximity thereto) at all times, as well as during any school activity conducted on or off campus and while on school-provided transportation.

To maintain an orderly school environment, students are expected to:

- 1. Respect the rights, person and property of others;
- 2. Pursue the required course of study;
- 3. Contribute to a positive climate for learning;
- 4. Comply with district and school rules; and
- 5. Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

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.



**Cross References:**

Student Safety Walking to School and Riding Buses.....	Policy 6605
Executive or Closed Sessions .....	Policy 1410

**Legal References:**

Action against parent for willful injury to property by minor—Monetary limitation—Common law liability preserved.....	RCW 4.24.190
Use of force—when lawful.....	RCW 9A.16.020
Firearms and dangerous weapons.....	RCW 9.41
Personal protection spray devices.....	RCW 9.91.160
Prohibition of use of tobacco products on school property.....	RCW 28A.210.310
Expulsion of student from classroom—Written disciplinary procedures—Long-term suspension or expulsion.....	RCW 28A.600.020
Pupils to comply with rules and regulations.....	RCW 28A.600.040
Principal to assure appropriate student discipline.....	RCW 28A.400.110
Defacing or injuring school property—Liability of pupil, parent/guardian.....	RCW 28A.635.060
Definitions.....	WAC 392-400-205
School district rules defining misconduct—Distribution of rules.....	WAC 392-400-225
Drug-Free Schools and Communities Act.....	20 USC 3171 et seq

POLICY ADOPTED .....	June 20, 2011
REVISED .....	May 12, 2014
Revised .....	August 15, 2016
Revised.....	July 17, 2017

## **POLICY 3240 PROCEDURES STUDENT CONDUCT EXPECTATIONS**

### **Respect for the Law and Rights of Others**

Students are required to comply with the laws of the United States, the state of Washington, and local ordinances and laws.

### **Compliance with Rules**

Students will obey the written rules and regulations established by the district and school and the requests, instructions, and directives of district personnel. For the purposes of this procedure, the term “district personnel” includes all adults, including contractors and volunteers, authorized to supervise student activities.

### **Scope of District Authority**

Students’ who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, will be subject to disciplinary action by the school and may be subject to prosecution under the law.

- On school grounds (or in reasonable proximity thereto) at all times;
- Off school grounds at a school or district activity, function, or event;
- Off school grounds if the actions of the student materially and substantially affect or interfere with the educational process;
- On school-provided transportation or at a recognized school bus stop; or
- At any other place or time while students are under the authority of school personnel.

### **Disruptive Conduct: Discretionary Discipline**



A student will not intentionally cause substantial and/or material disruption of any school operation. Violations of this nature are subject to “discretionary discipline” as defined in Policy 3241/Procedure 3241P. The following illustrates offenses that are prohibited:

- Cheating/Plagiarism
- Defiance of school personnel
- Disturbance or disruption
- Dress code violations
- Fighting promotion
- Forgery
- Misuse of district technology
- Occupying a school building or school grounds to deprive use by others
- Preventing students from attending class or school activities
- Truancy and unauthorized absences from class
- Use or possession of tobacco or any type of vaping equipment

### **Exceptional Misconduct: Non-Discretionary Discipline**

Exceptional misconduct is a violation of rules and/or regulations so serious and/or disruptive in nature to warrant immediate “non-discretionary discipline” as defined below.

- **Assault, Fighting or Causing Personal Injury**  
A student shall not cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.
- **Alcohol, Other Drugs and Controlled Substances**  
A student may not possess, use, transmit or attempt to transmit, purchase or attempt to purchase, solicit, be under the influence of, or show evidence of having used any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, beverage containing alcohol, prescription medication (including medical marijuana) or over-the-counter medication not approved for use by the student at the school per Policy 3416, drug paraphernalia (or that which purports to be), anabolic steroids, intoxicants of any kind, or any other controlled substance as defined in schedules I through V of section 202 of the Federal Controlled Substances Act by state and federal laws and regulations.  
With the exception of medical marijuana, appropriate use of a drug, by the student to whom the medication is prescribed, authorized by a valid medical prescription and used in accordance with Policy 3416, Administration of Medication to Students, will not be considered a violation of this rule.
- **Criminal Acts**  
The commission of any criminal act under the laws of the state of Washington including, but not limited to, the following:
  1. **Arson:** The intentional setting of a fire or explosion.
  2. **Assault/Battery:** Physical threats, attacks, or violence to persons. (A physical attack upon the body of another person may be made with any instrument including, but not limited to, weapons, body parts, food products, or bodily secretions.)
  3. **Burglary:** The act of entering or remaining, unlawfully, in a building with the intent to commit a crime.
  4. **Explosives, Pyrotechnics, and Fireworks:** Manufacture, purchase, sale, transfer, offer for sale, use, discharge, possession, transport or storage of any explosive, pyrotechnics, fireworks, improvised devices, or components that are intended to be assembled into an explosive.
  5. **Extortion or Coercion:** Obtaining or attempting to obtain money, property or services by threats or forcing someone to do something against their will by force or threat of force.

6. **Firearms/Ammunition/Dangerous Weapons:** Firearms, ammunition and dangerous weapons are not permitted. **Students carrying or possessing a firearm or dangerous weapon shall be expelled for a period of not less than one (1) year.** Appropriate law enforcement agencies will be contacted if there are violations of the firearm/dangerous weapon statute.
  7. **Gambling:** Risking something of monetary value for the chance to win a prize.
  8. **Theft:** Stealing from a person or institution.
  9. **Malicious Mischief:** Property damage.
  10. **Robbery:** Stealing by force or threat of force.
  11. **Sale, Delivery, Use, or Possession of Alcoholic Beverages, Other Drugs or Controlled Substances.**
  12. **Trespass:** Being present in an unauthorized place or refusing to leave when ordered to do so.
  13. **Threats to Bomb or Injure Property, including False Alarm:** Falsely reporting a fire or bombing.
  14. **Gang Intimidation:** Threatening of another person with bodily injury because the person refuses to join or has attempted to withdraw from a gang. Suspected criminal acts will be immediately reported to the appropriate legal authority.
- **Cumulative Violations**  
Two or more violations within a three-year period of criminal gang intimidation or other gang activity on school grounds, possessing dangerous weapons on school facilities, willfully disobeying school administrators when directed to leave school property, defacing or injuring school property, or behavior adversely impacting the health or safety of other students or district staff.
  - **Damage or Destruction of School and/or Private Property/Vandalism**  
A student shall not intentionally or with gross carelessness cause or attempt to cause damage to school or district property or to private or personal property.  
  
A student shall not intentionally or with gross carelessness cause or attempt to cause damage to private or personal property while under the supervision and authority of school personnel to include before, during, and after school; or on any form of approved school district transportation; or at any school or school district sponsored activity on or off school district property.  
  
**Note:** Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss of property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent/guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parent/guardian has made payment in full, or until the superintendent directs otherwise. If the property is a school bus owned and operated by the district, a student suspended for damages may not be permitted to enter or ride any school bus until payment in full has been made or until directed otherwise by the superintendent.  
  
When a pupil and/or parent/guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. The parent/guardian of the pupil is liable for damages as otherwise provided by Washington state law.
  - **Disruption of the Educational Process**

A student shall not use, threaten to use or urge others to use violence, force, coercion, threat, intimidation, fear, or any other conduct which is reasonably certain to result in the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

- **Harassment: All Forms**

Students are expected to exhibit respectful behavior and conduct. Any and all forms of harassment are prohibited and will not be tolerated.

Harassment is defined as any intentional and persistent written, verbal, electronic message or image or any physical act, including, but not limited to; one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when the intentional written, verbal, electronic message or image or any physical 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.

Harassment is further defined within District Policy 3207, "Harassment, Intimidation and Bullying".

Any student who believes that they have been harassed is encouraged to take the complaint to a building administrator pursuant to the procedures contained in District Policy 3207. Concerns and/or complaints will be investigated as noted in District Procedure 3207P.

- **Insubordination**

Students are required to obey the reasonable requests of school and district staff members. Students are required to identify themselves, upon request, to staff members of the school district.

- **Lewd Conduct**

Students shall not engage in conduct or expression which is lewd, indecent or obscene, including but is not limited to, indecent exposure, extreme displays of affection, and use of obscenities in oral, written, electronic or gestured form.

- **Occupation of School Property**

A student shall not occupy any school building, school grounds or part thereof, with intent to deprive others of its use; or block the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building, corridor, or room. A student shall not prevent or attempt to prevent by physical act the convening or continued functioning of any school, class or activity or prevent students from attending a class or school activity; or block pedestrian or vehicular traffic on a school campus.

- **Reckless and/or Dangerous Driving**

Students who operate any type of motorized vehicle on school property (or in reasonable proximity thereto) will not drive in a manner that violates municipal traffic ordinances, district or school rules, and will not operate the vehicle in such a way in which they may potentially bring harm to themselves or others.

- **Threats and/or Threatening Act**

A person may not communicate to any person actions they intend to take to punish or harm another person. Behavior of this nature is a form of harassment and will be treated as such.

- **Sexual Misconduct**

Any form of sexual harassment is strictly prohibited and will not be tolerated. Sexual harassment is defined as unwelcome conduct, whether verbal, written or physical, that is directed toward a student because of a student's gender or sexual orientation, including gender expression and identity. Prohibited sexual harassment occurs when:

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

Specific examples of behaviors that may constitute sexual harassment are listed below:

- Persistent, unwelcome flirtation, advances and/or propositions of a sexual nature;
- Repeated, offensive and unwelcome insults and/or jokes that are sexual in nature;
- Repeated, unwelcome comments of a sexual nature about an individual's body or clothing;
- Deliberate and unwelcome touching, such as patting, pinching, hugging or brushing against an individual's body;
- Unwelcome and offensive displays of sexually suggestive objects or pictures;
- Pressure for dates or sex, if unwelcome and repeated;
- Acts of sexual violence;
  - Unwelcome requests for sexual favors; and
  - Sexual demands when submission is a stated or implied condition of obtaining an educational benefit.

Any student who believes they have been sexually harassed is encouraged to file a complaint with the building administrator. District Policy and Procedure 3205 provides additional information related to sexual harassment.

- **Dangerous Weapons and Weapons Capable of Causing Bodily Harm**

Students may not possess a dangerous weapon or a weapon, or carry, display, draw, exhibit, or use a dangerous object in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others.

- a) "Weapon" capable of causing bodily harm means any object apparently capable of producing bodily harm.
- b) A laser pointer is included in this definition.
- c) "Dangerous weapon" includes, but is not limited to:
  - 1) a firearm, which is a weapon or device from which a projectile may be fired by an explosive;
  - 2) an air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas;
  - 3) a slung shot;
  - 4) a sand club
  - 5) metal knuckles
  - 6) a knife
  - 7) a sword or dagger
- d) "Possession" means carrying, handling, holding, storing, or transmitting an item:
  - 1) in a space assigned to a student such as a locker or desk;
  - 2) on the student's person or property (such as on the student's body, in their clothing, purse, backpack, gym bag, or vehicle); or,

- 3) under the student's control or accessible or available, such as hidden on school grounds or in a bus.
- e) "School supplies" means instructor-approved items needed for classes in which the student is enrolled, but excludes laser pointers.

- **Personal Protection Spray Devices**

- a) Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parent/guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parent/guardian permission.
- b) Personal protection spray devices may not be used other than in self-defense as defined by Washington state law. State law requires that students between the ages of fourteen and seventeen (14-17) have parent/guardian permission to carry a personal protection spray device (PPSD) that must be registered with the school administration. Students who unlawfully carry, discharge, or distribute a PPSD will be subject to disciplinary action.

## **POLICY 3241**

### **CLASSROOM MANAGEMENT, DISCIPLINE AND CORRECTIVE ACTION**

Rules of student conduct are essential to maintain an environment conducive to learning. A student's refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for discipline and corrective action.

Staff are responsible for supervising student behavior, employing effective classroom management methods and enforcing the rules of student conduct in a 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 district will distribute its discipline policy and procedure to students, their parents/guardians, and the community on an annual basis. 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 continuation of educational services and reengagement plans 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 disciplinary actions taken against students within each school. The data will be disaggregated into subgroups as required by RCW 28A.300.042 and will include students protected by the Individual 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.

## **POLICY 3241 PROCEDURES**

## CLASSROOM MANAGEMENT, DISCIPLINE AND CORRECTIVE ACTION

### Definitions:

**Academic Term** means ninety (90) school days.

**Continuation of Educational Services:** The district will provide an opportunity for a student to receive educational services during a period of suspension or expulsion.

**Detention** means a teacher or other certificated staff member requiring a student under their supervision to stay at school for up to thirty (30) minutes after the regular hour for student dismissal. Detention will not extend beyond the time of departure of the bus upon which the student rides unless prior arrangements have been made with the student's parent/guardian.

**Discipline** means all forms of corrective action other than emergency removal from a class, subject, or activity, suspension or expulsion. Discipline includes the exclusion of a student from any type of activity conducted by or on behalf of the school district and exclusion of a student from a class by a teacher for a period of time that does not exceed the balance of the immediate class period, provided the student is in the custody of a district employee for the balance of such period.

**Delegation of Authority to Suspend and Expel:** The following district personnel are delegated the authority to suspend, expel or order emergency expulsion of students: superintendent, principals, assistant principals, deans, and any other certificated administrator to whom such authority has been delegated in writing by the superintendent.

**Discretionary Discipline** means disciplinary action taken by the district for student behavior that violates rules of student conduct adopted by the Board of Directors, but does not constitute action taken in response to any of the following **which are considered non-discretionary**:

- a) A violation of the prohibition against firearms on school premises, transportation, or facilities, RCW 28A.600.420;
- b) Certain violent offenses, sex offenses, offenses related to alcohol, controlled substances, and toxic inhalants, or crimes related to firearms, assault, kidnapping, harassment and arson;
- c) Two or more violations of criminal gang intimidation or other gang activity on school grounds, possessing dangerous weapons on school facilities, willfully disobeying school administrators, or refusing to leave public property, or defacing or injuring school property (RCW 9A46.120, 9.41.280, 28A600.455, 28A635.020 or 28A.635.060) within a three-year period; or
- d) Behavior that adversely impacts the health or safety of other students or educational staff.

**Emergency Removal** means a student's immediate removal from a class, subject or activity by a certificated teacher when the student creates a disruption of the educational process in violation of the building disciplinary standards while under the teacher's immediate supervision from their 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; Provided, that except in emergency circumstances as provided for in WAC 392.400.290, the teacher shall have first attempted one or more alternative forms of corrective actions. Provided further, that in no event without the consent of the teacher shall an excluded student be returned during the balance of the particular class or activity period from which the student was initially excluded.

The principal or designee will meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action. In no case will the student's opportunity for such a meeting be delayed beyond the commencement of the school day following removal from a class, subject, or activity. Prior to or at the time the student is returned to the class, subject, or activity the principal or designee will notify the teacher of the action taken or initiated.

**Emergency Expulsion** means an emergency removal from school for up to, and not exceeding ten (10) consecutive school days from the student's current school placement by the superintendent or superintendent's designee. The superintendent or designee must have good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of the emergency removal from school. A separate notice must be provided as well as affording due process rights for the converted action.

**Expulsion** means a denial of attendance for a period of time up to but no longer than the length of an academic term (as defined by the Board of Directors) from the time the student is removed from their current school placement. An expulsion also may include a denial of admission to, or entry upon, real and personal property that is owned, leased, rented or controlled by the district. An expulsion may not be for an indefinite period of time and may not be imposed as a form of discretionary discipline as defined above.

An expulsion may be extended beyond the length of an academic term if:

- 1) the school petitions the superintendent for an extension; and
- 2) the superintendent authorizes the extension pursuant to the superintendent of public instruction adopted rules for this purpose.

**Exceptional Misconduct** means misconduct, other than absenteeism, which the district has judged, following consultation with an Ad Hoc Citizens Committee, to (a) be of such frequent occurrence, notwithstanding past attempts of district staff to control such misconduct through the use of other forms of corrective action, as to warrant an immediate resort to suspension or expulsion, or (b) be so serious in nature or so serious in terms of disruptive effect upon the operation of the school as to warrant an immediate resort to suspension. In cases of exceptional misconduct, suspension or expulsion may be imposed without first attempting alternative forms of corrective action. An exception may be granted by an administrator or hearing officer when warranted by extenuating circumstances.

**In-School Suspension** means the temporary removal of a student from their regular learning environment for more than a single class or activity while permitting the student to maintain their education progress at school. An in-school suspension triggers the same substantive and procedural due process rights, including student and parent/guardian notification.

**Short-Term Suspension** includes violations of district/school rules warranting discretionary discipline and reasonable imposition of short-term suspension. As a general rule, no student will be suspended for a short term unless other forms of corrective action reasonably calculated to modify the conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

No student in grades kindergarten through four will be suspended for more than a total of ten (10) school days during any single semester and no loss of academic grades or credit will be imposed by reason of the short-term suspension.

No student in fifth grade and above will be suspended for more than a total of fifteen (15) school days during any single semester.

**Long-Term Suspension** means a suspension that:

- (a) Exceeds ten (10) school days and has an end date of not more than the length of an academic term as defined by the school board, from the time of corrective action;
- (b) Cannot be imposed in such a manner that causes the student to lose academic grades or credit in excess of one semester during the same school year; and

(c) Cannot be imposed beyond the school year in which the alleged misbehavior occurs.

No student in grades kindergarten through grade four shall be subject to long-term suspension during any single semester and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.

No single long-term suspension shall be imposed upon a student in grades five and above in a manner which causes the student to lose academic grades or credit for in excess of one semester during the same school year.

The principal will notify the appropriate special education administrator of any proposed long-term suspension for a student who is currently eligible for special education services. To the extent that suspensions may cumulatively exceed ten (10) school days, the principal will notify appropriate special education administrator before exceeding ten (10) school days.

**School Business Day** means any calendar day, exclusive of Saturdays, Sundays, and any federal and school holidays upon which the office of the superintendent is open to the public for the conduct of business. A school business day will be concluded upon the closure of said office for the calendar day.

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

## **Process & Procedures for Short-Term Suspension, Long-Term Suspension, Emergency Expulsion, and Expulsion**

### **PROCEDURES FOR SHORT-TERM SUSPENSION**

A short-term suspension may be imposed upon a student by a designated school authority subject to the limitations and conditions set forth below.

Prior to the short-term suspension of any student, a conference will be conducted with the student as follows:

An oral or written notice of the alleged misconduct and violation(s) of District rules will be provided to the student;

- An oral or written explanation of the evidence in support of the allegation(s) will be provided to the student;
- An oral or written explanation of the corrective action or punishment which may be imposed will be provided to the student; and
- The student will be provided the opportunity to present their explanation.

In the event a short-term suspension is to exceed one calendar day, the parent/guardian of the student will be notified of the reason for the student's suspension, and its duration, orally and by letter deposited in the United States mail as soon as reasonably possible. The notice will also inform the parent/guardian of the right to an informal conference and that the suspension may possibly be reduced as a result of such conference.

### **PROCEDURES FOR LONG-TERM SUSPENSION, EXPULSION AND EMERGENCY EXPULSION**



**Note:** Except in the case of an emergency expulsion, no long-term suspension or expulsion may be imposed on a student until written notice thereof has been delivered in accordance with the following requirements.

District personnel authorized to suspend or expel students will be responsible for the preparation and delivery of notices of suspension or expulsion. Written notice of the suspension or expulsion will be delivered to the student and to their parent/guardian by certified mail or in person. Such notice will:

- 1) Be provided in the predominant language of a student and/or a parent/guardian who predominantly speaks a language other than English, to the extent feasible;
- 2) Specify the alleged misconduct and the district rule(s) alleged to have been violated;
- 3) Set forth the corrective action proposed;
- 4) Set forth the right of a student and the parent/guardian to a hearing for the purpose of contesting the allegation(s);
- 5) State that a written or oral request for a hearing must be received by the designated school district authority on or before the expiration of the third school business day after the receipt of the notice of opportunity for a hearing and further, that the right to a hearing may be deemed waived, and the proposed sanction imposed without further opportunity to contest the matter, if such request is not received within the prescribed period of time;
- 6) Require the student and/or the parent/guardian to reply, orally or in writing, to the notice within three (3) school business days of receipt, indicating whether a hearing will be requested. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice.

If a reply is not received within the three (3) school business day period, the student and the parent/guardian will be deemed to have waived the right to a hearing and the proposed sanction will take effect.

### **Special Notice Requirements for Emergency Expulsion**

If an emergency expulsion has been imposed on a student, the notice requirements for long-term suspension and expulsion will apply, except as follows:

- 1) The written notice of emergency expulsion will be prepared and hand-delivered to the student and parent/guardian within twenty-four (24) hours of the emergency expulsion. The district must document delivery of the notice by obtaining the signature of the parent/guardian acknowledging receipt of the notice or the written certification of the person making the delivery. Alternatively, the written notice of emergency expulsion may be sent by certified mail. In addition, if the notice is sent by certified mail, reasonable attempts will be made to notify the student and parent/guardian by telephone or in person as soon as reasonably possible.
- 2) The notice shall include:
  - a. the alleged reasons that the student's presence poses an immediate and continuing danger to students/school staff or poses an immediate and continuing threat of substantial disruption of the educational process; and
  - b. the date on which the emergency expulsion began and will end.

### **Petition for Extension of Expulsion**

The principal or designee may petition the superintendent for authorization to extend the length of one academic term for a student's expulsion when warranted because of a perceived risk to public health and safety. The petition may be submitted any time after the final imposition of the expulsion. The petition will include:

- a. A detailed description of the student's misconduct, the school and/or district rules that were violated, and the perceived risk to public health or safety;
- b. A detailed description of the student's academic, attendance and discipline history;
- c. A description of alternative learning experiences, vocational programs and/or other educational services that may be available to the student;
- d. The proposed length of the requested extension;
- e. Identification of special education services or accommodations pursuant to Section 504, if appropriate; and
- f. A proposed date for the reengagement meeting.

A copy of the petition will be delivered in person or by certified mail to the student and their parent/guardian in a language they can understand, if other than English. The student and/or their parent/guardian may submit an oral or written response to the petition within ten (10) school business days of receipt of the petition.

No later than twenty (20) school business days from delivery of the petition to the student and parent/guardian, the superintendent will issue a written decision granting or denying the petition. The written decision will include a description of the rights and procedures for appeal.

If the petition is granted within ten (10) school business days of the receipt of the superintendent's decision, the student, parent/guardian may appeal the decision to the Board of Directors.

## **Due Process Procedures**

### **Grievance Procedure for Discipline and Short-Term Suspension**

- 1) Any student, parent/guardian who may be aggrieved by any disciplinary action or by the imposition of a short-term suspension, has the right to an informal conference with the principal or their designee for the purpose of resolving the grievance. The employee whose action is being grieved will be notified of the initiation of a grievance as soon as reasonably possible.
- 2) At such informal conference, the student, parent/guardian will be subject to questioning by the principal or their designee and entitled to question school personnel involved in the matter being grieved.
- 3) Any student, parent/guardian who may be aggrieved following the informal conference may, within two (2) school business days following the conference, present a written and/or oral grievance to the Superintendent or designee. If the grievance is not resolved, the student, parent /guardian, upon two (2) school business days of the Superintendent's decision may present a written or oral grievance to the Board of Directors.
- 4) Grievances before the Board of Directors will be heard in closed session at the Board's next regularly scheduled meeting.
- 5) The Board of Directors will notify the student and the student's parent/guardian, in writing, of its decision within ten (10) school business days following the meeting.
- 6) The disciplinary action, or short-term suspension, will continue notwithstanding the implementation of the grievance procedure, unless the principal or their designee elects to postpone such action.

## **Hearing Procedures for Long-Term Suspension, Emergency Expulsion and Expulsion**

### **Scheduling of Hearing**

Upon the timely receipt of a written request for hearing, the principal or other appropriate school authority, will schedule the hearing to commence within three (3) school business days after the receipt of such request, unless an emergency expulsion has been imposed on the student, in which event the hearing will be scheduled to commence as soon as reasonably possible, and in no case later than the second (2<sup>nd</sup>) school business day after receipt of the request. The student and parent/guardian will promptly be informed of the time, date and place of the hearing.

### **Conduct of the Hearing**

The hearing will be conducted by a hearing officer designated for such purposes by the Superintendent. The hearing officer will not be a witness and will determine the facts of each case solely on the evidence presented at the hearing.

The student and parent/guardian will be permitted to inspect, in advance of the hearing, any documentary and physical evidence which the district intends to introduce at the hearing. The designated school authority assigned to present the district's case will likewise be permitted to inspect any documentary and physical evidence which the student and parent/guardian intend to introduce at such hearing.

At any hearing the student has the following rights:

- The student will have the opportunity to be represented by counsel.
- The student will have the opportunity to present their explanation of the alleged misconduct, question and confront witnesses, unless a district witness does not appear and the nonappearance of the witness is excused by the hearing officer based upon evidence of good reason for doing so submitted by the district. The evidence submitted by the district must at a minimum establish either:
  - a. That the district made a reasonable effort to produce the witness and is unable to do so; or
  - b. That it is not advisable for the student to appear due to an exception and fear on the part of the responsible district official(s) or the student of retaliation against the student if they appear as a witness.
- The student will have the opportunity to make a relevant showing by way of witnesses and the introduction of such documentary and physical evidence as they desire.
- The student will have the opportunity to cross-examine witnesses presented by the district.

A recording of the hearing will be made by the district.

### **Hearing Decision**

A written decision setting forth findings of fact, conclusions and the nature and duration of the suspension or expulsion, or lesser form of corrective action or punishment to be imposed, if any, will be provided to the student's legal counsel, if any, or to the student and parent/guardian.

If a student is in an emergency expulsion status, the decision will be rendered within one (1) school business day after the date upon which the hearing concludes, and will be communicated to the student, parent/guardian and legal counsel, if any, by depositing a certified letter in the United States mail. The decision shall set forth the findings of fact, the conclusions (including a conclusion as to whether the immediate and continuing danger to students, school staff, or immediate and continuing threat of substantial disruption of the educational process, giving rise to the emergency expulsion has terminated) and whether the emergency expulsion shall be converted to another form of corrective action.

### **The Appeal Period**

A long-term suspension or non-emergency expulsion may be temporarily imposed during the appeal period for no more than ten (10) consecutive school days or until the appeal is decided, whichever is the shortest period.

Any days that a student is temporarily suspended or expelled before the appeal is decided shall be applied to the term of the student's suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.

Any student subjected to a temporary suspension who returns to school before the appeal is decided shall be provided the opportunity upon their return to make up assignments and tests missed by reason of the suspension if:

- a. Such assignments or tests have a substantial effect upon the student's semester grade or grades; or
- b. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

If the hearing officer imposes a sanction of long-term suspension or expulsion and if, at the time of the hearing, the student is in an emergency expulsion status, the sanction will not be stayed if the decision includes a conclusion that the student continues to pose 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 of the student's school.

### **Appeal to the Board of Directors**

If a notice of appeal is received by the Board of Directors within the required three (3) school business days, the Board of Directors will schedule and hold a meeting to review the matter within ten (10) school business days from receipt of such appeal. At that time, the student, parent/guardian or legal counsel will be granted the opportunity to present such witnesses and testimony as the Board of Directors deems reasonable. Prior to adjournment, the Board of Directors will agree to one of the following procedures:

- a) Study the hearing record or other material submitted and render its decision within ten (10) school business days; or
- b) Schedule and hold a special meeting to hear further arguments based on the record and render its decision within fifteen (15) school business days; or
- c) Hear and try the case *de novo* within ten (10) school business days and in accordance with the hearing provisions outlined above (see "Hearing Procedures for Long-Term Suspension, Emergency Expulsion and Expulsion").

Any decision by the Board of Directors to impose or affirm, reverse or modify, the imposition of discipline, suspension or expulsion upon a student will be made:

- a) Only by those Board members who have heard or read the evidence.
- b) Only by those Board members who have not acted as a witness in the matter.
- c) Only at a meeting at which a quorum of the Board is present and by majority vote.

Any days that a student is temporarily suspended or expelled before the appeal is decided shall be applied to the term of the student's suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion if:

- 1) Any student subjected to temporary suspension who returns to school before the appeal is decided shall be provided the opportunity upon their return to make up assignments and tests missed by reason of the suspension if:
  - a. Such assignments or tests have a substantial effect upon the student's semester grade or grades.
  - b. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

### **Appeal to Superior Court**

Within thirty (30) calendar days of receipt of the School District Board of Directors' final decision, any student, parent/guardian desiring to appeal the decision to impose or affirm a long-term suspension or expulsion will be to the courts. Whether the decision of the Board of Directors will

be postponed pending an appeal to Superior Court will be discretionary with the Board of Directors except as ordered otherwise by a court.

### **Readmission**

Any student who has been suspended or expelled may apply for readmission at any time by making written application to the Superintendent. Any such application should state the reasons therefore and should include such assurances as may be appropriate concerning the non-recurrence of the problem which led to such suspension or expulsion.

The Superintendent may designate an individual or committee to consider the application and make recommendations concerning such readmission.

The Superintendent will, in writing, advise the student and the student's parent/guardian of the Superintendent's decision within thirty (30) school business days of the receipt of such application.

### **Reengagement Meetings and Plans**

The district will make efforts to have suspended or expelled students return to an educational setting as soon as possible. The principal or designee will convene a meeting with the student and the student's parents/guardians within twenty (20) calendar days of the student's long-term suspension or expulsion, but no later than five (5) calendar days before the student's reentry or enrollment, to discuss a plan to reengage the student in a school program. Families will be permitted to provide meaningful input on, and have the opportunity to participate in a culturally sensitive and culturally responsive reengagement plan.

In developing a reengagement plan, the school will consider shortening the length of time that the student is suspended or expelled, other forms of corrective action, and supportive interventions that aid in the student's academic success and keep the student engaged and on track to graduate. The school will create 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 plan should aid the student in taking the necessary steps to remedy the situation that led to the student's suspension or expulsion.

Any reengagement meetings conducted by the school involving a suspended or expelled student and their parents/guardians are not intended to replace a petition for readmission.

## **Teacher and Principal Rights, Responsibilities and Authority for Student Discipline**

### **Teachers' Responsibilities**

Teachers and other certificated employees have the following responsibilities with respect to the discipline of students:

- 1) Enforce the prescribed district and school rules for student conduct.
- 2) Comply with district and school rules and guidelines relating to the discipline of students.
- 3) Maintain good order and discipline in the classroom or work area in the hallways and on the playgrounds or other common areas of the school.
- 4) Hold students to a strict accountability while in school for any disorderly conduct while under their supervision; give careful attention to the maintenance of a healthful and safe atmosphere in the classroom and report any unsafe conditions to the principal.
- 5) Each teacher assigned to classroom duties will keep and maintain accurate attendance records of students.

### **Teachers' Authority**

Subject to the limitations of district policy and state rules and regulations, teachers and other certificated staff have the authority to discipline a student for disruptive or disorderly conduct or violation of rules for student conduct which occurs in the presence of the teacher or when the

student is under the teacher's supervision. Teachers may also recommend the suspension or expulsion of students to the principal or assistant principal.

### **Teachers' Rights**

Teachers and other certificated staff, have the following rights with respect to the discipline of students:

- 1) Be entitled to appropriate assistance and support from building administrators in connection with discipline problems relating to students.
- 2) Be promptly advised of any complaint made to the principal or other district administrator regarding the teacher's discipline of students. The teacher will be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference with the complaining party is arranged.

### **Principals' Responsibilities**

Principals have the following responsibilities with respect to the discipline of students:

- 1) Each principal will be responsible for the enforcement of the prescribed district rules for student conduct and for the compliance with district and building guidelines relating to the discipline of students.
- 2) Each principal may develop such building guidelines relating to student discipline as may be appropriate. Such building guidelines must be consistent with district rules relating to student discipline.
- 3) At the beginning of each school year, principals will make available to each certificated staff member, student and parent/guardian a copy of this policy (or summary thereof) together with any building guidelines developed pursuant to paragraph 2 above.
- 4) Each principal will provide appropriate assistance and support to teachers in connection with discipline problems relating to students.

### **Principals' Authority**

Subject to the limitations of district policy and state rules and regulations, all principals or their designees have the authority to discipline, suspend, or expel any student for any violation of rules for student conduct.

### **Principals' Rights**

Each principal or designee will be promptly advised of any complaint made to any other district administrator regarding their discipline of students. The principal or designee will be given the opportunity to present their version of the incident and to meet with the complaining party in the event a conference with the complaining party is arranged.

### **Nondiscrimination**

At least annually, the district will review data on corrective and disciplinary actions taken against students at each school building to ensure that the school is administering student discipline without discriminating on the basis of sex, race, limited-English proficiency or disability. This data review and analysis must include, at a minimum, expulsions, emergency expulsions, short-term suspensions, and long-term suspensions disaggregated by sex, race, limited-English proficiency or disability.

## **POLICY 3245**

### **STUDENTS AND TELECOMMUNICATION DEVICES**

Students in possession of telecommunication devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities shall observe the following conditions:

- a. Telecommunication devices shall be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.
- b. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.
- c. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district.
- d. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school-sponsored events.
- e. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
- f. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

## **POLICY 4210**

### **REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES**

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities unless specifically authorized by state law. 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 superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- a. Persons engaged in military, law enforcement or district security activities;
- b. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- c. Persons competing in school authorized firearm or air gun competitions; and
- d. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- a. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- b. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

### **Reporting Dangerous Weapons**

An appropriate school authority will promptly notify the student’s parents/guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to disciplinary 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 9.04.10) and displays a device that appears to be a firearm.

### **Exceptions to State Law and this Policy**

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental/guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental/guardian permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.



#### **Cross References:**

Student Conduct ..... Policy 3240

#### **Legal References:**

Dangerous Weapons—penalty ..... RCW 9.41.250  
 Deadly Weapons Special Verdict—definitions ..... RCW 9.94.225  
 Dangerous weapons on school grounds ..... RCW 9.41.280  
 Use of force—when lawful ..... RCW 9A.16.020  
 Personal protection spray devices ..... RCW 9.91.160  
 Firearms on school premises, transportation or facilities—penalty—exemptions ..... RCW 28A.600.420

#### **Management Resources..... Policy News, July 2016**

State Encourages Modification of Weapons Policy ..... Policy News, August 1998  
 Legislature also addresses “look alike firearms” ..... Policy News, October 1997

Policy Adopted ..... August 8, 2011

Revised ..... August 15, 2016

## **POLICY 4215**

### **USE OF TOBACCO AND NICOTINE SUBSTANCES**

The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, electronic smoking/vapor devices and vapor products, non-prescribed inhalers, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation.



Any use of such products and delivery devices by staff, students, visitors and community members shall be prohibited on school district property including all district buildings, grounds and district-owned vehicles and within five hundred feet of schools. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy is permitted. However, students must have a physician’s prescription for the FDA-approved nicotine replacement therapy and must follow applicable policies regarding use of medication by students.

Notices advising students, district employees and community members of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and shall be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.



Cross References:

Student Rights and Responsibilities ..... Policy 3200  
Termination of Employment ..... Policy 5280

Legal References:

Prohibition on use of tobacco products on school property.....RCW 28A.210.310  
Purchasing, obtaining or possessing tobacco by minors—civil infraction.....RCW 70.155.080  
Tobacco—access to minors ..... RCW 70.155

Management Resources..... *Policy News*, July 2016

Addressing the Use of “Electronic” Cigarettes .....*Policy News*, December 2010  
Electronic Cigarettes ..... *Policy News*, October 2010

Policy Adopted ..... November 13, 1990  
Revised..... February 12, 1996  
Revised.....August 11, 1997  
Revised..... February 11, 2002  
Renumbered.....May 12, 2003  
Revised..... September 13, 2004  
Revised.....August 8, 2011  
Revised.....August 15, 2016

# SECTION 2

## ABSENCES

## **NOTE:**

Board policies and procedures revised after the printing date of this handbook supersede any policies and procedures printed herein. Policies and procedures are kept updated, as changes are approved, on the Olympia School District website: <http://osd.wednet.edu>

## **POLICY 3122**

### **EXCUSED AND UNEXCUSED ABSENCES**

#### **EXCUSED ABSENCES**

Regular school attendance is necessary for mastery of the educational program provided to students of the district.

The following are valid excuses for excused absences:

1. Participation in a district or school-approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);

3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent/guardian or emancipated youth mutually agreed upon approved activity.

### **PRE-ARRANGED ABSENCES**

For an extended absence to be excused, a parent/guardian must make a request in writing to the principal prior to the absence. If the principal deems that the absence will be approved, it will be recorded as a pre-arranged excused absence. Any absence from class may affect a student's grade.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. In participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. An absence will default to unexcused until such time as an excused absence may be verified by a parent/guardian or other responsible adult.

### **UNEXCUSED ABSENCES**

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of their absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- C. The school will notify a student's parent/guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year.
- D. A conference with the parent/guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent/guardian will be notified that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent/guardian does not attend the conference, the parent/guardian will be notified of the steps the district has decided to take to reduce the student's absences.
- E. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements; refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- F. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/guardian, student or

parent/guardian and student no later than the fifth unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

- G. All suspensions and/or expulsions will be reported in writing to the Superintendent within 24 hours after imposition.

## **POLICY 3122 PROCEDURES FOR EXCUSED AND UNEXCUSED ABSENCES**

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

### **EXCUSED ABSENCES**

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

- A. 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.
- B. Absence due to illness; health condition; pregnant/parenting teens; 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; and directly related to the student's homeless status. When possible, the parent/guardian is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon their 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 absence(s) with a signed note of explanation. Students 14 years old or older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion.

After three (3) continuous days of illness a note from a certified Health Care Provider is required.

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 their parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property.

### **Pre-Arranged Absences**

This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent/guardian approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of their parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

**C. 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.

**D. 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 their school work 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.

**E. 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 their parent/guardian will apply to the principal or counselor, and a limited program may 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/guardian's request.

## **UNEXCUSED ABSENCES**

Unexcused absences fall into two categories:

- A. Submitting a signed excuse which does not constitute an excused absence as defined previously; or
- B. Failing to submit any type of excuse by the parent/guardian or adult student.
  - 1. Each unexcused absence will be followed by a warning letter or electronic communication to the parent/guardian of the student. Each notice will be in writing in English or in the primary language of the parent/guardian.
  - 2. After two unexcused absences within any month, a conference will be held between the parent/guardian, student and principal or designee. At such a conference the principal, student and parent/guardian will consider:
    - a. Adjusting the student's program;
    - b. Providing more individualized instruction; preparing the student for employment with specific vocational experience or both;
    - c. Transferring the student to another school;
    - d. Assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence; or
    - e. Imposing other corrective actions that are deemed to be appropriate.

Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

- 3. If the above action fails to correct the attendance problem, the student will be declared an habitual absentee. The principal will interview the student and their family and prescribe corrective action, which may include suspension for the current semester and expulsion.

No later than the seventh unexcused absence within any month during the current school year, or upon the tenth unexcused absence during the current school year, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/guardian, student or parent/guardian and student.

The petition consists of written notification to the court alleging that:

- a. The student has unexcused absences in the current school year. While petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, but a petition may be filed earlier. In addition, unexcused absences accumulated in another school or school District will be counted when preparing the petition.
  - b. Attesting that actions taken by the school district have not been successful in substantially reducing the student's absences from school; and
  - c. Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school. The petition must include facts that support the allegations made in the petition, must generally request relief available under the statute, and must describe what the court might order.
4. A student who has been expelled for attendance violations may petition the Superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.
  6. Students six or seven years of age who have been enrolled in the district are required to attend school and their parents/guardians are responsible for ensuring that they attend. Parents/Guardians who wish to withdraw their children before the age of eight, and against whom no truancy petition has been filed, may withdraw the students from school. When a six or seven year old student has unexcused absences, the district will do the following:
    - a. Notify the parent/guardian in writing or by telephone after one unexcused absence in any month.
    - b. Request a conference with the parent/guardian and child to analyze the causes of the student's absences after two unexcused absences in any month (a regularly scheduled teacher-parent/guardian conference held within thirty days may substitute).
    - c. Take steps to eliminate or reduce the student's absences, including: adjusting the school program, school or course assignment; providing more individualized or remedial instruction; offering enrollment in alternative schools or programs; or assisting in obtaining supplementary services.
    - d. After five unexcused absences in a month, or ten in a school year, the district will file a truancy petition.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student will be referred to the principal or counselor. If counseling, parent/guardian conferencing or disciplinary action is ineffective in changing the student's attendance behavior, they may be suspended from the class.

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

In addition to the alternative corrective action requirement of paragraph (1) above, the district must, prior to suspending or expelling a student for one, or more, unexcused absence(s), do the following:

- 1) Following the first unexcused absence, provide written notice to the student's parent/guardian, in English or in the primary language of such parent/guardian where possible, that the student has failed to attend school without valid justification;
- 2) After two unexcused absences within any month, hold a conference between the student, parent/guardian and principal. At such conference, consideration will be given to: adjusting the student's program, providing more individualized instruction, preparing the student for

employment with appropriate Career and Technical Education (vocational) courses or work experience, transferring the student to another school, or assisting the student to obtain supplementary services that might eliminate or lessen the cause or causes for the absence from school.

- 3) Not later than the student's fifth unexcused absence in a month, enter into an agreement with the student and parents/guardians that establishes school attendance requirements, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- 4) If such action is not successful, file a petition for a hearing with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/guardian, student, or parent/guardian and student, upon the seventh unexcused absence within any month or the tenth unexcused absence during the school year.

## SECTION 3

### POLICIES AND NOTICES

-  Truancy and Unauthorized Absence from Class

- Prohibition of Harassment, Intimidation, and Bullying
- Sexual Harassment
- Nondiscrimination
- District Compliance Officers
- Release of Directory Information
- The Protection of Pupil Rights Amendment
- Charging Meals in School
- Family Access
- OSD Net Electronic Information System
  - Acceptable Use Procedures
- Students and Telecommunication Devices

## **NOTE:**

Board policies and procedures revised after the printing date of this handbook supersede any policies and procedures printed herein. Policies and procedures are kept updated, as changes are approved, on the Olympia School District website: <http://osd.wednet.edu>

## **POLICY 3200**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### **TRUANCY AND UNAUTHORIZED ABSENCE FROM CLASS**

Students enrolled in the district must comply with rules of conduct regarding truancy set forth in this policy and as set forth in individual school building attendance procedures. No student subject to compulsory attendance will be suspended by reason of one or more unexcused absences unless the district has first imposed an alternative corrective action or punishment reasonably calculated to modify their conduct. Corrective action and punishment for truanies will be progressive and include a verbal warning to the student, written notification to student and parent/guardian, and student/parent/guardian conferences. Should such measures fail to eliminate the truant behavior, the student may be subject to referral to court disciplinary action. When the district determines that enough unexcused class periods have been missed to equal seven (7) school business days (thirty-six (36) class periods) in a month or ten (10) school business days (fifty-four (54) class



periods) in a school year, the district may proceed to file a truancy (BECCA) petition. When a student reaches twenty (20) or more excused absences during the school year, the district may file a truancy (BECCA) petition. The administrators may cease to excuse absences and require written documentation of illness from a licensed health care provider.

## **TARDIES**

Olympia School District defines a “tardy” as:

**Elementary** - 30 minutes at the start of the day or 30 minutes at the end of the day.

**Secondary** - Up to 10 minutes late to class. More than 10 minutes late constitutes an absence from the class. More than 30 minutes at the end of the day constitutes an absence for that period.

## **POLICY 3207**

### **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING**

The district is committed to a safe and civil educational environment for all students, employees, parents/guardians, volunteers and community members free from any form of harassment, intimidation and bullying (hereinafter referred to as “HIB”). District employees, in particular, and students are expected to support the dignity and safety of all members of the school community. The district recognizes that any form of HIB can have an adverse effect on school climate in general and that victims of HIB, as well as those who engage in acts of HIB, cannot give full attention to their educational success. The district’s primary goal is to prevent HIB from occurring and to respond to acts of HIB through interventions that may include discipline, education and/or counseling to ensure that those acts end and do not reoccur.

“Harassment, intimidation and bullying” means any intentional written message or image, including those that are electronically transmitted, a verbal or physical act, including, but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3)—race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability, or other distinguishing characteristics—when the intentional written message, electronic message or image, verbal or physical 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 environment that limits or denies a student’s ability to benefit from or participate in the schools education and/or activity programs; or
- Has the effect of substantially disrupting the orderly operation of the school.

A student affected by HIB does not need to actually possess a characteristic that is a basis for the harassment, intimidation, and bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. It can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images. “Intentional acts” of HIB refers to the individual’s choice to engage in the act, not the ultimate impact of the act(s).

The Olympia School District will not tolerate any form of HIB anywhere on district property to include any district facility, at district-sponsored events and activities on or off campuses, on school district-provided transportation, or at school bus stops. Falsely reporting acts of HIB or retaliation against another for reporting acts of HIB also constitute violations of this policy. Staff members who observe, or become aware of, acts of HIB must take immediate and appropriate steps to intervene in such situations, or seek assistance as is necessary to intervene. Such interventions, whether resulting in resolution or not, will be followed by a prompt verbal or written report to the school

administration for recording and for further investigation and resolution, if necessary. When given notice, the administration must take prompt and appropriate action to investigate and address the reported actions.

Students and volunteers, who observe or become aware of acts of HIB, must report such acts to school staff. Such reports must also be made to the school administration for recording and for further investigation and resolution, if necessary. Parents/guardians and visitors who become aware of acts of HIB should report those acts to the school administration for investigation and resolution.

Acts of HIB, and retaliation against those who report HIB, will result in disciplinary action that may include suspension or expulsion and/or referral to law enforcement. Those who falsely report acts of HIB will also be subject to disciplinary action. Other interventions, such as educational training, mediation, and counseling, may also be required in an effort to further remediate the impact on the victim and the general school climate, and to change the behavior of the perpetrator. Factors to be considered in determining the appropriate disciplinary action and/or other course of intervention include, but are not limited to, the severity and frequency of the harassment, the age of the harasser and the victim, the harasser's attitude and intent, the effect it has on other students and/or staff, the relationship of the harasser to the victim, and the student's general disciplinary history.

This policy is implemented in conjunction with all district policies related to harassment of any kind. It serves as a component of the district's efforts to create and maintain a safe, civil, respectful, and inclusive learning community and is implemented in conjunction with the district's comprehensive staff development program for staff and volunteers, including the education of students in partnership with families and the community. On an annual basis all students in the district will receive written and verbal orientation to the policy and its related procedures as part of the communication and distribution of student rules and regulations. Parents/Guardians of students will receive written information related to the policy and its related procedures. This policy will be one component in the annual orientation of new district employees. 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 and bullying may still be prohibited by other district policies or building, classroom or program rules.

The superintendent is authorized to appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation and to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedures addressing the elements of this policy.



#### Cross References:

Special Education and Related Services for Eligible Students .....	Policy 2161
Student Rights and Responsibilities .....	Policy 3200
Nondiscrimination .....	Policy 3210
Transgender Students .....	Policy 3211
Student Conduct .....	Policy 3240
Sexual Harassment.....	Policy 6590

#### Legal References:

Harassment, intimidation and bullying prevention policies and procedures.....	RCW 28A.300.285
Harassment, intimidation and bullying prevention policy and procedure.....	WAC 392-190-059
Regulations, guidelines to eliminate discrimination—Scope—Sexual Harassment Policies .....	RCW 28A.640.020

#### Management Resources:

Responding to Bullying of Students with Disabilities .....	OCR Dear Colleague Letter, October 2014
Nondiscrimination in schools addressed in revised WACs .....	<i>Policy and Legal News</i> , December 2014
Harassment, Intimidation and Bullying Policy Strengthened .....	<i>Policy News</i> , December 2010
Cyberbullying Policy Required .....	<i>Policy News</i> , April 2008
Legislature Passes Anti-Bullying Bill .....	<i>Policy News</i> , April 2002

Policy Adopted ..... May 27, 2003

Revised..... June 24, 2008

Revised..... June 20, 2011

Revised..... May 4, 2015

## POLICY 3207 PROCEDURES

### PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation and bullying (HIB) means any intentional electronic, written, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, sensory, or physical disability or other distinguishing characteristics, when the intentional electronic, written, verbal or physical act:

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

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

"Other distinguishing characteristics" may include, but are not limited to: physical appearance, clothing or other apparel, socio-economic status and weight.

"Intentional" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

### BEHAVIORS/EXPECTATIONS

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

#### A. DEFINITIONS

**Perpetrator** – is a student, staff member, or other member of the school community who engages in the harassment, intimidation and bullying of a student.

**HIB Incident Reporting Form** – may be used by students, families or staff to report incidents of harassment, intimidation and bullying.

**Retaliation** – when a student, staff member, or other member of the school community takes adverse action or reprisal against a student because the student has reported incidents of harassment, intimidation and bullying, or because the student has participated in an investigation of harassment, intimidation and bullying.

**School Community** – includes, but is not limited to, students, parents/guardians, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary

teachers, paraprofessionals, volunteers, school board members, vendors, contractors or other visitors.

**Targeted Student** – is a student against whom harassment, intimidation and bullying has allegedly been perpetrated.

## **B. PREVENTION**

### **1. Dissemination**

In each school and on the district's website the district will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer.

Annually, the superintendent or designee will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer and parent/guardian handbooks, is available in school and district offices and/or hallways, or is posted on the district's website.

### **2. Education**

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation and bullying at student orientation sessions and on other appropriate occasions. The information will include a process to report HIB via the internet, email, text message, phone or by submission of a written form.

### **3. Training**

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common areas, and use of the district's *HIB Incident Reporting Form*.

### **4. Prevention Strategies**

The district will provide assistance to schools in the development and implementation of school-based prevention strategies including individual, classroom and schoolwide approaches. Whenever possible, these efforts will include evidence-based prevention programs designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools. On an annual basis, schools will report on the implementation of these programs to the superintendent or designee.

## **C. COMPLIANCE OFFICER**

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all *HIB Incident Reporting Forms*, discipline referral forms related to HIB, and letters to parents/guardians providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and procedures by overseeing the investigative processes, including ensuring that investigations are prompt, impartial and thorough.
6. Assess the training needs of staff and students to ensure successful implementation throughout the district and ensure staff receives annual fall training. Building principals will maintain records of staff training and report to the compliance officer no later than November 1 of each year ensuring staff training has been completed.
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation and bullying that threatens the student's health and safety, the compliance

officer will facilitate a meeting between district staff and the student's parents/guardians to develop a safety plan to protect the student.

**D. STAFF INTERVENTION**

Any staff member who observes, overhears, or otherwise witnesses harassment, intimidation and bullying or to whom such actions have been reported, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence. Minor incidents that district staff are able to resolve immediately or incidents that do not meet the definition of harassment, intimidation and bullying may require no further action under this procedure.

**E. INCIDENT REPORTING**

Any student who believes they have been the target of unresolved, severe or persistent harassment, intimidation and bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe or persistent harassment, intimidation and bullying, may report incidents verbally or in writing to any staff member.

If the *HIB Incident Reporting Form* alleges discriminatory harassment under Procedure 3210P (such as race, sex, or disability-based harassment) or if allegations arise during the course of the district's investigation, the principal will promptly notify the district's Title IX Compliance Officer and the complaint will be investigated under Procedure 3210, as well as the HIB complaint procedure. The Title IX Compliance Officer will notify the complainant that their complaint will also proceed under Procedure 3210P in a language that the complainant understands.

**F. ADDRESSING BULLYING REPORTS**

**Step 1: Filing an HIB Incident Reporting Form**

A student need not reveal their identity on an *HIB Incident Reporting Form*. The form may be filed anonymously or confidentially, or the student may choose to disclose their identity (non-confidential).

**Status of Reporter**

**a. Anonymous**

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged perpetrator based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. *(Example: An unsigned HIB Incident Reporting Form dropped on a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.)*

**b. Confidential**

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged perpetrator based solely on a confidential report. *(Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, "I won't be able to punish the bullies unless you or someone else who saw it is willing to let me use their name, but I can start hanging out near the basketball court, if that would help.")*

**c. Non-confidential**

Individuals may agree to file a report non-confidentially. Complainants who file non-confidentially will be informed that under due process the district may be required to release all information regarding the complaint to any individuals involved in the incident, but all information will continue to be restricted to those with a need to know

basis both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect targeted students and witnesses.

## **Step 2: Receiving an Harassment, Intimidation and Bullying (HIB) Incident Reporting Form**

All district staff members are responsible for receiving oral and written reports. Whenever possible, staff members who initially receive an oral or written report of harassment, intimidation and bullying will attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation and bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe or persistent harassment, intimidation and bullying will be recorded on a district *Harassment, Intimidation and Bullying (HIB) Incident Reporting Form* and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

## **Step 3: Investigations of Unresolved, Severe or Persistent Harassment, Intimidation and Bullying**

All reports of unresolved, severe or persistent harassment, intimidation and bullying will be investigated with reasonable promptness. To aid in the investigation in the case of alleged cyberbullying, a request may be made to the reporter to allow access to the social media or internet site(s) on which the cyberbullying is occurring. Any student may have a trusted adult with them throughout the report and investigation process.

- a. Upon receipt of a *Harassment, Intimidation and Bullying (HIB) Incident Reporting Form* that alleges unresolved, severe or persistent harassment, intimidation and bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the targeted student the district will immediately contact law enforcement and inform the parent/guardian.
- b. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation and bullying occur between the targeted student and the alleged perpetrator. If necessary, the district will implement a safety plan for the students involved. The plan may include changing seating arrangements for the targeted student and/or the alleged perpetrator in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the targeted student; altering the alleged perpetrator's schedule and access to the targeted student, and other measures.
- c. Within two (2) school business days after receiving the *Harassment, Intimidation and Bullying (HIB) Incident Reporting Form*, the school designee will notify the families of the students involved that a complaint was received, and direct the families to the district's policy and procedure on harassment, intimidation and bullying.
- d. In rare cases where, after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker), the district has evidence that it would threaten the health and safety of the targeted student or the alleged perpetrator to involve their parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel have reasonable cause to believe that a student is subject to child abuse and neglect, they must follow district policy for reporting such cases to Child Protective Services or the police.
- e. The investigation will include, at a minimum:

- An interview with the targeted student.
  - An interview with the alleged perpetrator.
  - A review of any previous complaints involving either the targeted student or the alleged perpetrator.
  - Interviews with other students or staff members who may have knowledge of the alleged incident.
- f. The principal or designee may determine that other steps must be taken before the investigation is complete.
- g. The investigation will be completed as soon as possible but generally no later than five (5) school business days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and the student with weekly updates.
- h. No later than two (2) school business days after the investigation has been completed and submitted to the compliance officer, the principal or designee will respond in writing to the targeted student, the parent/guardian of the targeted student and the alleged perpetrator, stating:
- The results of the investigation;
  - Whether the allegations were found to be factual;
  - Whether there was a violation of policy; and
  - The process for the targeted student to file an appeal if the targeted student disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the targeted student and alleged perpetrator by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the targeted student or the alleged perpetrator to involve their family.

If the incident is unable to be resolved at the school level, the principal or designee will request assistance from the district compliance officer.

#### **Step 4: Corrective Measures for the Perpetrator**

- a. After completion of the investigation, the school or district designee will institute any corrective measures necessary.
- b. Corrective measures will be instituted as soon as possible, but in no event more than five (5) school business days after contact has been made with parents/guardians regarding the outcome of the investigation.
- c. Corrective measures that involve student discipline will be implemented according to Policy 3240, Student Conduct. If the accused perpetrator is appealing the imposition of discipline, the district may be prevented by law and policy from imposing the discipline until the appeal process is concluded.
- d. If a principal or designee found that a student, staff member or other member of the school community knowingly made a false allegation of harassment, intimidation and bullying, that individual may be subject to corrective measures, including discipline.

#### **Step 5: Targeted Student's Right to Appeal**

- a. If the targeted student or parent/guardian is dissatisfied with the results of the

investigation, they may appeal to the superintendent or designee by filing a written notice of appeal with the superintendent within five (5) school business days of receiving the written decision. The superintendent or designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school business days of receiving the notice of appeal.

- b. If the targeted student or parent/guardian remains dissatisfied after the initial appeal to the superintendent, the student or parent/guardian may appeal to the school board by filing a written notice of appeal with the secretary of the school board within five (5) school business days of receiving the superintendent's written decision.
- c. An appeal to the school board must be heard within ten (10) school business days of receipt of the written notice of appeal to the school board. The school board will review the record and render a written decision on the merits of the appeal within five (5) school business days following the termination of the hearing, and will provide a copy of the decision to all parties involved. The board's decision will be the final district decision.

#### **Step 6: Discipline/Corrective Action**

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation and bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation and bullying will be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to District Policy 3241, Student Rights and Responsibilities.

If the conduct was of a public nature or involved groups of students or bystanders, the district or school will consider schoolwide training or other activities to address the incident.

If staff members have been found to be in violation of this policy and procedure, the district may impose disciplinary action, up to and including termination of employment. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the "Code of Conduct for Professional Educators", OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may result in loss of contracts.

#### **Step 7: Support for the Targeted Student**

Students found to have been subjected to harassment, intimidation and bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student will be addressed and remedied as appropriate. In addition, the safety plan, if any, will be reviewed and modified as appropriate.

### **G. Immunity/Retaliation**

A staff member, student, or other member of the school community who promptly reports an incident of harassment, intimidation and bullying to an appropriate school official, and who makes this report in compliance with the district's policy and procedures relating to harassment, intimidation and bullying is immune from a cause of action for damages arising from any failure to remedy the reported incident.

No staff member, student or other member of the school community may engage in reprisal or retaliation against a student, witness or other person who brings forward information about an alleged act of harassment, intimidation and bullying. Retaliation is prohibited and will result in appropriate discipline.

### **H. Other Resources**



Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation and bullying.

Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. A complaint of harassment, intimidation and bullying may also be reported to:

- **OSPI Equity and Civil Rights Office**  
360-725-6162  
Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)  
[www.k12.wa.us/Equity](http://www.k12.wa.us/Equity)
- **Washington State Human Rights Commission**  
800-233-3247  
[www.hum.wa.gov](http://www.hum.wa.gov)
- **OSPI Safety Center**  
360-725-6044  
[www.k12.wa.us/Safety Center/BullyingHarassment](http://www.k12.wa.us/SafetyCenter/BullyingHarassment)
- **Office for Civil Rights**  
Seattle Office  
US Department of Education  
206-607-1600  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
[www.ed.gov/ocr](http://www.ed.gov/ocr)
- **Office of the Education Ombudsman**  
866-297-2597  
Email: [OEInfo@gov.wa.gov](mailto:OEInfo@gov.wa.gov)  
[www.oeo.wa.gov](http://www.oeo.wa.gov)
- **Department of Justice**  
Community Relations Service  
202-305-2935  
Email: [askcrs@usdoj.gov](mailto:askcrs@usdoj.gov)  
[www.justice.gov/crs](http://www.justice.gov/crs)

#### I. Other District Policies and Procedures

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation and bullying as defined herein, but which are prohibited by other district or school rules.

PROCEDURE ESTABLISHED ..... June 30, 2011

REVISED ..... August 30, 2016

### Olympia School District Harassment, Intimidation and Bullying (HIB) Incident Reporting Form

TARGETED STUDENT		REPORTING DATE	
REPORTING PERSON (OPTIONAL)		EMAIL ADDRESS (OPTIONAL)	PHONE (OPTIONAL)
DATE(S) OF INCIDENT (IF KNOWN)	NAME(S) OF SCHOOL ADULT(S) YOU'VE ALREADY CONTACTED		
NAMES OF BULLIES (IF KNOWN)			
WHERE DID IT HAPPEN? (CHECK ALL THAT APPLY)	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> HALLWAY	<input type="checkbox"/> RESTROOM

<input type="checkbox"/> PLAYGROUND	<input type="checkbox"/> LOCKER ROOM	<input type="checkbox"/> LUNCH ROOM	<input type="checkbox"/> SPORT FIELD
<input type="checkbox"/> PARKING LOT	<input type="checkbox"/> SCHOOL BUS	<input type="checkbox"/> CELL PHONE	<input type="checkbox"/> INTERNET

**PLEASE CHECK THE BOXES THAT BEST DESCRIBE WHAT THE BULLY DID.**

- ☐ HITTING, KICKING, SHOVING, SPITTING, HAIR PULLING OR THROWING SOMETHING AT THE STUDENT
- ☐ GETTING ANOTHER PERSON TO HIT OR HARM THE STUDENT
- ☐ TEASING, NAME CALLING, MAKING CRITICAL REMARKS OR THREATENING IN PERSON, BY PHONE, BY E-MAIL, ETC.
- ☐ PUTTING THE STUDENT DOWN AND MAKING THE STUDENT A TARGET OF JOKES
- ☐ MAKING RUDE AND/OR THREATENING GESTURES
- ☐ EXCLUDING OR REJECTING THE STUDENT
- ☐ MAKING THE STUDENT FEARFUL, DEMANDING MONEY OR EXPLOITING
- ☐ SPREADING HARMFUL RUMORS OR GOSSIP
- ☐ CYBER BULLYING (BULLYING BY CALLING, TEXTING, EMAILING, WEB POSTING, ETC.)
- ☐ HAZING

<b>OTHER – PLEASE DESCRIBE</b>
<b>WHY DO YOU THINK THE HARASSMENT, INTIMIDATION AND BULLYING OCCURRED?</b>
<b>WERE THERE ANY WITNESSES? PLEASE PROVIDE NAMES AND CONTACT INFORMATION</b>
<b>DID A PHYSICAL INJURY RESULT FROM THIS INCIDENT? PLEASE DESCRIBE</b>
<b>WAS THE TARGETED STUDENT ABSENT FROM SCHOOL AS A RESULT OF THE INCIDENT? PLEASE DESCRIBE</b>
<b>CAN YOU PROVIDE ANY ADDITIONAL INFORMATION?</b>

## **POLICY 3205**

### **SEXUAL HARASSMENT OF STUDENTS PROHIBITED**

The District is committed to a positive and productive learning environment 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 or not that program or activity is in a school facility, on school transportation or at a class or school activity held elsewhere.

The District prohibits harassment of and by students. The District will not tolerate any form of harassment as defined by this policy. It is a violation of this policy and the District's student discipline policy for any student of the District to harass another student, staff member, volunteer, vendor, visitor, parent or guardian. This policy also prohibits harassment of students by staff members, volunteers, vendors, visitors, parents or guardians. Violations of the policy should be

immediately reported by the student or anyone with knowledge of the harassing conduct to the building administrator. The building administrator will file a report with the District Title IX officer, Civil Rights Coordinator, or the director of Human Resources.

## **DEFINITION**

As used in this policy, “sexual harassment” means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if:

- a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education;
- b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s education; or
- c) That conduct or communication has the purpose or effect of substantially interfering with an individual’s educational performance, or of creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include conduct or communication that involves adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

## **INVESTIGATION AND RESPONSE**

If the District knows, or has reason to suspect, 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 harassment, eliminate the hostile environment and prevent its recurrence. The District will take prompt, equitable and remedial action within its authority on complaints alleging sexual harassment that come to the attention of the District, either formally or informally.

Allegations of criminal conduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether this misconduct is reported to law enforcement, school staff will promptly investigate 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 sanctions against offending students, staff or other third parties. Any non-student or non-employee who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted.

## **RETALIATION AND FALSE ALLEGATIONS**

Retaliation against any person who makes a sexual harassment complaint, or participates in the investigation of the complaint, is prohibited. The District will take appropriate action to protect involved persons from retaliation, and will impose discipline or other appropriate sanctions against those who engage in 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 discipline or other appropriate sanctions.

## **STAFF RESPONSIBILITIES**

The Superintendent will develop and implement procedures for receiving, investigating and resolving complaints 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 building administrator, who will notify the District Title IX Officer or Civil Rights Coordinator, or Director of Human Resources. All staff are also responsible for directing complaints to the formal complaint process.

## NOTICE OF 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 provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX Officer and Civil Rights Compliance Coordinator and provide contact information, including 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.



### Cross References:

Transgender Students .....	Policy 3211
Student Conduct .....	Policy 3240
Child Abuse, Neglect and Exploitation.....	Policy 3241

### Legal References:

Sexual Equality.....	RCW 28A.640
Discrimination Prohibited.....	RCW 28A.642
Discrimination.....	RCW 49.60
Training and Staff Responsibilities-Bias Awareness.....	WAC 392-190-020
Compliance-School District Designation of Responsible Employee-Notification.....	WAC 392-190-060

*Policy Adopted..... April 18, 2016*

## POLICY 3205 PROCEDURE

### SEXUAL HARASSMENT OF STUDENTS PROHIBITED

The procedure is intended to set forth the requirements of Policy 3205, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in school District activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the District will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The District has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

## NOTICE

- Information about the District's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, be reproduced in each student, staff, volunteer and parent handbook.
- In addition to the posting and reproduction of this procedure and Policy 3205, the District will provide annual notice to employees that complaints pursuant to this procedure may be filed at the District office: 1113 Legion Way SE, Olympia, WA 98501

### **STAFF RESPONSIBILITIES**

- In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that the District can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement.
- The principal will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

### **CONFIDENTIALITY**

- If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the District not investigate or seek action against the alleged perpetrator, the request will be forwarded to the District Title IX Officer for evaluation.
- The District Title IX Officer should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.
- If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the District not investigate or seek action against the alleged perpetrator, the District will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in District activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the District's ability to respond fully to an individual allegation of sexual harassment, the District will use other appropriate means available to address the sexual harassment.

### **RETALIATION**

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the District will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The District will investigate all allegations of retaliation and take actions against those found to have retaliated.

### **INFORMAL COMPLAINT PROCESS**

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to the District's Title IX Officer. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the District will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the **complainant. If an investigation is needed to determine what occurred, the District will take interim** measures to protect the complainant before the final outcome of the District's investigation

(e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the District sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the District believes the complaint needs to be more thoroughly investigated.

The District will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the District and complainant.

## **FORMAL COMPLAINT PROCESS**

### **LEVEL ONE – COMPLAINT TO DISTRICT**

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the District will take interim measures to protect the complainant before the final outcome of the District's investigation. The following process will be followed:

#### **FILING OF COMPLAINT**

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The Superintendent or Title IX Coordinator may also conclude that the District needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the District that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the District was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the District Title IX Coordinator. Any District employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

#### **INVESTIGATION AND RESPONSE**

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if

such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.

- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any District-initiated investigatory activities. The District and complainant may also agree to resolve the complaint in lieu of an investigation. When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

## **SUPERINTENDENT RESPONSE**

- The Superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the District responds to the complainant, the District must send a copy of the response to the office of the Superintendent of public instruction.
- The response of the Superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed; 3) if sexual harassment is found to have occurred, the corrective measures the District deems necessary, including assurance that the District will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the School Board and the necessary filing information; and 5) any corrective measures the District will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- The Superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the District.
- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the Superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the District is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
- The District will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the District and complainant.

## **LEVEL TWO - APPEAL TO BOARD OF DIRECTORS**

### **NOTICE OF APPEAL AND HEARING**

- If a complainant disagrees with the Superintendent's or designee's written decision, the complainant may appeal the decision to the District board of directors, by filing a written notice

of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

- The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the Superintendent or for good cause.
- Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

### **BOARD DECISION**

- Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The District will send a copy of the appeal decision to the office of the Superintendent of public instruction.

## **LEVEL THREE - COMPLAINT TO THE SUPERINTENDENT OF PUBLIC INSTRUCTION**

### **FILING OF COMPLAINT**

- If a complainant disagrees with the decision of the board of directors, or if the District fails to comply with this procedure, the complainant may file a complaint with the Superintendent of public instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the District subject to the complaint; 4) A copy of the District's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

### **INVESTIGATION, DETERMINATION AND CORRECTIVE ACTION**

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the Superintendent or board.
- Following the investigation, OSPI will make an independent determination as to whether the District has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the District that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will



include corrective actions deemed necessary to correct noncompliance and documentation the District must provide to demonstrate that corrective action has been completed.

- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the District to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the District voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

## **LEVEL FOUR - ADMINISTRATIVE HEARING**

A complainant or school District that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

## **OTHER COMPLAINT OPTIONS**

*Office for Civil Rights (OCR), U.S. Department of Education*

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

*Washington State Human Rights Commission (WSHRC)*

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

## **MEDIATION**

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a District may, at its own expense, offer mediation. The complainant and the District may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the District an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:

- 1) Be an employee of any school District, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or
- 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the District or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a District representative who has authority to bind the District.

## **TRAINING AND ORIENTATION**

A fixed component of all District orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

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

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that 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, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

## **POLICY AND PROCEDURE REVIEW**

Annually, the Superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the Superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The Superintendent will consider adopting changes to this procedure if recommended by the committee.



*Procedure Established..... April 18, 2016*

## **POLICY 3210**

### **NONDISCRIMINATION**

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran, or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained guide dog, or service animal to a person with a disability. The district will provide equal access to the Boy Scouts of America and all other designated youth groups as listed in Title 36 of the United States Code. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

As required by law to ensure that there is equal opportunity for all students, the district will provide continuous notice of nondiscrimination, and will provide annual notice of the district's discrimination complaint procedures to students, parents/guardians and employees. In addition, the district will conduct annual athletic evaluations, and will conduct student athletic interest surveys once every three years to ensure the provision of equal athletic opportunities for male and female athletes.

The superintendent will designate staff members to serve as compliance officers for this policy.



#### Cross References:

Instructional Materials..... Policy 2020  
Harassment, Intimidation and Bullying..... Policy 3207

#### Legal References:

Sexual Equality Mandated for Public Schools ..... RCW 28A.640  
Law Against Discrimination..... RCW 49.60  
Americans with Disabilities Act..... 42 USC § 12101-12213  
Student Rights..... WAC 180-40-215  
Equal Educational Opportunity—Sex Discrimination Prohibited ..... WAC 392-190

Policy Adopted ..... June 24, 2003  
Revised.....October 10, 2011  
Revised.....July 15, 2013  
Revised.....August 15, 2016

## **POLICY 3210 PROCEDURES FOR NONDISCRIMINATION**

To ensure consistency, the following procedure is to be used in the process of resolution of an alleged violation of issues covered by state and federal equal educational opportunity laws, including Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Civil Rights Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, RCW 28A.640.010 governing sexual equality in public schools, and RCW 28A.642 prohibiting discrimination. The complaint procedure applies to complaints alleging discrimination or discriminatory harassment by employees, other students, or third parties against students based on race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, veteran or military status, the presence of any sensory, mental or physical disability or the use of a trained guide or service animal by a student with a disability.

Anyone may file a complaint alleging specific acts, conditions or circumstances which are in violation of the anti-discrimination laws. This complaint procedure is designed to assure that the resolution of such complaints is directed toward a just resolution that is satisfactory to the complainant, the administration and the Board of Directors. As used in this procedure: Complaints may be submitted by mail, fax, email or hand-delivery to any district or school administrator, or to an employee designated under WAC 392.190.060, or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a complaint under this policy and procedure and from retaliating against an individual for filing such a complaint.

## **INFORMAL PROCESS FOR RESOLUTION**

Anyone with an allegation of discrimination or discriminatory harassment may request an informal meeting at the closest point of administrative responsibility to the alleged offense. Informal complaints of discrimination or discriminatory harassment of students will be reported to the building principal/designee. The building principal or designee will be responsible for the investigation and resolution of informal complaints and may seek guidance from the district's Title IX Compliance Officer. The building principal or designee must notify the complainant of their right to file a formal complaint under this policy. Notice will be provided in a language the complainant can understand in accordance with Title VI of the Civil Rights Act of 1964.

## **FORMAL COMPLAINTS**

### **Level One—Complaint to the District**

- A. The district's Title IX Compliance Officer, Executive Director of Human Resources or designee will be responsible for monitoring and coordinating the district's compliance with WAC 392.190 and related procedures and ensuring that all complaints communicated to the district are promptly investigated and resolved.

**The Title IX Compliance Officer is:**

Jeff Carpenter  
Olympia School District  
1113 Legion Way  
Olympia, WA 98501  
[jcarpenter@osd.wednet.edu](mailto:jcarpenter@osd.wednet.edu)  
360-596-8544

**The Executive Director of Human Resources is:**

Scott Niemann  
Olympia School District  
1113 Legion Way  
Olympia, WA 98501  
[snemann@osd.wednet.edu](mailto:snemann@osd.wednet.edu)  
360-596-6193

The Title IX Compliance Officer or designee will receive and investigate formal complaints that involve only students. The Executive Director of Human Resources or designee will receive and investigate formal complaints when allegations of discrimination are brought against employees or other adults. School or district administrators who receive formal complaints of discrimination or discriminatory harassment will promptly notify the Title IX Compliance Officer or Executive Director of Human Resources and forward a copy of the complaint.

- B. The allegations of discrimination or discriminatory harassment will:
- Be written;
  - Be signed by the complainant;
  - Describe the specific acts, conditions, or circumstances alleged to violate district policies or obligations with regard to discrimination; and
  - Be filed with the Title IX Compliance Officer or Executive Director of Human Resources within one (1) year from the date of the occurrence that is the subject of the complaint, unless the delay is due to specific misrepresentations by the district that it had resolved the problem or the district withheld information that was required to be provided under WAC 392-190 or related guidelines.
- C. Upon receipt of the complaint, the district's Title IX Compliance Officer or Executive Director of Human Resources will provide the complainant with a copy of these procedures in a language they can understand. The district will promptly and thoroughly investigate the complaint. Following completion of the investigation the Title IX Compliance Officer or Executive Director of Human Resources will provide the Superintendent with a full written report of the complaint and the results of the investigation, unless the matter is resolved to the satisfaction of the complainant without an investigation or prior to the submission of a written report.

- D. The Superintendent will respond in writing to the complainant within thirty (30) calendar days after the district receives the written complaint, unless otherwise agreed to by the complainant, or if exceptional circumstances related to the complaint require an extension of the time limit. If an extension is needed, the district will notify the complainant in writing of the reasons for the extension and the anticipated response date in a language the complainant can understand. At the time the district responds to the complainant, the district will send a copy of the response to the Office of the Superintendent of Public Instruction (OSPI).
- E. The response by the superintendent, provided in a language the complainant can understand, will include:
  - A summary of the results of the investigation;
  - Whether the district failed to comply with WAC 392-190 or related guidelines, the corrective measures deemed necessary to correct the noncompliance; and
  - Notice of the complainant's right to appeal under WAC 392-190-005, including where and with whom the appeal should be filed.
- F. Any corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than thirty (30) calendar days following the Superintendent's mailing of a written response to the complainant, unless otherwise agreed to by the complainant.

### **Level Two -- Appeal to the Board of Directors**

If a complainant disagrees with the superintendent's written decision, the complainant may appeal the decision to the district board of directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

The Board will schedule a hearing to commence by the twentieth (20<sup>th</sup>) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will provide a written decision to the complainant in a timely manner, not to exceed thirty (30) calendar days following the filing of the notice to appeal, unless otherwise agreed to by the complainant. The appeal decision will include notice of the complainant's right to file a complaint with the Superintendent of Public Instruction ("OSPI") under WAC 392-190-075. The decision of the board will be provided in a language the complainant can understand.

The district will send a copy of the Board's decision to OSPI.

### **Level Three – Complaint to the Superintendent of Public Instruction**

If a complainant disagrees with the district's decision or if the district fails to comply with the procedures in WAC 392-190-065 or WAC 392-190-070, the complainant may file a complaint with OSPI. A complaint must be received by OSPI within twenty (20) calendar days after the complainant received the board of directors' written response, unless OSPI grants an extension for good cause. Complaints may be submitted by mail, fax, email or hand delivery.

- A. A complaint must be in writing and include:
  - A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws;
  - The complainant's name and contact information, including address;
  - The name and address of the district subject to the complaint;
  - A copy of the district complaint and appeal decisions; and
  - A proposed resolution of the complaint or relief requested.
- B. If the allegations involve a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

### **Level Four – Administrative Hearing**

A complainant or school district that desires to appeal the written decision of OSPI may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's decision. OSPI will conduct a formal administrative hearing in conformance with the *Administrative Procedures Act*, RCW 34.05.

### **MEDIATION OF COMPLAINANTS**

- A. At any time during the complaint procedure the district may, at its own expense, offer mediation to resolve the complaint. The complainant and the district must mutually agree to the mediation which may be terminated at any time, by either party, during the mediation process.
- B. The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator.
- C. The complainant and the district may agree to extend the complaint timelines to pursue mediation.
- D. Mediation must be conducted by a qualified and impartial mediator who may not:
  - Be an employee of any school district, public charter school, or other public or private agency providing education related services to a student who is the subject of the complaint being mediated; or
  - Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because they serve as a mediator.
- E. If the parties resolve the complaint through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of the mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative with authority to bind the district.

### **PRESERVATION OF RECORDS**

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the Compliance Officer for a period of six (6) years.



Procedure Established ....October 10, 2011  
Revised.....August 22, 2016

### **NOTICE OF NONDISCRIMINATION/DISTRICT COMPLIANCE OFFICERS**

The Olympia School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

The Olympia School District offers classes in many Career and Technical Education (CTE) program areas under its open admissions policy. These program areas include: Agriculture; Foods & Natural Resources; Architecture & Construction; Arts; A/V Technology & Communications; Business, Management & Administration; Education & Training; Finance; Government & Public Administration; Health Science; Human Services; Information Technology; Law, Public Safety,

Corrections & Security; Manufacturing; Marketing; and STEM (Science, Technology, Engineering & Mathematics). For more information about CTE course offerings and admissions criteria, contact CTE Director Stephen Rood, 1113 Legion Way S.E., Olympia, WA 98501, 360- 596-6109. Lack of English language proficiency will not be a barrier to admission and participation in CTE programs.

The following people have been designated to handle inquiries regarding the nondiscrimination policies, reports of alleged sexual harassment, concerns about compliance, and/or grievance procedures:

**Jeff Carpenter, Olympia School District Title IX RCW 28A.640 Officer**

Knox Administrative Center, 1113 Legion Way SE, Olympia, WA 98501

360-596-8544; [jcarpenter@osd.wednet.edu](mailto:jcarpenter@osd.wednet.edu)

**Ken Turcotte, Section 504 and ADA Coordinator**

Knox Administrative Center, 1113 Legion Way SE, Olympia, WA 98501

360-596-7542; [kturcotte@osd.wednet.edu](mailto:kturcotte@osd.wednet.edu)

**Scott Niemann, Affirmative Action Officer and Civil Rights Compliance Coordinator**

Knox Administrative Center, 1113 Legion Way SE, Olympia, WA 98501

360-596-6193; [sniemann@osd.wednet.edu](mailto:sniemann@osd.wednet.edu)

**Stephen Rood, Director of Career and Technical Education**

Knox Administrative Center, 1113 Legion Way SE, Olympia, WA 98501

360-596-6109; [srood@osd.wednet.edu](mailto:srood@osd.wednet.edu)

**Grievance Procedures Relating to  
Title IX / RCW 28A.640  
Section 504 of the Educational Rehabilitation Act of 1973  
Affirmative Action – Civil Rights Act of 1964**

**Calandra Sechrist, Director  
Equity & Civil Rights Office**

P.O. Box 47200

Olympia WA 98504-7200

360-725-6162 Phone

360-664-2967 Fax

360-664-3631 TTY

[equity@k12.wa.us](mailto:equity@k12.wa.us)

## **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.

The Olympia School District's Policy 3231 defines directory information as:

- Student name, photograph, address, and telephone number (unless unlisted)
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Diplomas and awards received
- Most recent previous school attended
- Dates of Attendance

The directory information may be used in printed and electronic forms such as student directories, school yearbooks and newspapers, and newsletters.

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 OSD Release of Directory Information Form on page **61**, to opt out of releasing your child's information to these groups.

Photographs, or other visual and written communication tools such as school/district videos or websites, may include students in communication materials about the District or for other non-profit, education-related purposes. **Parent/Legal guardians may request that their student not be included in such visual or written communication.** (See the form on page **61** to opt out.)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents/Guardians or eligible students should submit to the school principal or their designee, a written request that identifies the record(s) they wish to inspect. The principal or designee will make arrangements for access and notify the parent/guardian 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/guardian or eligible student believes are inaccurate or misleading. Parents/Guardians or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian 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/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel, SRO); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.  
Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave SW  
Washington, D.C. 20202-4605

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



The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- ***Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:*** (1) Political affiliations or beliefs of the student or student’s parents/guardians; (2) Mental or psychological problems of the student or student’s family; (3) Sex behavior or attitudes; (4) Illegal, anti-social, self-incriminating, or demeaning behavior; (5) Critical appraisals of others with whom respondents have close family relationships; (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; (7) Religious practices, affiliations, or beliefs of the student or parents/guardians; or (8) Income, other than as required by law to determine program eligibility.
- ***Receive notice and an opportunity to opt a student out of:*** (1) Any other protected information survey, regardless of funding; (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- ***Inspect, upon request and before administration or use:*** (1) Protected information surveys of students; (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and (3) Instructional material used as part of educational curriculum.
- These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under state law.

Parents/Guardians will be provided reasonable notification of such surveys and activities and be provided an opportunity to opt their child out of such surveys and activities. Parents/Guardians will also be provided an opportunity to review any pertinent surveys.

Parents/Guardians who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-8520

## **POLICY 6700 PROCEDURES**

### **WELLNESS – NUTRITION, HEALTH AND PHYSICAL EDUCATION**

#### **CHARGING MEALS IN SCHOOL**

**PURPOSE GOALS:** To establish consistent meal charging and collection procedures districtwide. The goals of the procedures are:

- To maintain a positive experience for students during meal service.
- To treat all students with respect and dignity.

- To establish practices that are age-appropriate.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibility for meal payments and self-responsibility of the student.

Payments in advance for meals enable the District to achieve these goals.

**EMERGENCY MEAL SERVICE:** The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the child's statement of need shall be accepted and food will be made available upon a site administrative decision. Annually, the principal, or designee, in cooperation with the Child Nutrition Supervisor, shall develop procedures to provide meals to students without lunch money.

**EVALUATE INDIVIDUAL CIRCUMSTANCES:** When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, administrators should consider if circumstances in the home warrant contacting social workers or Child Protection Services. Frequent requests may indicate the family's need for free or reduced-priced meals. If for any reason, parents decline to complete an eligibility application and the principal is aware that the student is eligible for free or reduced-priced meals, the principal may complete an application on behalf of the student. Written justification must be made on the application as to the reason the student should be receiving free or reduced-priced meals. (CFR 245.6 (d))

**PRE-PAID MEAL SYSTEM:** The school meal accounting system is a pre-paid system. Parents/Guardians must deposit money into their child's account before meals are served. Payments can be made daily, weekly, monthly or annually. In addition to using cash and checks, parents/guardians can also pay online with their credit/debit cards. It is the parent/guardian's responsibility to make sure money is in the account or a home-prepared meal is sent to school with their child.

**REPAYMENT FOR MEAL CHARGES AND BAD CHECKS:** Every effort will be made to collect for unpaid meals. Unpaid meal charges will result in the following:

- A verbal reminder to the student.
- Automated telephone call to the home and an email will be sent to the parent/guardian.
- A statement reminder will be sent home if the parent does not have an email address.
- A weekly report sent to the principal for negative balances of \$30.00 and over.
- In case of significant delinquent payments, a letter or personal phone call to the parent/guardian will be sent from the Child Nutrition Department.

**PROGRAM LIMITATIONS:** Students with negative account balances can only purchase regular breakfast and lunch meals. A la carte (extra) items cannot be charged. Monies received from students with negative account balances must first be used to satisfy the negative balance. No change will be given back to students with negative account balance and any extra monies will be deposited into the student's account.

## **OLYMPIA SCHOOL DISTRICT AUTOMATED NOTIFICATION SYSTEM**

The Olympia School District uses the Schoolmessenger automated notification system to provide families with school-related emergency alerts, unexcused absence notifications and general school-related announcements via phone, email and/or SMS (text message).

The district sends an automated call, email, and/or text message, for example, when schools are closed or starting late due to inclement weather or other factors. Families are also notified in the event of a natural disaster or other time-sensitive information.

The district and individual schools may also send automated calls, emails and/or text messages from time to time to announce school-related activities or events. Similarly, notifications may be sent to notify parents/guardians of general information such as bus route announcements, surveys on topics related to a school or the district, a student's food service balances and calendar reminders.

Parents/Guardians automatically receive these types of emergency and non-emergency notifications by enrolling a student in the Olympia School District and providing the district with a phone number. The phone numbers and emails parents/guardians provide when they enroll their children, and update anytime thereafter, are the numbers/emails contacted by the district through its Schoolmessenger Automated Notification System.

It is important that parents/guardians keep their contact information up-to-date, especially phone numbers and email addresses. Please remember to include an email address on your child's enrollment information, as often the district sends parents/guardians email communication only pertaining to general information announcements.

Skyward, the district's student information software, allows parents/guardians access to student record information through a feature called "Family Access." Please contact your child's school if you have changes to phone numbers listed in your Skyward Family Access account. If you have questions or problems regarding Family Access, contact the district's Technology Help Desk at 360-596-6172. You may also email [familyaccess@osd.wednet.edu](mailto:familyaccess@osd.wednet.edu)

Parents/Guardians can control how they receive non-emergency automated messages and may opt-out of these messages altogether. Options are available on the Family Access "Skylert" page. Parents/Guardians may, for example, request notification of their child's food services balance, but may opt out of receiving notification of school-related surveys. Parents/Guardians may also select how they wish to receive notifications (phone, SMS text messages and/or email).

A guide to managing communication preferences is on the district website.

## **WHAT IS FAMILY ACCESS?**

Olympia School District provides student information to all parents/guardians who want to be more involved with their child's education. You can review your child's progress with just a "point and click" from your home, office, or mobile device. The only requirement is a valid email address provided to your child's school. If you do not have an email address please contact your school office.

Your *Family Access* password and user name will be activated once enrollment for your child is complete. This account will work for all active students who live in your household. Each child's parent/guardian may have their own *Family Access* account, login and password. Parents/Guardians have access to a variety of student information, such as attendance, class schedules, food service balance and history, vaccinations, and student and family demographics. It is important that you keep your contact information up to date via this site.

To access the *Family Access* website, visit: <http://family.olympia-wa-k12.net>

If you have questions or problems regarding *Family Access*, contact the Technology Help Desk at 360-596-6172. You may also email: <http://family.olympia-wa-k12.net> If you forget your password or feel it has been compromised, let us know and a new one will be issued.

## **DISCLAIMER:**

Please note: the Olympia School District does not support off-site technology. For equipment, system, or browser support, please consult your computer dealer or software vendor.

We welcome you to *Family Access*, and hope you will find this application an important part of your ongoing relationship with Olympia School District.

# OSDNET ELECTRONIC INFORMATION SYSTEM

## POLICY 2022

### ELECTRONIC RESOURCES

The Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media and technology to succeed in a digital world.

Therefore, the district will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district's technology resources will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, and to manage their work.

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

The Board directs the Superintendent to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

### OSDNET ACCEPTABLE USE PROCEDURES

These procedures are written to support Policy 2022, Electronic Resources, and to promote positive and effective digital citizenship among students. Digital citizenship represents more than technology literacy: successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student behavior online are no different than face-to-face interactions.

#### NETWORK USE

- 1) The district's electronic network (OSDNet) includes wired and wireless computers and peripheral equipment, files and storage, email and Internet content (blogs, websites, web mail, web groups, Moodle, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.
- 2) All use of the network must support education and research and be consistent with the mission of the district.
- 3) Access to this network includes the services provided to the district by the Washington State K-20 Educational Network to access public networks such as the Internet. **All students will be provided access** to OSDNet services, including the internet, unless the parent/guardian notifies the district by contacting their school principal by the last school day in September, or within ten (10) school business days of enrollment, that they do not wish their child to have access.
- 4) **Acceptable network use** by district students includes:
  - a. Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
  - b. Participation in blogs, wikis, bulletin boards, social networking sites and groups, and the creation of content for podcasts, email and web pages that support educational research;

- c. With parental permission, the online publication of original educational material, curriculum-related materials and student work. Sources outside the classroom or school must be cited appropriately;
- 5) **Unacceptable network use** by District students includes but is not limited to:
- a. Personal gain, commercial solicitation and compensation of any kind;
  - b. Liability or cost incurred by the District;
  - c. Support or opposition for ballot measures, candidates and any other political activity;
  - d. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
  - e. Unauthorized access to other District computers, networks and information systems;
  - f. Cyber-bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks, posts, files or comments on social media sites. The district reserves the right to remove any user-generated content from its sites at any time.
  - g. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture); The district reserves the right to remove any user-generated content from its sites at any time.
  - h. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
  - i. Attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed.
- 6) The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

### **INTERNET SAFETY: PERSONAL INFORMATION AND INAPPROPRIATE CONTENT**

- 1) Students should not reveal personal information, including a home address and phone number, on websites, blogs, podcasts, videos, wikis, email or as content on any other electronic medium.
- 2) Students should not reveal personal information about another individual on any electronic medium.
- 3) No student pictures or names can be published on any class, school or district website unless the appropriate permission has been verified according to district policy.
- 4) If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

### **FILTERING AND MONITORING**

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). The district will determine and set levels of filtering for other objectionable materials.

- 1) Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a complete solution. Every user must take responsibility for their use of the network and Internet and avoid objectionable sites;

- 2) Any attempts to defeat or bypass the district's internet filter or conceal internet activity are prohibited including proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- 3) Email inconsistent with the educational and research mission of the district will be considered "SPAM" and blocked from entering District email boxes;
- 4) The district will provide appropriate adult supervision of internet use. The first line of defense in controlling access by minors to inappropriate material on the internet is deliberate and consistent monitoring of student access to district computers.

### **INTERNET SAFETY INSTRUCTION**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

- a. Age appropriate materials will be made available for use across grade levels.
- b. Training on online safety issues and materials implementation will be made available for administration, staff and families.

### **COPYRIGHT**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately. All users of OSDNet shall comply with current copyright laws and Policy 2025, Copyright Compliance.

Permission to publish any student work requires permission from the parent/legal guardian.

### **NETWORK SECURITY AND PRIVACY**

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized district purposes. Students are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- 1) Change passwords according to district policy;
- 2) Do not use another user's account;
- 3) Do not insert passwords into email or other communications;
- 4) If you write down your account password, keep it out of sight;
- 5) Do not store passwords in a file without encryption;
- 6) Do not use the "remember password" feature of internet browsers; and
- 7) Lock the screen, or log off, if leaving the computer.

### **NO EXPECTATION OF PRIVACY**

The district provides the network system, email and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- 1) The network;
- 2) User files and disk space utilization;
- 3) User applications and bandwidth utilization;
- 4) User document files, folders and electronic communications;

- 5) Email;
- 6) Internet access; and
- 7) Any and all information transmitted or received in connection with network and email use.

No student user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

### **DISCIPLINARY ACTION**

All users of the district's electronic resources are required to comply with the district's policy and procedures.

Violation of any of the conditions of use explained in the *Electronic Resources Policy* or in these procedures by students could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Violation of any of the conditions of use explained in the *Electronic Resources Policy* or in these procedures by district employees could be cause for disciplinary action up to and including termination of employment.

### **USERS RIGHT TO APPEAL**

A user of OSDNet services who has violated their agreement to follow the *OSDNet Acceptable Use Procedures* and has been subjected to disciplinary action may appeal their case to: (1) the building's administrator, (2) the district Technology Director and/or (3) the Board of Directors.

# **SECTION 4**

## **2017–18 SCHOOL YEAR CALENDAR**

**NOTE:**

Board policies and procedures revised after the printing date of this handbook supersede any policies and procedures printed herein. Policies and procedures are kept updated, as changes are approved, on the Olympia School District website: <http://osd.wednet.edu>



# OLYMPIA SCHOOL DISTRICT | 2017-2018 CALENDAR

SEPTEMBER 2017						
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
						18

**4** Labor Day  
**6** First Day of School  
**11** First Day Pre & Kinder  
**11** Board - Knox  
**25** Board -Centennial ES

MARCH 2018						
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
						22

**12** Board - Knox  
**26** Board - Washington MS  
**27-30** ES Conferences-½ day  
**28** MS/HS 50 min early release

OCTOBER 2017						
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				
						21

**9** Board - Knox  
**13** Non- Student Day  
**23** Board - Marshall MS  
**24-27** ES/MS Conferences-½ day  
**25** HS 50 min early release

APRIL 2018						
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					
						16

**2-6** Spring Break  
**16** Board - Knox

NOVEMBER 2017						
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		
						18

**6** Board - Knox  
**10** Veterans Day Observed  
**20** Board - ORLA  
**22-24** Thanksgiving Holiday

MAY 2018						
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		
						22

**7** Board - Knox  
**21** Board - McLane  
**28** Memorial Day

DECEMBER 2017						
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

**11** Board - Knox  
**18-29** Winter Break

JUNE 2018						
S	M	T	W	Th	F	S
					1	
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
						13

**8** ES/MS ½ Day  
**11** Board - Knox  
**19** Last Day = ½ Day  
**25** Board - Knox

JANUARY 2018						
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			
						21

**1** New Years Day  
**8** Board - Knox  
**15** M.L. King, Jr. Day  
**22** Board - Garfield

JULY 2018						
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  
**16** Board - Knox

FEBRUARY 2018						
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			
						18

**1** ½ Day-ES/MS/HS Grading  
**2** ½ Day-ES/MS/HS Grading  
**5** Board - Knox  
**19** Presidents' Day  
**20** Mid-winter Break  
**26** Board - Roosevelt ES

AUGUST 2018						
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	

**6** Board - Knox  
**20** Board - Knox

 Snow days, if any, will be made up at the end of the school year

 50 min early release Wednesdays (except September 6)

**2018 Graduations:**  
 June 6 - ORLA  
 June 7 - AHS  
 June 8 - Transitions  
 June 13 - OHS  
 June 14 - CHS

Q1 - Nov 3 - 42 days  
 Q2 - Feb 2 - 49 days  
**S1 - Feb 2 - 91 days**  
 Q3 - Apr 20 - 48 days  
 Q4 - Jun 19 - 41 days  
**S2 - Jun 19 - 89 days**

Board approved May 1, 2017

V9 - June 2017

2018-2019: September 5 – 1<sup>st</sup> day of School  
 September 10 – 1<sup>st</sup> day of Pre-School/Kindergarten

# FORMS TO BE READ, SIGNED AND RETURNED BY OCTOBER 6, 2017

## OPTIONAL:

- 2017-18 Release of Directory Information Form  
(Page 61)  
Return only if you check box(es) indicating you DO NOT want your student's information released.

## REQUIRED:

- 2017-18 Military Parent/Legal Guardian Affiliation Form  
(Page 59)  
Required to return
- Student/Parent/Guardian's Rights and Responsibilities Handbook Acknowledgment Form  
(Page 63)  
Required to return

Olympia School District  
**MILITARY PARENT/LEGAL GUARDIAN  
AFFILIATION FORM 2017-18**

Student's Legal Name: \_\_\_\_\_ School: \_\_\_\_\_  
Grade: \_\_\_\_\_

Washington State Legislature has mandated that data on students from military families must be collected as stated in RCW 28A.300.507.

**For the purpose of collecting the data, please mark all that apply:**

☐ **NO**

No parent/legal guardian of the above named student is **currently** serving as a member of the U.S. Armed Forces, Reserves of the U.S. Armed Forces or Washington National Guard.

**If you checked “NO” above, please skip to the bottom of the page to print and sign your name and date.**

☐ **YES**

The parent/legal guardian of the above named student is **currently** serving as a member on active duty of the U.S. Armed Forces, Reserves of the U.S. Armed Forces or Washington National Guard.

**If you checked ‘YES’ please indicate which branch(es) you are serving in:**

- ☐ **Active duty U.S. Armed Forces**
- ☐ **Reserves of the U.S. Armed Forces**
- ☐ **Washington National Guard**

☐ **No Response/refused to state.**

Parent/Legal Guardian’s Name (please print): \_\_\_\_\_

Parent/Legal Guardian’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: If at any time throughout the school year your military status changes, please contact the Olympia School District office or your child’s school to report the change.**

**Return to your child’s school by October 6, 2017**

8.8.16

**OSD RELEASE OF DIRECTORY INFORMATION  
(2017-18 School Year)**

Under the federal Family Educational Rights and Privacy Act (FERPA), individuals and organizations may request directory information about students. Directory information includes a student's name, photograph, address, telephone number (unless unlisted), dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, and the most recent previous school attended. Families have the right to restrict the release of this directory information. **If you DO NOT want directory information regarding your student released, please check the appropriate box(es) below and return the form to your student’s school by October 6, 2017. Check and return**

**this form only if you DO NOT want directory information released.** If no documentation is on file, it will be assumed that the parent/legal guardian has granted permission for release of directory information.

### **HIGH SCHOOL STUDENTS ONLY:**

Under federal law, the military may request contact information for high school juniors and seniors. If you **DO NOT** want your student's information released to the military, check the box below and return the form by October 6, 2017 to ensure your preferences are registered before the military files its request for information, typically in October.

**Note:** *Checking the box below does not prohibit the military from gathering student information from other non-school district sources or from having military recruiters speak with your student while on campus.*

- ☐ **MILITARY USE:** Please **DO NOT** release my student's directory information to the U.S. Military.

### **FOR ALL FAMILIES:**

If you **DO NOT** want directory information regarding your child released, please check the appropriate box(es) below and return it to your school office by October 6, 2017.

- ☐ **HIGHER EDUCATION:**  
Please **DO NOT** release my student's directory information to institutions of higher learning.
- ☐ **DISTRICT/SCHOOL USE:**  
Please **DO NOT** release my child's visual image or other directory information for Olympia School District use (i.e. publications, websites, school- or district-related social media).
- ☐ **OUTSIDE MEDIA USE:**  
Please **DO NOT** release my child's visual image or other directory information to outside print, broadcast or online news media (i.e. newspapers, radio, television, etc.).
- ☐ **OUTSIDE GROUP/INDIVIDUAL USE:**  
Please **DO NOT** release my child's visual image or other directory information to outside groups/individuals (i.e. parent groups, individuals or vendors). This does NOT include yearbook or activity rosters. See below.
- ☐ **YEARBOOK/ACTIVITY ROSTER USE:**  
Please **DO NOT** publish my child's visual image or other directory information in the school yearbook or activity roster(s). **Note:** *These documents are often prepared by outside vendors/parent groups.*

Student's Legal Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
Signature of Parent/Legal Guardian or Student (if 18 years of age or older)

Date: \_\_\_\_\_

### **Please use one form per student**

If you require additional forms, please make copies, contact your school or download on the district website.

**Return to your child's school by October 6, 2017**  
**IF you DO NOT want your child's directory information released.**

Olympia School District  
*Student/Parent/Guardian's*  
**Rights and Responsibilities Handbook**

**Below:**

Please **SIGN** and **RETURN**  
this sheet to your child's school,  
by  
**October 6, 2017**

STUDENT/PARENT/GUARDIAN  
**ACKNOWLEDGMENT FORM**

I acknowledge that I have read and understand the Olympia School District Student/Parent/Guardian's Rights and Responsibilities Handbook and I agree to comply with all requirements contained within this handbook.

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Parent/Guardian's Name (Printed)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Return to your child's school by October 6, 2017**

**Notice of Nondiscrimination 2017-18 School Year**

The Olympia School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

The following people have been designated to handle inquiries regarding the nondiscrimination policies, reports of alleged sexual harassment, concerns about compliance, and/or grievance procedures: Jeff Carpenter, Title IX Officer, 360-596-8544, [jcarpent@osd.wednet.edu](mailto:jcarpent@osd.wednet.edu) ; Ken Turcotte, Section 504 and ADA Coordinator, 360-596-7542, [kturcotte@osd.wednet.edu](mailto:kturcotte@osd.wednet.edu) ; and Scott Niemann, Affirmative Action Officer and Civil Rights Compliance Coordinator, 360-596-6193, [sniemann@osd.wednet.edu](mailto:sniemann@osd.wednet.edu) . All three individuals may also be contacted at 1113 Legion Way S.E., Olympia, WA, 98501.