

# STANWOOD HIGH SCHOOL



## Student Handbook 2018-2019

## **Mission Statement**

Learning is a lifelong process. The mission of Stanwood High School is to provide students with the basics needed to become independent learners. Stanwood High School should be a source of pride within the community through a commitment to excellence in all phases of Academic, Athletic, Activity, and Art programs.

## **SHS Philosophy**

We believe in a well-balanced AAAA educational philosophy. We encourage working, active partnerships with staff, family, and the community. We recognize strengths, capabilities and special needs. We emphasize cooperation.

## **SHS Theory of Action**

Stanwood High School is a comprehensive high school that makes a difference in students' lives by building relationships between students, staff, parents and community while:

- Connecting student learning to their future endeavors,
- Creating a positive classroom environment focused on effective instruction, participation and collaboration,
- Providing opportunities to experience and explore concepts.

## **Stanwood High School**

7400 272<sup>nd</sup> St NW

Stanwood, WA 98292

Tel. (360) 629-1300

Fax (360) 629-1310

<http://shsweb.stanwood.wednet.edu/>

All visitors should report to the Main Office to check-in.

### Bell Schedules

<b>Classes</b>	<b>Regular Schedule</b>	<b>Wednesday Schedule</b>	<b>Advisory/Assembly Schedule</b>
1 <sup>st</sup> period	7:40-8:33	9:00-9:40	7:40-8:27
2 <sup>nd</sup> period	8:40-9:37	9:47-10:30	8:34-9:24
			Assembly/Advisory: 9:31-10:01
3 <sup>rd</sup> period	9:45-10:38	10:37-11:17	10:11-10:58
1 <sup>st</sup> lunch	10:38-11:08	11:17-11:47	10:58-11:28
4 <sup>th</sup> class	11:17-12:10	11:56-12:36	11:35-12:22
4 <sup>th</sup> class	10:45-11:38	11:24-12:04	11:05-11:52
2 <sup>nd</sup> lunch	11:38-12:08	12:04-12:34	11:52-12:22
5 <sup>th</sup> period	12:17-1:10	12:43-1:23	12:29-1:16
6 <sup>th</sup> period	1:17-2:10	1:30-2:10	1:23-2:10

Buses arrive around 7:35 a.m. and start leaving at 2:15 p.m. On Wednesday mornings buses arrive around 8:55 a.m.

## Stanwood High School Phone & Fax Numbers

<u>Location</u>	<u>Phone</u>	<u>Fax</u>	<u>Contacts</u>
Main Office Switchboard	629-1300	629-1310	Sonja Beam & Wendy Fox
Activities Office	629-1303	629-1310	Carolyn Coombs
Attendance Office	629-1305	629-1310	Janeen Smith
Athletic Office	629-1322	629-1310	Sheryl Wark & Tom Wilfong
Counseling	629-1330	629-1331	Cyndie Hutchison
Food Services	629-1208	629-1209	Don Vennetti/Lisa Teichgrab
CTE Department	629-1313	629-1314	Renee Herigstad & Ross Short
Library	629-1300		Debbie Byrum & Gigi McNeal
Health Room	629-1330		Heather Schutz & Sonia Kline
Registrar	629-1330		Traci Hoskins
Transcript Requests	629-1330	629-1331	Cyndie Hutchison
Lincoln Hill HS	629-1340	629-1341	Cindy Cutforth & Debbie Norman
Transportation	629-1229	629-1248	Bus Garage

### **Administration**

Christine Del Pozo, Principal.....	629-1300
Carolyn Coombs, Assistant Principal/Activities Director (A-K).....	629-1300
Tom Wilfong, Assistant Principal/Athletic Director (L-Z) .....	629-1321
Ross Short, Career & Technical Education Director .....	629-1313
Staci Lauinger, Dean of Students. ....	629-1300
Ryan Ovenell, Lincoln Hill High School Principal.....	629-1340

### **Counseling**

Cyndie Hutchison, Secretary.....	629-1330, ext. 5080
Paige Watson (A-G).....	629-1330, ext. 5077
Jeff Davis (H-I, Special Ed.) . . . . .	629-1330, ext. 5072
Tricia Tayon (J-Q).....	629-1330, ext. 5071
Emily Elde (R-Z) .....	629-1330, ext. 5079

## Student Information

### ASB CARDS - \$40

Most student activities such as athletics, dances, and assemblies are financed by student funds. The greatest single source of revenue comes for the ASB card. This card provides free admittance to all home regular season sporting events, reduced price at away sporting events, and reduced prices at regular dances. All students participating in parking permit privileges, or an activity/sport sanctioned by the Associated Student Body of SHS must purchase an ASB card to be eligible to participate. Cards may be purchased in the Main Office.

### ASSEMBLIES

Assemblies are a regularly scheduled part of the day to promote pride and school spirit, as well as to provide alternative educational and enrichment experiences. It is expected that all students will attend. Any exceptions will be announced ahead of time. Discipline may be administered for loitering in hallways, leaving campus or for disrespectful and/or disruptive behavior during the assembly.

### ATHLETICS

Due to the rising costs associated with the Stanwood Camano School District's athletics' programs, and the statewide educational budget reductions, the District has approved an Athletics Participation Fee. The fee must be paid when the athlete makes the team and before the first competition. Parents of students who **qualify** for the National Free and Reduced-Price meal program (NFRP) and have a current application on file with the district office are eligible for a free or reduced athletic participation fee. **A copy of the *Notice of Eligibility for Free or Reduced Price Meals* must be** provided to the athletic department in order to take advantage of either the free or reduced-price athletic fee. (Applications for the NFRP are available on-line, at all schools, and the district office. Parents are responsible for completing and submitting the required paperwork.)

<b>Athletics Participation Fee:</b>				
	<b>Fee each sport:</b>	<b>Student Annual Cap</b>	<b>Qualify for Free/Reduced Lunch Program:</b>	<b>Family Cap per sports season:</b>
High School	\$100	\$200	Free if qualified for free lunch. \$20 if qualified for reduced lunch.	\$200

### Athletics Fee Guidelines:

- Once an athlete makes a team, the athletic fee must be paid right away and be received prior to the first interscholastic game in order to be eligible to play and remain on the team.
- Fees must be returned in an envelope with the form below filled out completely. Checks should be made to your school and turned into the athletic department or the school's bookkeeper.
- If a free or reduced athletic fee is involved, the form below must be filled out completely and returned in an envelope with a copy of the ***Notice of Eligibility for Free or Reduced Price Meals*** and payment, if applicable.
- Fees are capped at \$100/\$50 per sport. Maximum charge per student per year is \$200/\$100.
- Family Cap is applicable to individual schools.

**Refunds will only be provided under the following conditions**

1. Student quits due to illness or injury prior to 1<sup>st</sup> contest.
2. Students quits due to family moving prior to 1<sup>st</sup> contest.

**NO refunds will be approved for students who are dropped for athletics code violations or quit after the first interscholastic contest.**

If you have any additional questions or concerns, please contact the High School athletics office at 360-629-1322.

**BEHAVIOR**

Students are expected to behave in a way while on campus that protects the safety and well being of others and does not disrupt the educational process. Overt and inappropriate displays of affection on campus and at school function will not be tolerated.

**CAFETERIA**

The cafeteria is the designated place to eat lunch. Students will not eat in stairwells or hallways. Students are responsible to clean up after themselves. Students are not to engage in food fights on any part of campus. Food and/or beverage consumption in the classroom has separate guidelines. Students are not to leave classrooms to purchase beverages or food.

**CLOSED CAMPUS**

Consistent with School Board Policy 3240P, SHS is a closed campus. Students are to remain on campus from time of arrival until the close of the school day. Violation of this policy will result in discipline.

**COURSE CHANGES/DROPS**

If your child needs to make a schedule change, here is the process to follow:

1. Pick up a schedule change form in the counseling center.
2. Check the appropriate box as to why you want a schedule change.
3. Provide a description of the scheduling issue.
4. Turn the form back in to the counseling center.

Schedule changes will not be made based on lunch, period, or teacher preference.

The last day to make a schedule change for first semester is Monday, September 18<sup>th</sup>, 2017.

**DANCES**

Dances are intended for Stanwood High School students. Those attending dances are expected to follow the school dress code and to dance appropriately. No inappropriate dancing, including grinding, is allowed. Students unclear of the definition of “grinding” are responsible to ask for clarification prior to entering a dance. Anyone in violation of these expectations will be removed from the dance without warning or refund.

Permission may be obtained for guests to attend designated dances. Announcements will be placed in the bulletin when guest passes are available for a dance. The appropriate paperwork must be completed and submitted by the announced deadline in order for an administrator to review and approve or deny requests for guest passes. Students are not permitted to bring guests 21 year of age or older. Any alcohol/drug related involvement or other infractions of school rules at dances will result in school discipline and police notification. Remember that guests will be held to the same expectations as SHS students.

The following rules apply to Stanwood High School students and guests attending school-sponsored dances:

1. Only face to face dancing

2. No obscene dancing (including, but not limited to: simulated sexual acts, twerking, freak dancing, sandwiching, lap dancing, mosh pits and no hands holding any part of another person's body that a swim suit would cover).

### **DIRECTORY INFORMATION & RECORDS**

The following information may be release by the school district unless a student's parent (or legal guardian) requests, in writing on the Family Educational Right to Privacy Act (FERPA) form, that such information not be released: The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photographs and other similar information.

Stanwood-Camano School District has a policy to safeguard student records from unauthorized use and disposition. Copies are available upon request. For more information regarding student records or transcripts, call Stanwood High School Counseling Center at 629-1300.

### **DRUGS/ALCOHOL/CHEMICAL SUBSTANCES**

Possession, use of, sale, sharing, or distribution of drugs, prescription drugs, over the counter drugs and/or counterfeit substances or any other controlled substance, or possession of paraphernalia is strictly prohibited on school grounds and at all school sponsored activities. The police will be notified in all drug and alcohol cases.

### **EMERGENCY DRILLS**

SHS will practice emergency drills at least once a month. In the event of an evacuation due to fire, earthquake, or other emergency, students are required to stay with their advisory teachers. In the event of an emergency during lunch, students are to find their third period teacher at the evacuation destination. Remember to stay calm and quiet so that everyone can hear instructions from the person in charge of the emergency.

### **FAMILY ACCESS**

Family access provides students and parents/guardians access to a variety of student information, such as attendance, grades, food service balance and history, and student and family demographics. Parents/guardians and students have different logins and passwords with a different level of access to this information. Students are encouraged to use Family Access to monitor their grades and attendance. Parent/guardians or students may pick-up their login and password from Mrs. Herigstad between 7:30 a.m. and 2:00 p.m. Photo ID is required.

### **FINES/DAMAGE FINES**

RCW 28A.230.120 allows schools to hold grades, diplomas and transcripts of students who lose, deface or otherwise injure school property. Fines are to be paid as soon as possible. In the case of financial hardship, arrangements can be made by contacting one of the administrators.

Fines will be assessed at any time for the loss or willful cutting, defacing, or destruction of school materials or property. The student will be accountable for damages and required to pay restitution. A student's grades, transcripts, diploma, or records will be withheld until restitution is made.

### **FOOD FIGHTS**

Students are not to engage in food fights on any part of campus. The consequence for being involved in a food fight may include suspension.

## **GAMBLING**

Any form of gambling is prohibited. Playing cards, dice or games of chance for money or other things of value is prohibited at Stanwood High School at any time during the school day – this includes passing times and lunch.

## **GRADES, CREDIT, AND G.P.A.**

Progress reports serve as a continuous evaluation of the student's performance. Progress reports will be available halfway through each quarter. Official grades will be mailed home at the end of each semester.

All letter grades except for F earn credit towards graduation. G.P.A. points will be assigned as follows:

<b>Grade</b>	<b>G.P.A.</b>	<b>Grade</b>	<b>G.P.A.</b>	<b>Grade</b>	<b>G.P.A.</b>	<b>Grade</b>	<b>G.P.A.</b>
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	F	0.0
B+	3.3	C+	2.3	D+	1.3		

The following grades earn credit, but do not impact the GPA: P, S

The following grades do not earn credit and do not impact the G.P.A.: NC, U, I

## **GUESTS**

Student guests are not allowed on campus during the school day. Guest speakers for classes must check in at Main Office before proceeding to the classroom.

## **HALL PASSES/TA PASSES**

Students who have teacher permission to leave the classroom for any reason, including restroom, library, and nurse's clinic, are to have a visible and identifiable hall pass. TA's are expected to display a TA badge while out of the classroom on an assigned task.

## **HARASSMENT/ANTI-BULLYING STATEMENT**

It is the policy of the Stanwood-Camano School District to maintain a safe, respectful and secure learning environment that is free from harassment, intimidation and bullying. Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians are prohibited.

It shall be a violation of this policy and the District's student discipline policy for any student of the District to harass, intimidate or bully another student through electronic, written, verbal, nonverbal, or physical conduct on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off school property.

Such behavior will result in disciplinary action and may be grounds for immediate suspension or expulsion. Any unwanted behavior should be reported to a counselor, administrator, or other staff member without fear of retaliation. Refer to the school district policies on the website at [www.stanwood.wednet.edu](http://www.stanwood.wednet.edu) for more information.

## **THIRD-PARTY HARASSMENT**

Be advised that bystanders overhearing offensive conversations or actions are entitled to protection under the harassment law. Students and staff who are offended, threatened, or intimidated by the actions of others have the right to file a harassment complaint as a third-party victim.

## **IMMUNIZATION**

For the protection of every student, a Washington school immunization law requires that each student be properly immunized in order to register for school. This must be done on or before the first day of school. School attendance will be denied to all students not in compliance with the immunization law.



## **INSURANCE**

It is recommended that all students in school be covered by the school insurance program or have equal insurance coverage. Stanwood High School and the Stanwood-Camano School District will not be responsible for personal claims and/or liability thereof. Insurance application forms are available in the Main Office or the Athletic Office.

## **INTERNET ACCESS**

Students must complete the Internet Access Release Form per school board policy to be eligible for Internet access. Violation of the Internet Access Agreement will result in loss of Internet privileges and possible disciplinary action. Violations include, but are not limited to, using a login and password other than your own and access inappropriate sites.

## **LATE ARRIVAL/EARLY DISMISSAL**

Students with late arrival may come to campus no sooner than 10 minutes prior to their first class. Students with Early Dismissal must leave within 10 minutes of the end of their last class. Students may see their administrator if extenuating circumstances exist.

## **LIBRARY**

Hours – The library is open from 7:10 a.m. to 2:40 p.m. (Monday-Thursday) Friday 7:10 – 2:10.

### **Guidelines**

- We require picture ID when checking out a textbook or library books. If we do not have your current student photo on the library computer you must have photo ID or a teacher present.
- Individuals coming to the library during class time must sign in and out at the front desk, and have a pass from a teacher or administrator.
- Library books are checked out for a 3-week period. Renewals are allowed if the book is not currently on hold by another student.
- You are responsible for your books. Additional books will not be checked out to students with outstanding fines or overdue materials. Due dates are stamped in the back of the library books. Students can check the status of their library account at anytime on a school or home computer.
- No eating or drinking in the library or computer labs.
- Please use appropriate voice volume in the library.
- Treat library materials and equipment, other students and staff with respect.
- When using a library computer, the district technology rules apply. Computers are for school use only. No streaming for music, games or other unauthorized sites. No headphones or ear buds. If your computer is not working please see the librarian for assistance. No not move or change any computer/printer settings or cords.
- Please ask before printing if you plan to print more than 3 pages. Students are to print school related material only.
- If other students are waiting to use a computer, limit your time to 10 minutes.
- For safety issues please stay seated until the dismissal bell – do not line up or block the library entrance/exit doors.
- Running start or time release students are welcome to work in the library. Please be sure to let Mrs. Byrum know your schedule and follow the special rules for these situations.

Fines – All books and other library materials are subject to fines for damage and loss. Fines for \$25 or over can be refunded if lost items are found and returned within the current school year or within 6 months of payment. Fines under \$25 are not refundable.

Lunch Periods – The library is generally open during both 1st and 2nd lunch. Students are welcome to be in the library. Please NO FOOD OR DRINK. Quiet activities are acceptable. No running, loud talking or noises are allowed. Many students use the library for schoolwork during lunch, so we strive to maintain a quality learning environment. Please play games or socialize in the commons or other designated approved areas.

Appropriate Uses of the Library: Check out books, computer use, reading and other quiet activities, homework/assignments/projects, Asking the librarian for help

\* All SHS school rules apply in the library. \*

### **MAKEUP POLICY**

Check with your individual teachers after you have been absent. Students who have been suspended for 10 or more days may fall under a different makeup policy. The administrator will explain the policy to the student when the suspension starts. 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 student is not allowed to make up missing assignments if the absences have not been cleared by the 72-hour deadline.

### **PLAGIARISM**

Plagiarism is defined as any of the following:

1. Copying the work of another student and representing it as your own
2. Using source material (directly or paraphrased) without proper citation and documentation.

Students are expected to do their own work and document sources when appropriate. Students will be introduced to specific guidelines and instructions for citing sources (i.e., MLA format) and should use those methods to avoid plagiarism. Students can view the SHS Library resource for references on the proper citation of sources for informational reports or papers. Offenses are cumulative across all classes.

### **PHONES---CELL AND SCHOOL**

The use of cell phones and pagers is prohibited during class time. Any noise from these devices is considered disruptive to the school environment. Teachers will expect such devices to be put away during class time. Failure to comply with this will result in the device being confiscated and may result in disciplinary action. Security officers will confiscate the cell phone and a parent/guardian may pick it up at the end of the day. Refer to “Search of student and personal property” section for information on school officials conducting a search of a student’s cell phone.

Office phones are not available for student use except in cases of emergency. Students are not permitted to leave class to use the phone.

### **SCHOOL BUSES & PASSES**

Students who ride the school bus to and from school are expected to follow all rules and directions of the bus driver. Students are issued rules for riding school buses. Student misconduct on a district vehicle may be sufficient reason to discontinue providing district-sponsored transportation to those students involved.

Each student is responsible to catch the bus at the designated location and time. Students must get off the bus in the morning at Stanwood High School and must board the bus in the afternoon at Stanwood High School. Students who ride the bus to school and then do not attend classes will be reported as truant and bus privileges will be questioned.

The office does not accept bus pass requests by phone. If your student will be riding a bus other than his/her own bus, he/she must bring a written request to the office before school or during lunch. No bus pass notes will be accepted after 12:30 p.m. The note should include the first and last name of your student, the name of the student that he/she is riding with, and the bus or route number.

### **SEARCHES OF STUDENT AND PERSONAL PROPERTY**

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student and his/her personal property (including cell phones) may be subject to search by school officials – if reasonable suspicion exists to suspect that the search will yield evidence of a student’s violation of the law or school rules governing student conduct. Two (2) adults must be present for all personal searches.

### **SKATEBOARDS/SKATES**

Wheeled vehicles (such as skateboards, skates, and heellies) are not allowed on school grounds at any time, including after school and evening events or on any school bus or other vehicle unless properly stored in an appropriate skateboard carrying case. At no time are these items to be used on school grounds.

### **STUDENT DRESS**

Student’s appearance should be neat and clean. Dress and appearance that causes a disruption to the educational process or presents health and safety problems or is gang related shall not be permitted; otherwise, dress and appearance are the responsibility of the student and parents/guardians.

#### **Dress Code Defined in “4-3-2-1”**

- Necklines should be no lower than 4 fingers below the clavicle notch and show no cleavage
- Tops must have a minimum of a 3-finger strap and show no undergarments
- Skirts and shorts should be no shorter than the finger tips of the 2 arms stretches straight down
- “Tummies” and underwear should not show when 1 arm is stretched straight up

#### **Restrictions include but are not limited to:**

- Clothing representing gang affiliation
- Clothing that is vulgar, profane, racist, sexist or promotes hate
- Clothing that promotes drugs, tobacco, alcohol or other controlled substances
- Clothing that promotes sexual behavior, violence, or general disrespect
- Swimsuits, midriffs, backless, strapless, or low-cut clothing
- Undergarments may not be visible when standing, sitting, or reaching
- No baggy pants without a belt
- Clothing or accessories that may have potential to be used as a weapon (wallet chains, safety pins, or spiked jewelry)
- Make-up or accessories that conceal identity, threaten, intimidate, or distract others
- Excessive use of perfume or cologne
- Going barefoot
- Trench coats

Shop and lab areas may have specific standards regarding dress code for their students.

### **STUDENT IDENTIFICATION (ID) CARDS/BADGES**

All students will be issued an I.D. card in the fall. You are to carry the card on you at all times while on campus or at school sponsored events. The card will be used for identification in the library, cafeteria, to

get into a school dance or around campus. You will not be admitted into a dance or able to check out a library book without it.

### **STUDENT LOCKERS**

Student lockers are the property of the school district. They are subject to search when either reasonable suspicion exists or for a general random inspection of all lockers. A minimum fine will be imposed for excessively damaged lockers. Money and valuables should not be kept in any locker on campus.

### **STUDENT PARKING / AUTOMOBILE SAFETY**

Student automobiles are for transportation to and from school. They will not be driven during school hours without permission of a parent/guardian. The parking lot is closed during the school day. Students are not to be in the parking lot for any reason without permission of a school official.

Stanwood High School is a closed campus. Parking lots will remain locked during school hours. There are designated parking spots for running start students, students that have official late arrival or early release, and students that have a parental/guardian excuse cleared through the attendance office. All other students must park in the locked parking areas.

Stanwood High School has four parking lots for SHS students; the Stadium Lot, Upper Ag Lot and the Lower Ag Lot are used for general student parking. These are locked during the school day. The “Green Lot” is used for students with partial-day class schedules, i.e., Running Start students. The Green Lot is a gravel lot which may not accommodate ‘low suspension’ vehicles. If a student has a ‘low suspension’ vehicle, and they choose to not park in that lot, they may have to park in one of the public parking areas along the streets near the high school. If a student changes their schedule to a partial-day after the school year begins and the Green Lot is at capacity, they may not be able to have their parking permit exchanged for a Green Lot Permit.

1. Parking permits cost \$20.
2. Permits will be issued starting the last week of August.
3. When applying for their permit, the student must show proof of license, insurance, and register their car(s) to the permit.
4. Students must have their permit placed inside vehicle on driver's side front window (lower left corner) while parked on campus. If the student has a permit and it is not in the proper location, they will receive a ticket and risk possible loss of their parking privileges.
5. Students cannot sell or give their permit to another student. Students that do sell or give away their permit will be found in violation of school rules and that will have an impact on receiving permits in the future.
6. If a student loses their pass, they will be issued a temporary pass for 5 days. When the 5 days are complete, the student must purchase a new \$20 permit.
7. Common parking violations:
  - a. Not parking in a designated parking spot provided for student use (fire lane, handicap spot, staff parking area, Church Creek Parking areas).
  - b. Parking in more than one spot, selling or giving away your permit, no permit.
8. Parking permits may be revoked due to disciplinary action without the possibility of refund or reinstatement.

## PARKING VIOLATIONS

<i>1<sup>st</sup> thru 5<sup>th</sup> ticket:</i>	\$20 parking ticket (Students will not be issued a warning ticket)
<i>Beginning with 6<sup>th</sup> ticket:</i>	Referral to administrator for willful disobedience – see student handbook for consequences.

***All parking tickets must be paid before seniors will be allowed to participate in high school graduation his/her senior year. All tickets can be paid in the main office at the high school!***

### STUDY TABLES – DETENTION -

The library will be open from 2:20 – 3:20 p.m. on most Tuesdays and Thursdays for the purpose of serving detention or studying (October-May). Check with the office to find out which weeks this will be offered. (Check detention calendars for dates). Each student assigned detention must serve after school detention and:

- Notify the detention supervisor of the name and assigning teacher/administrator
- Possess and use study materials
- Speak to no one except the supervisor to obtain assistance with study material
- Remain in the library until dismissed

### TARDIES

Tardies are defined as arriving to class up to 5 minutes after the second bell rings. A student is considered absent when he or she is more than 5 minutes late to class.

### TOBACCO

Smoking or possession of cigarettes, chewing tobacco or electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system in school or on school grounds or in view of the school is prohibited.

### TRAFFIC SAFETY EDUCATION-\$440

Traffic Safety Education is offered in four different sessions (before or after school, Summer Session) at Stanwood High School. Students must be 15 years old to enroll. Stop by the Main Office to fill out an application and pay the fee.

### YEARBOOK - \$50

The cost of the yearbook will increase to \$70 for all students October 1<sup>st</sup> through January 31<sup>st</sup>. **No yearbooks will be sold after January 31<sup>st</sup>.** Senior photos for the yearbook are due on Friday, October 5, 2018. Senior baby ads are due no later than Friday, October 19, 2018.

## WELCOME TO THE COUNSELING CENTER

The Counseling Center at Stanwood High School serves all students. These services include assistance with academic, career, and personal/social development. They assist students in getting ready for college and career. Counselors abide by the ethical standards set by their professional organizations. Matters discussed with students or families remain confidential, except in instances of clear and imminent danger to self or others, or in instances where state statutes require reporting to appropriate authorities.

High school students are assigned to a counselor when they first enroll in our schools. Counselors remain with their assigned group of students beginning at ninth grade and continue until the student graduates from high school, unless extenuating circumstances exist. The assigned counselor is responsible for assisting the students educational planning, scheduling, and accounting of credits, grades and graduation requirements, as well as post high school planning. However, students are encouraged to talk with the counselors with whom they are most comfortable regarding personal concerns they may wish to discuss.

### Transcripts

(WAC 180-57-055) A course may be repeated for credit. If a course is repeated to raise the grade of record, only the highest grade shall be included in the calculation of the grade point average. All attempts will be included on the transcript. Credit will only be given in this instance for one attempt of the class.

Courses may be repeated for credit for purposes of gaining more knowledge or meeting additional competencies. In this case, both grades and credits shall remain in the GPA calculation. Failed courses, "F" on the transcript, may not be removed once transcribed.

### Schedule Changes

Students are expected to carefully plan their course requests and to register for the correct/appropriate classes during the registration process. Schedule changes after the normal registration process is completed will be limited and allowed only when a valid educational need is evident. See course changes section in handbook for schedule change policy. Schedule change requests may be submitted only within the first 10 days of the semester.

### Minimum Graduation Requirements

- A. A full-time student is one who is enrolled in six classes. A senior may elect one class as time release or may take work release if he/she has earned 18 credits by the beginning of his/her senior year and has permission from his/her parents and a school administrator. Seniors must be enrolled as a full-time student in the regular high school for the full year of their senior year in order to participate in the graduation ceremonies. The exception to this is if a student takes a credit retrieval course at another school.
- B. Satisfactory completion of the following courses, credits, and tests: Stanwood High School Credits for Graduation **22.5 credits**. For students in the Class of 2021 and beyond, students must earn **24 credits** to graduate.

Non-Credit Graduation Requirements:

- Five Year Educational Plan
- Certificate of Academic Achievement or Certificate of Individual Achievement

See Graduation Requirement sheets for specific information for each class/grade level.

**Student credit status**

Stanwood High School identifies students based on the number of credits he/she earns throughout high school. Here is our breakdown by grade level and the # of credits needed to be at a specific grade level.

9<sup>th</sup> Grade – 0 - 6 credits

10<sup>th</sup> Grade – 7 - 12 credits

11<sup>th</sup> Grade – 13 - 18 credits

12<sup>th</sup> Grade – 19 - 24 credits

**ASB – Student Senate**

The Student Senate is an organization through which students may express their opinions, assist in the administration of the school and participate in the management of school enterprises. The Senate promotes leadership, initiative and self-control amongst its members. Each spring a President, Vice President, Secretary, Treasurer, and Historian/Publicity Manager are elected to carry on the work for the following year. The Senate is made up of the ASB officers, class and club officers, and interested students. It is the duty of the representatives to bring to the Senate's attention complaints and suggestions from their classmates.

**2018-2019 ASB Officers:**

President – Sadie Johnson

Vice President – Kayla Vaughn

Secretary – Kaitlyn Reid

Treasurer – Kendra Hass

Public Relations – Trent Austin

Print Media Team – Savannah McEwen and Milla Miller

Web Media Team – Madison Moore

**Clubs & Student Organizations:**

The following is a list of clubs that are active at Stanwood High School. In order to find information about a club or how to start a new one, check with the Activities Director in the Main Office.

**Clubs & Student Organizations**

Agricultural Mechanics

Chess Team

Environmental Club/Natural Resources

Family Career and Community Leaders of America (FCCLA)

Future Business Leaders of America (FBLA)

FFA Organization

German Club

History Club

Horticulture Club

National Art Honor Society

National English Honor Society

National Honor Society

Science Team

Spanish Club

Technology Students Association (TSA)

Theater Guild

Young Entrepreneur Students (YES)

## Activities & Traditions

American Sign Language (ASL)	Gay Straight Alliance (GSA)	Knowledge Bowl	Spirit Week
Annual/Yearbook Staff	Hi-Q Team	Marching Band	Sports Medicine
Associated Student Body (ASB)	Homecoming	Music Performances	Team Hope
Band	Homecoming Dance	NAGO	Tolo
Book Club	Jazz Band	Pep Band	
Celebration of Excellence	Jazz Ensemble	Scholarship Night	
Cheerleading	Key Club	Senior Prom (Formal)	
Choir	Leadership	Spartan Spectrum	
First Priority	Link Crew	Spirit Assemblies	

## Attendance Procedures

### Philosophy

Good school attendance is important for success in school and as a foundation for successful careers and relationships. The highlight of a quality educational experience is the interaction of an enthused, knowledgeable teacher and an interested student. Those not in classes are denied this experience. The best policy for students and parents is to prearrange all necessary absences before the student is absent. Parents/guardians may prearrange by calling or sending a note to the Attendance Secretary. Because it is the legal responsibility of teachers to maintain accurate records on students' attendance, the Board of Directors has established attendance criteria, which emphasized the importance of good attendance for student achievement. The following procedures will be in effect at Stanwood High School. Attendance will be taken each period. All students, regardless of age, must follow all school rules, including attendance rules. (RCW 28A.225.055, RCW 28A.300.046, RCW 28A.600.015, RCW 28A.705.010, WAC 392-121-107, WAC 392-400, WAC 392-401)

### ABSENCE DEFINITION

A student is considered absent when he or she is more than 5 minutes late to class. The following descriptions of absences apply:

- **Excused Absences** include illness, family emergencies, health condition or medical appointment, school sanctioned activities, absences related to the legal system, bereavement/funeral, religious observances, state recognized search and rescue activities, absence directly related to the student's homeless status, absence related to deployment activities of a parent or legal guardian who is an active duty member, planned absences approved by the administration, and absences due to suspensions/expulsions or emergency expulsions.
- **Unexcused Absences** include absences without an excuse, skipping, or when a student fails to submit a note or parent phone call with the time limit of reporting an absence.
- **School Related Absence** includes in-school appointments and meetings, field trips, college visits, and activity/athletic trips. Students must obtain a field trip form from their teachers for planned and extended school-related absences, and they must have their forms signed by their teachers and their parents prior to departure.

### ATTENDANCE REPORTS

Parents/guardians concerned about the attendance should log onto Family Access or call 360-629-1319 (Renee Herigstad) for a current status report.



## **ATTENDANCE POLICIES AND PROCEDURES**

A student is considered absent when he or she is more than 5 minutes late to class. Consistent with WAC 180-40-010, all students will attend and be punctual at regularly scheduled classes unless officially excused.

Teachers will review the attendance policy with students at the beginning of the school year. Teachers' course objectives will contain criteria for attendance and grading. Those objectives will indicate when make-up work must be submitted and the grading requirements. **Absences must be cleared within 72 hours of the student's return to school. If absences are not excused, students will not be allowed to make-up assignments.**

Teachers will release students at the end of the scheduled period. Prior approval of the next period teacher is required if a student is to be held for any reason. If a student is held in class after the bell rings and is late to his or her next class, the teacher in whose class he or she was detained will issue a pass to the next class. If a student is late for a class and does not have a valid note excusing his or her tardiness, he or she will be marked tardy in the teacher's grade book. It is the student's responsibility to get this pass from the teacher.

## **EXCUSING ABSENCES**

Parents/guardians may excuse a student's absence by calling the attendance secretary at 360-629-1305, through Absence Notification using their Family Access password, by e-mailing [jsmith@stanwood.wednet.edu](mailto:jsmith@stanwood.wednet.edu), or by sending a note to the attendance office with the student. Students must provide a parental/guardian excuse within 72 hours of returning to school in order for their absences to be excused. After that, an absence remains unexcused. Students who have not been excused via a parent/guardian phone call or do not have a written excuse from their parents/guardians will be automatically unexcused.

- **Prior Excuse: Off Campus** – An anticipated absence may arise during the year. The student must bring in an acceptable note from the parent/guardian requesting the absence. The note should be brought in at least one school day prior to the date(s) of absence when possible.
- **Prior Excuse: On Campus** – If a student expects to miss a class to do so work for a school activity or class, he/she must make prior arrangements with the teacher of the class to be missed. This would include bringing a note from the teacher or administrator requesting the absence. If prior arrangements are not made, the absence may be considered truancy. The scheduled class has priority. A parent/guardian cannot excuse a student to miss class while the student remains on campus (e.g. working on homework in the library).

Students who are 18 years or older can seek information from the Principal about writing their own absence notes.

## **STATE MANDATORY ATTENDANCE LAW (BECCA BILL)**

RCW 28A.225.010 states that students must be in school until the age of 18 or completing a high school diploma program. For students under the age of 18, the "Becca Law" applies which requires schools to petition the juvenile court (i.e. Snohomish, Skagit, or Island County Prosecutor offices, the county wherein the student resides) on students who accumulate five unexcused absences in a calendar month or ten unexcused absences in a school year if the school district's interventions have not been successful in eliminating unexcused absences. A day equals 50% or more of a student's schedule.

## **EXCESSIVE ABSENCES**

A student with excessive absences (excused and/or unexcused) may have academic difficulty in the class(es) missed. The school may require a doctor's note for excessive excused absences. The

parent/guardian and student will be notified by the attendance office when a student appears to have an attendance problem. When a student has accumulated six (6) absences in one semester, the student's teacher(s) may mail an Attendance Alert home. If there are ten (10) or more absences in a student's class(es) the teacher(s) will have a second Attendance Alert or progress report mailed home.

### **PRE-ARRANGED ABSENCE/EARLY DISMISSAL**

If a student needs to leave campus during the school day, the student must check out through the attendance office before leaving the school grounds. Phone or note approval from the parent (preferably before the school day begins) is required before the student is issued a pass to leave. Students who leave school without signing out through the attendance office will be subject to disciplinary action.

### **TRUANCY**

Truancy is defined as an absence not excused by a parent/guardian or a school official. The following are examples of truancy:

- A parent/guardian approval of the off-campus absence was not turned in
- No staff approval for on-campus absence or leaving school without permission from staff
- Absence from any class without a verifying note or call to the attendance office within 72 hours after returning to school
- Student is not in class, but the reason given is not considered excusable based on the excused absence policy.

### **APPEALS PROCESS (Please read the section on Due Process)**

Parents/guardians and students may find it necessary to appeal discipline. Appeals should be based upon the facts of the case, mitigating circumstances or possible procedural or due process errors. Appealing a discipline finding simply because the party is looking for a reduction in a finding is not considered a basis for appeal. Parents/guardians and students may simply want to set up an appointment for clarification of findings and/or how the findings were made. If this is the case, parents/guardians and students should set up an appointment or call the administrator that made or processed the original findings.

The following is a procedural guideline for the appeals process.

1. Make contact with the appropriate administrator and set up an appointment for the appeal hearing. If there is a question of who the appropriate person is to hear the appeal, ask the administrator that heard the case and made the findings. A request for an appeal hearing is made within three business days from notification of the original findings.
2. At the appeals hearing, outline the basis for the appeal. Why are you appealing the original findings?
3. Outline and present written evidence that pertains to the facts of the case, any mitigating circumstances that were not presented in the original findings, or evidence to support procedural or due process errors.
4. In cases of mitigating circumstances, or possible procedural errors, written statements should be supplied to the Hearing Officer. In cases of mitigating circumstances, it is helpful to bring a written plan of action for consideration by the Appeals Hearing Officer regarding possible action on discipline measures.
5. Once the facts of the case are heard by the Appeals Hearing Officer, and consideration is given to the facts or if further investigation is necessary, the appeals officer will notify the respective parties of the appeal findings. If necessary, the Hearing Officer will refer parties to the next step of the due process procedure. Appeal findings will be made available to all necessary individuals in a reasonable time. This notification time will be outlined in the appeals hearing.

Keep in mind that building personnel do not necessarily create policy. They live within the spirit of the policy as written and adopted. To create policy for each individual case is not appropriate.

APPEALS PROCESS – W.A.C. REFERENCE LIST			
WAC 392-400-255	WAC 392-400-270	WAC 392-400-285	WAC 392-400-310
WAC 392-400-260	WAC 392-400-275	WAC 392-400-300	WAC 392-400-315
WAC 392-400-265	WAC 392-400-280	WAC 392-400-305	WAC 392-400-317
			WAC 392-400-320

## **Student Rights and Responsibilities**

### **STUDENT RIGHTS**

1. No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration or a physical, mental, or sensory handicap.
2. All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.
3. All students shall possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
5. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law.

The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the state of Washington or the rights retained by the people.

### **STUDENT RESPONSIBILITIES**

It is the mission of the Stanwood-Camano School District to provide a learning environment that facilitates the opportunity to gain skills, acquire knowledge, and develop attitudes that will allow them to function as contributing citizens. In order to reach this goal, every student must take a personal responsibility to:

- Make a determined effort to learn
- Attend classes every day on time, ready to go to work and with the necessary learning materials, books, pencils, etc.
- Respect the rights of others
- Refrain from expressing personal prejudices against any individual or group
- Follow the instructions of teachers and other school staff
- Know and obey the rules of the school district and individual school
- Classroom conduct: Each teacher regulates conduct within his or her own classroom. Students are expected to comply with classroom rules and reasonable requests of the teacher. Students that disrupt the educational process in a classroom will be removed by the teacher and sent to an administrator.

- Accept reasonable consequences for breaking school rules
- Identify him or herself if asked by school staff
- Students are expected to behave in a way that protects the safety and well-being of others. Students are to respect the rights of teachers and students in the classroom and common areas. Students are not to be out of class unless identified as a TA or have their hall pass.
- Respect the property of other people and of the school
- Visitors/Guests must check-in at the Main Office – not checking in may result in criminal trespassing charges. Student visitors are not allowed on campus during the school day; this includes lunches. Exceptions to this rule may be made by request to the principal.
- Remain on campus throughout the day. Parking lots are closed and being in them during school hours is an out-of-bounds violation, unless permission is granted by an administrator or security officer.
- Dress appropriately in ways that will not cause safety or health problems or disruptions – specifically:
  - Clothing that could be considered racist, sexist, or in some manner insults other students or promotes hate is not allowed
  - Clothing advertising alcohol or other controlled substances, including tobacco products is not allowed

Students need prior parental/guardian permission to leave campus. After parental/guardian permission is received from parents/guardians, student may check out of school through the Attendance Office.

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

3207  
Students

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. Our district's core values include our commitment to value differences among people and treat one another with respect. Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians are prohibited.

### Prevention

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

### Interventions

Interventions will be designed to address the impact of harassment, intimidation, and bullying on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions may include counseling, correcting behavior and discipline, to law enforcement referral.

### Retaliation

Retaliation is prohibited against those who report or participate in an investigation of harassment, intimidation and bullying and will result in appropriate discipline. It is a violation of this policy to

threaten or harm someone for reporting harassment, intimidation and bullying or participating in an investigation of such a report.

False Allegations

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

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all harassment, intimidation, and bullying incident report forms and to ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The superintendent is authorized to direct the implementation of procedures to carry out this policy. The compliance officer for Stanwood-Camano School District is Lloy Schaaf, Assistant Superintendent of Teaching and Learning. She may be contacted at the district office, (360) 629-1200 or by mail at: 26920 Pioneer Highway, Stanwood, Washington, 98292.

Cross References: Policy 3200 Rights and Responsibilities

Policy 3210 Nondiscrimination

Policy 3240 Student Conduct

Policy 3241 Classroom Management, Corrective Punishment

Policy 6590 Sexual Harassment

Legal Reference: RCW 28A.300.285 Harassment, Intimidation, and Bullying Prevention Policies

RCW 28A.600.480 Reporting of Harassment, Intimidation, or Bullying -Retaliation Prohibited - Immunity

RCW 9A.36.080 Malicious Harassment – Definition and Criminal Penalty

RCW 28A.642 K-12 Education – Prohibition of Discrimination

RCW 49.60 Discrimination – Human Rights Commission

U.S. Depart. Of Education Dear Colleague Letter, 2010

<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.html>

Management Resources: Policy News, April 2008 Cyber-bullying Policy Required Policy News, April

2002 Legislature Passes and Anti-Bullying Bill

Adoption Date: July 5, 2011

## **Prohibition of Harassment, Intimidation, and Bullying**

3207 P

Students

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 or threatening educational environment; or
- Has the effect 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/Expressions

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 or bullying of a student.

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Retaliation is 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 students, staff members, school board members, contractors, volunteers, parents and guardians, patrons, and other visitors.

Staff member includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute teachers, volunteers, or paraprofessionals (both employees and contractors).

Targeted Student is a student against whom harassment, intimidation, and bullying has 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 the school administrator; and the name and contact information for the district compliance officer. Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in any student, staff, volunteer and parent 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 or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a webbased 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 the use of the district's Incident Reporting Form.

#### 4. Prevention Strategies

The district will implement a range of strategies including individual, classroom, school, and district-level approaches, to prevent harassment, intimidation and bullying. Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

#### *C. Staff Intervention*

Any school staff member who observes, overhears, or otherwise witnesses harassment, intimidation or 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 staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

#### *D. 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 Report Forms, discipline Referral Forms relating to HIB, and letters to parents 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 the implementation of the policy and procedure 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 receive annual fall training.
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 or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student.

#### *E. Incident Reporting*

##### Step 1: Filing an Incident Report Form

An individual need not reveal his or her identity on an Incident Report form. The form may be filed anonymously, confidentially, or the individual may choose to disclose his or her identity (nonconfidential).

##### 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 use complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report includes enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (Example: An unsigned 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 file a report asking 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 names, but I can start hanging out near the basketball court, if that would help.”)

#### c. Non-Confidential

Individuals may file a report non-confidentially. Complainants agreeing to make their complaint nonconfidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

#### Step 2: Receiving an Incident Report Form

All 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 or bullying shall 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 or 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 Incident Report 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 or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the reporting and investigative process.

- a. Upon receipt of the Incident Report Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin an 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 or bullying occur between the targeted student and the alleged perpetrator. If necessary, the district will implement a safety plan for the student(s) 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 days after receiving the Incident Report 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 his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel has reasonable cause to believe that a student is subject to child abuse or neglect, they must follow district policy for reporting such cases to Child Protective Services or the police.
- e. The investigation shall 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; and
  - 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 practical but generally no later than five (5) school days from the initial report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.

h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to 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 laws 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 his or her family. If professional school personnel has reasonable cause to believe that a student is subject to child abuse or neglect, as mandatory reporters they must follow district policy for reporting such cases to Child Protective Services or the police. If the incident cannot be resolved at the school level, the principal or designee shall 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 appropriate corrective measures.

b. Corrective measures will be instituted as soon as possible, but in no event more than five (5) school days after contact has been made with the families or guardians regarding the outcome of the investigation.

c. Corrective measures that involve student discipline will be implemented according to district Policy 3300 – Corrective Actions or Punishment. 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 principal's designee finds that a student, staff member, or other member of the school community knowingly made a false allegation of harassment, intimidation or 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 his or her parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal with the superintendent within five (5) school days of receiving the decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.

b. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student or his or her parent/guardian may appeal to the disciplinary appeal council by filing a written notice of appeal with the superintendent within five (5) school days of receiving the superintendent's written decision.

c. An appeal to the disciplinary appeal council must be heard within ten school days of receipt of the written notice of appeal to the disciplinary appeal council. The will disciplinary appeal council reviews the record and renders a written decision on the merits of the appeal within five (5) school days following the termination of the hearing, and shall provide a copy of the decision to all parties involved. The board 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 or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement. Corrective measures for the student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors. Corrective measures that involve student discipline will be implemented according to district Policy 3300 – Corrective Actions or Punishment. If the harassment, intimidation and bullying was of a public nature or involved groups of students or bystanders, the school may consider school wide training or other activities to address the incident. If a staff member has 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 employee is found to have committed a violation of WAC 181-87, the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may impose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may result in the loss of contracts.

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

Students found to have been subjected to harassment, intimidation or bullying will be provided information regarding resources available to them, and the adverse impact of the harassment on the student shall be addressed. In addition, the safety plan, if any, will be reviewed and modified as appropriate.

#### F. Immunity/Retaliation

A staff member, student, or other member of the school community who promptly reports an incident of harassment, intimidation, or bullying to an appropriate school official, and who makes this report in compliance with the district's policy and procedure 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 or bullying. Retaliation is prohibited and will result in appropriate discipline.

#### G. 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 student's membership in a legally protected class under local, state or federal law. A harassment, intimidation or bullying complaint based on a student's legally protected status may also be reported to the following state or federal agencies:

- OSPI Equity and Civil Rights Office  
360.725.6162  
Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)  
[www.k12.wa.us/Equity/default.aspx](http://www.k12.wa.us/Equity/default.aspx)

- Washington State Human Rights Commission, 800.233.3247  
[www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)
- Office for Civil Rights, U.S. Department of Education, Region IX  
206.607.1600  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
[www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)
- Department of Justice Community Relations Service  
877.292.3804  
[www.justice.gov/crt/](http://www.justice.gov/crt/)
- Office of the Education Ombudsman  
866.297-2597  
Email: [OEOinfo@gov.wa.gov](mailto:OEOinfo@gov.wa.gov)  
[www.governor.wa.gov/oeo/default.asp](http://www.governor.wa.gov/oeo/default.asp)
- OSPI Safety Center  
360.725.6044  
[www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx](http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx)

#### H. Other District Policies and Procedures

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

Adopted: 07.05.11

Stanwood-Camano School District

Revised: 03.07.06; 09.02.08

Proposed: 05.03.11

#### **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

#### **Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

#### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

### **How do I report sexual harassment?**

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Maurene Stanton, 360-629-1213.

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office.

### **Stanwood-Camano School District Non-Discrimination Statement:**

Students, parents, employees and others doing business with or performing services for the Stanwood-Camano School District are hereby notified that this school district does not discriminate in employment, programs, or activities on the basis of age, creed, religion, race, color, national origin, sex, marital status, sexual orientation including gender expression or identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance and/or grievance procedures for Section 504 and/or Washington Administrative Code (WAC) 392-172 may be directed to the District's Section 504/American Disabilities Act Coordinator, Robert Hascall, or the District's Title IX/Affirmative Action Officer and Civil Rights Compliance Coordinator, Maurene Stanton at Stanwood-Camano School District, 26920 Pioneer Hwy, Stanwood, WA 98292. Telephone: 360-629-1200.

### **WHAT IS DISCRIMINATION?**

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

### **What is a Protected Class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity
- Honorably discharged veteran or military status

### **What should I do if I believe my child is being discriminated against?**

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to

complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

**What if I can't resolve the problem with the school?**

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

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

The superintendent will send you a written letter within 30 calendar days, which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

**What if I don't agree with the superintendent's decision or no one responds to my letter?**

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

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

**What will happen at the hearing?**

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

**What if I don't agree with the School Board's decision?**

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

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

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative

Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

## **CORRECTIVE ACTIONS OR PUNISHMENT**

Policy 3241

Students

### **Rights and Responsibilities of Certificated Staff**

The Superintendent shall have the authority to discipline, suspend or expel students. The Superintendent shall identify the conditions under which a teacher may exclude a student for all or any portion of a school day and shall also designate which staff have the authority to initiate or to impose discipline, suspensions or expulsions. The principal shall confer with certificated staff at least once per year to develop and/or review building disciplinary standards and uniform enforcement of those standards, and to establish criteria for determining when certificated staff must complete classes to improve classroom management skills.

A teacher shall have the authority to exclude a student from his/her classroom and instructional or activity area for all or any portion of the balance of the school day or up to the following two days, or until the teacher has conferred with the principal or designee, whichever occurs first. Prior to excluding a student, except in emergency circumstances, the teacher shall have attempted one or more corrective actions. In no case without the consent of the teacher may an excluded student be returned for the balance of that class or activity period or up to the following two days or until the principal or designee and the teacher have conferred.

### **Student Discipline**

All students shall submit to the reasonable rules of the District. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. The methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

- A. consistent from day to day and student to student;
- B. balanced against the severity of the misconduct;
- C. appropriate to the student and the student's prior behavior;
- D. fair; and
- E. effective.

As a general rule no student shall be suspended for a short-term or long-term unless other forms of corrective action or punishment reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of such frequent occurrence or is so serious in nature and/or is so serious in terms of the disruptive effect upon the operations of the school as to warrant immediate resort to suspension. The District shall not use corporal punishment as a means of discipline. Prior to the imposition of a corrective action or punishment upon a special education student that will result in a change in placement, a meeting will be held pursuant to special education regulations to determine if there is a causal relationship between the disability and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education programming procedures shall be employed. Once a student is expelled in compliance with District policy, the expulsion shall be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile authorities acting pursuant to the statutes

dealing with the Basic Juvenile Court Act, in order that such authorities may address the student's educational needs. No student shall be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school sponsored activities or any other aspect of the educational process.

Parents and students shall be given notice of the standard of conduct the district requires regarding drug and alcohol use, and a statement of the disciplinary sanctions for violations of that standard.

## **Definitions**

1. "Discipline" shall mean all forms of corrective action or punishment other than expulsion and suspension and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period, provided that the student is in the custody of a District employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of the District.
2. "Suspension" shall mean denial of the right of attendance (other than for the balance of the immediate class period for "discipline" purposes) at any single subject or class, or any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to entry upon real and personal property that is owned, leased, rented or controlled by the District.
3. "Short-term suspension" shall mean a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days.
4. "Long-term suspension" shall mean a suspension that exceeds ten (10) consecutive school days.
5. "Temporary suspension" shall mean a long-term suspension or non-emergency expulsion that is temporarily imposed by the District after an initial hearing before a hearing officer for no more than ten (10) consecutive school days or until the appeal is decided, whichever is the shortest period.
6. "Expulsion" shall mean the denial of the right of attendance at any single subject or class or any full schedule of subjects or classes for an indefinite time period. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the School District.
7. "School business day" shall mean any calendar day, exclusive of Saturdays, Sundays, and any federal and school holidays, upon which the office of the Superintendent is open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day.
8. An ad hoc committee composed of parents and community members has determined that "exceptional misconduct" shall mean student misconduct that is so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to suspension.  
"Exceptional misconduct" includes the following:
  - a. Possession or use of alcohol or any controlled substance not prescribed by a physician for such possessor or user, or purported controlled substance;
  - b. Sale or delivery of alcohol or any controlled substance or purported controlled substance to another person;
  - c. Possession of drug paraphernalia;
  - d. Being under the influence of alcoholic beverages or illegal drugs;
  - e. Use of tobacco products including lighters and matches;
  - f. Falsely reporting a fire or bomb on school property;

- g. Belonging to a gang and knowingly engaging in gang activity;
- h. Possessing or displaying an instrument that is or appears to be a firearm;
- i. Possession, use of, displaying or transmission of a weapon or an object that can be reasonably considered a weapon;
- j. Commission of any criminal act classified as a felony or misdemeanor under the laws of the State of Washington;
- k. Assault/battery
- l. Fighting;
- m. Harassment, intimidation, bullying;
- n. Other acts including:
  - i. arson;
  - ii. manufacture, purchase, sale, transfer, offer for sale, use, discharge, possession, transport or storage of any pyrotechnics, fireworks, explosives, improvised, devices, or components that are intended to be assembled into an explosive;
  - iii. theft/burglary/robbery; and
  - iv. gang intimidation.
- o. Cheating, alteration of records;
- p. Inappropriate use of technology; or
- q. Lewd conduct.

9. Dangerous weapons include nun-chu-ka sticks, throwing stars, any air gun (BB, pellet or other projectile), metal knuckles, spring blade knife, dagger, dirk or other instruments covered by RCW 9.41.250 or 9.41.280.

### **Emergency Actions**

#### **Emergency Removal from a Class**

A student may be removed immediately from a class, subject or activity by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school authority, without first attempting corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school:

The removal shall continue only until:

1. The danger or threat ceases, or
2. Principal or designated school authority acts to impose discipline, impose a short-term suspension, initiate a long-term suspension or an expulsion, or impose an emergency expulsion.

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

### **Detention**

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students. Preceding the assignment of such corrective action, the staff member shall inform the student of the nature of the offense charged and of the specific conduct, which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member. Detention shall not begin until the parent/guardian has been notified (except in the case of the adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action.



Students detained for corrective action shall be under the direct supervision of the staff member or another member of the professional staff.

The principal or assistant principal shall be responsible for seeing that the time, which the student spends, for corrective action shall be used constructively.

### **Discipline Grievance Procedure - Informal Conference**

Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. At such conference the student and parent or guardian shall be subject to questioning by the building principal or designee and shall be entitled to question school personnel involved in the matter being grieved.

Any student, parent, or guardian, after exhausting this remedy, shall have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the Superintendent or designee. If the grievance is not resolved, the student, parent, or guardian, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the Disciplinary Appeal Council at a meeting held within 30 days. Said grievance shall be heard in a closed session. The Council shall notify the student, parent, or guardian of its response to the grievance within ten (10) school business days after the date of the meeting in which the grievance was presented. The discipline shall continue notwithstanding implementation of the grievance procedure unless a principal or designee elects to postpone such action.

### **In-School Suspension**

The Board supports efforts to bring about a positive learning climate in the school. The District strives to employ staff who are skilled in the most effective instructional techniques and who are sensitive to the unique needs of each individual student.

The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need.

Students who are in violation of school rules not only deprive themselves of the opportunity to learn but they interfere with the progress of others.

The District strives to maintain high standards of attendance. Students who are not in school are denied the opportunity to learn. Corrective actions including suspension and expulsion are reserved to those students who actively threaten other students, staff or the overall school environment.

The school, therefore, may create an in-school suspension program that temporarily removes the student from the regular environment but permits the student to maintain his/her educational progress.

Students, who are assigned to in-school suspension, are granted this opportunity as a privilege and are expected to comply with the expectations of staff. The Superintendent shall establish guidelines for the operation of the in-school suspension program.

### **Short-Term Suspension**

A principal or an assistant principal may impose a short-term suspension. In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class or full schedule of classes for more than one (1) and up to ten (10) consecutive school days, a conference shall first be conducted with the student as follows:

A. An oral or written notice of the charges shall be provided to the student.

B. An oral or written explanation of the evidence in support of the charges shall be provided to the student.

C. An oral or written explanation of the suspension that may be imposed shall be provided to

the student.

D. The student shall be provided the opportunity to present his/her explanation.

E. No student in grades kindergarten through four shall be subjected to short-term suspensions for more than ten (10) school days during any single semester, and no loss of academic grades or credit shall be imposed by reason of the suspension of such student.

F. No student in grades five and above shall be subjected to short-term suspensions for more than a total of fifteen (15) school days during any single semester.

G. All short-term suspensions and the reasons therefore shall be reported in writing to the Superintendent of the District or designee within twenty-four (24) hours after the imposition of the suspension.

The parent/guardian of the student shall be notified of the reason for the suspension and the duration of the suspension orally or by U.S. mail as soon as reasonably possible. Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests 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.

### **Appeal Process for Short-Term Suspension**

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

Any student, parent, or guardian, after exhausting this remedy, shall have the right, upon two (2) school business days prior notice, to present a written and/or oral grievance to the Superintendent or designee. If the grievance is not resolved, the student, parent, or guardian, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the Disciplinary Appeal Council. Said grievance shall be heard in a closed session. The Council shall notify the student, parent, or guardian of its response to the grievance within ten (10) school business days after the date of the meeting in which the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal or designee elects to postpone such action.

### **Long-Term Suspension and Expulsion**

#### **A. Basis for Long-Term Suspension**

A principal or assistant principal may impose a long-term suspension in cases of exceptional misconduct as defined, where allowed by law, or where:

1. The nature and circumstances of the student's violation have been considered and reasonably warrant a long-term suspension; and
2. Another form of corrective action or punishment reasonably calculated to modify the student's conduct has been imposed upon the student as a consequence of misconduct of the same nature.

#### **B. Basis for Expulsion**

A principal or assistant principal may expel a student in cases where allowed by law or:

1. The nature and circumstances of the violation reasonably warrant the harshness of expulsion; and
2. Other forms of corrective action or punishment reasonably calculated to modify the student's conduct have failed, or there is good reason to believe that other forms of corrective action would fail if employed. Students who carry onto or who possess on school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools any firearms, other dangerous weapons, nun-chu-ka sticks, throwing stars, air guns, or other projectiles shall be subject to expulsion. Students who with malice display what appears to be a firearm shall be subject to suspension or expulsion of up to one (1) year. Students carrying or possessing a firearm shall be expelled for a period of not less than one (1) year. Appropriate law enforcement agencies will be contacted when there are firearms/dangerous weapons involved.

#### C. Notice

1. Prior to the long-term suspension or expulsion of a student, written notice to the student and to his or her parent or guardian shall be delivered by certified mail or in person. The notice shall:
  - a. Be provided in the predominant language of the student and/or parent or guardian who predominantly speak a language other than English, to the extent feasible;
  - b. Specify the misconduct and the District rule(s) alleged to have been violated;
  - c. Set forth the corrective action or punishment proposed;
  - d. Set forth the right of a student and/or parent or guardian to a hearing to contest the allegations, including a statement that a written request for a hearing must be received by the designated school authority on or before the expiration of the third school business day after the receipt of the notice of opportunity for a hearing and, further, that the right to a hearing shall be deemed waived and the proposed long-term suspension or expulsion imposed without further opportunity to contest the matter, if the request is not received within the prescribed period of time; and
  - e. Include a schedule of school business days applicable to the exercise of the right to request a hearing.
2. The student and/or parent or guardian shall reply in writing to the notice within three (3) school business days of receipt, indicating whether a hearing is requested. If such request is not received within three (3) school business days, the student and the parent or guardian shall be deemed to have waived the right to a hearing and the proposed long-term suspension or expulsion shall take effect.
3. Once a student is expelled in compliance with District policy, the expulsion shall be brought to the attention of appropriate local and state authorities, including the local juvenile authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student's educational needs.

#### D. Pre-Hearing and Hearing Process

##### 1. Scheduling the Hearing

If a hearing is timely requested, it shall be scheduled to commence within three(3) school business days after the request for hearing was received.

##### 2. Conduct of the Hearing

a. The student and parent or guardian shall have the right to:

1. Inspect in advance of the hearing any documentary and other physical evidence which the District intends to introduce at the hearing;
2. Be represented by legal counsel;
3. Question and confront witnesses;
4. Present his or her explanation of the alleged misconduct; and
5. Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.

b. The designee(s) of the District assigned to present the District's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence which the student and parent or guardian intend to introduce at the hearing.

- c. A tape-recording of the hearing shall be made.
- d. The hearing officer shall not be a witness.
- e. The guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.
- f. A written decision setting forth the findings of fact, conclusions, and the nature and duration of the corrective action or punishment to be imposed, if any, shall be provided to the student's legal counsel or, if none, to the student and parent or guardian.
- g. If the hearing officer imposes a long-term suspension or expulsion, the student and parent or guardian shall have the right to appeal such decision to the Board or the district disciplinary appeal council by filing a written notice of appeal at either the office of the Superintendent or the office of the hearing officer within three (3) school business days after the date of receipt of the decision.
- h. If a timely appeal is not taken, the long-term suspension or expulsion shall take effect on the calendar day following the expiration of the three (3) school business day period.
- i. If timely appeal is taken to the Board or district disciplinary appeal council, the long-term suspension or non-emergency expulsion may be imposed during the appeal period subject to the following conditions and limitations:
  - 1. A long-term suspension or non-emergency expulsion may be temporarily imposed by the District during the appeal period for no more than ten (10) consecutive school days or until the appeal is decided, whichever is the shortest period;
  - 2. If, at the time of the hearing before a hearing officer, the student is in an emergency expulsion status, the emergency expulsion may be continued by the hearing officer if 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; and
  - 3. 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.

#### E. Multiple Suspensions

- 1. No student in grades kindergarten through four shall be subjected to long-term suspension.
- 2. No student in grades five and above shall be subjected to a single long-term suspension in a manner that causes the student to lose academic grades or credit in excess of one semester during the same school year.

#### F. Report to Superintendent

All long-term suspensions and the reasons therefore shall be reported in writing to the Superintendent of the District or designee within twenty-four (24) hours after the imposition of the suspension.

#### G. Readmission

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

- 1. Reasons the student wants to return and why the request should be considered;
  - 2. Evidence which supports the request; and
  - 3. A supporting statement from the parent/guardian or others who may have assisted the student.
- The Superintendent shall, in writing, advise the parent/guardian and student of the decision within seven (7) school business days of the receipt of such application.

## **Appeal Process for Long-Term Suspension and Expulsion**

If a long-term suspension or expulsion is imposed, the parent/guardian and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at either the office of the school district superintendent or at the office of the hearing officer within three (3) school business days after the date of receipt of the decision.

The Board or district disciplinary appeal council shall schedule and hold an informal conference to review the matter within ten (10) school business days from receipt of such appeal. The purpose of the meeting shall be to meet and confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent/guardian, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the Board or council deems reasonable. Prior to adjournment, the Board or council shall agree to one of the following procedures:

- A. Study the hearing record or other materials submitted and render its decision within ten (10) school business days;
- B. Schedule and hold a special meeting to hear further arguments based on the record before the board or council and render its decision within fifteen (15) school business days; or
- C. Hear and try the case anew before the Board or council within ten (10) school business days.

Any decision by the Board or district disciplinary appeal council to impose or to affirm, reverse or modify the imposition of the suspension or expulsion upon a student shall be made only by:

- A. Those Board or council members who have heard or read the evidence,
- B. Those Board or council members who have not acted as a witness in the matter, and
- C. A majority vote at a meeting at which a quorum of the Board or council is present.

An appeal from any decision of a school board or disciplinary appeal council to impose or to affirm the imposition of a long-term suspension or an expulsion shall be to the courts. Whether or not the decision of a school board or disciplinary appeal council shall be postponed pending an appeal to superior court shall be discretionary with the school board or disciplinary appeal council except as ordered otherwise by a court.

## **Emergency Expulsion**

A student may be excluded from school prior to a hearing without other forms of corrective action if a principal or assistant principal reasonably believes the student's presence poses an immediate and continuing danger to himself/herself, other students, staff, or administrators or is an immediate and continuing threat of substantial disruption to the educational process of the District. The hearing officer may continue the emergency expulsion if he/she finds that the emergency situation continues and/or as corrective action or punishment for the action giving rise to the emergency expulsion in the first instance. The provisions governing notice and hearing of regular long-term suspensions or expulsions shall apply except:

- A. Written notice of the emergency expulsion shall be sent by certified letter deposited in the U. S. mail within twenty-four (24) hours of the expulsion or by hand delivery to the student's parent(s) or guardian(s) within twenty-four hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;
- B. The parent/guardian and student shall have ten (10) school business days after receipt of the notice during which to request a hearing. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice; and
- C. The hearing officer shall render the decision within one (1) school business day after the conclusion of the hearing.

## **Suspensions for Unexcused Absences**

No student shall be suspended or expelled because of one or more unexcused absence(s) unless the District has first imposed an alternative corrective action reasonably calculated to modify his or her conduct and:

- A. Provided written notice to the parent/guardian that the student failed to attend without valid justification;
- B. Scheduled a conference with the parent/guardian and the student at a convenient time to analyze the cause for the student's absence to determine by appropriate means whether the student should be made a "focus of concern" for placement in special education or another special program; and
- C. Taken steps to reduce the student's absence which include, when appropriate to all parties, adjusting the student's school program, providing more individualized instruction, preparing the student for employment with specific vocational courses or work experience, or both, changing schools, and assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence. If such action is not successful, upon the seventh unexcused absence by a student within a month during the current school year or upon the tenth unexcused absence during the current school year, the district shall petition the juvenile court to assume jurisdiction of the alleged violation by the student and/or parent/guardian, unless the student is at least 16, employed, and the parent agrees the student should not be required to attend school.

The attendance officer shall report to the ESD twice yearly: (1) the number of petitions filed by the District or by a parent/guardian, (2) the frequency of each intervention attempted prior to filing of a petition, (3) the frequency of supplemental services, and (4) the disposition of cases filed with the juvenile court, including the number of contempt orders issued.

Cross References: Board Policy 3207 Prohibition of Harassment, Intimidation and Bullying

Board Policy 3240 Student Conduct

Legal References: RCW 28A.225.020 School's duties upon child's failure to attend school

RCW 28A.225.030 Petition to juvenile court for violations by a parent or child—School district responsibilities

RCW 28A.400.110 Principal to assure appropriate student discipline—building discipline standards—Classes to improve classroom management skills

RCW 28A.600.010 Enforcement of rules of conduct—Due process guarantees—Computation of days for short-term and long-term suspensions

RCW 28A.600.015 Rules incorporating due process guarantees of pupils—Informal due process procedures for short-term suspension of students

RCW 28A.600.020 Exclusion of student from classroom—Written disciplinary procedures—Long-term suspension or expulsion

RCW 28A.600.040 Pupils to comply with rules and regulations

RCW 28A.600.410 Alternatives to suspension—Encouraged

RCW 28A.600.415 Alternatives to suspension—Community service encouraged—Information provided to school districts

RCW 28A.600.420 Firearms on school premises, transportation, or facilities—Penalty—Exemptions

RCW 28A.600.455 Gang activity—Suspension or expulsion

RCW 28A.600.460 Classroom discipline—Policies—Classroom placement of student offenders—Data on disciplinary actions

RCW 28A.600.475 Exchange of information with law enforcement and juvenile court officials—Notification of parents and students

RCW 28A.600.480 Reporting of harassment, intimidation or bullying—Retaliation prohibited—Immunity

RCW 9.41.280 Possessing dangerous weapons on school facilities—Penalty—Exceptions

WAC 392-400-290 Emergency removal from class, subject or activity

WAC 392-400-205 Pupils –Definitions RCW 9.41.250 Dangerous weapons—Penalty

WAC 392-400-235 Discipline—Conditions and limitations  
 WAC 392-400-240 Discipline—Grievance Procedure  
 WAC 392-400-245 Short-term suspension—Conditions and limitations  
 WAC 392-400-250 Short-term suspension—Prior conference required—Notice to parent  
 WAC 392-400-255 Short-term suspension—Grievance procedure  
 WAC 392-400-260 Long-term suspension—Conditions and limitations  
 WAC 392-400-265 Long-term suspension—Notice of hearing— Waiver of hearing  
 WAC 392-400-270 Long-term suspension—Pre-hearing and hearing process  
 WAC 392-400-275 Expulsion—Conditions and limitations  
 WAC 392-400-280 Expulsion—Notice of hearing—Waiver of hearing  
 WAC 392-400-285 Expulsion—Pre-hearing and hearing process  
 WAC 392-400-305 Emergency expulsion—Pre-hearing and hearing process  
 WAC 392-400-310 Appeals—Long-term suspension and expulsion  
 WAC 392-400-295 Emergency expulsion—Limitations  
 WAC 392-400-317 Appeals—Discipline and short-term suspension grievances  
 WAC 392-400-320 School board or disciplinary appeal council decisions  
 WAC 392-400-315 Appeals—Hearing before school board or disciplinary appeal council—Procedures  
 Chapter 392-172A WAC Rules for the Provision of Special Education to Special Education Students  
 34 CFR Part 300 Individuals with Disabilities Education Act

## **Suspensions & Expulsions**

**“Suspension”** shall mean a denial of attendance (other than for the balance of the immediate class period for “discipline” purposes) at any single subject or class, or at any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

**“Short-Term Suspension”** shall mean a suspension for any portion of a calendar day up to and not exceeding ten consecutive school days. A short-term suspension may be imposed upon a student for violation of school district rules adopted pursuant to WAC 392-400-225, subject to the following limitations or conditions, the prior informal conference procedures set for in WAC 392-400-250, and the grievance procedures set for in WAC 392-400-255:

1. The nature and circumstances of the violation must be considered and must reasonably warrant a short-term suspension and the length of the suspension imposed. This requirement does not preclude school districts (that is, the board of directors of school districts) from establishing the nature and extent of the corrective actions and/or punishments, which, as a general rule, must be imposed as a consequence of prescribed misconduct. Such advance notice to students is advisable, and the imposition of such preestablished corrective action and/or punishment is permissible as long as “a” disciplinarians and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances, and (b) short-term suspension is not established as the corrective action or punishment for a student’s first time offense other than for offenses involving exceptional misconduct as defined in subsection (2) of this section.
2. As a general rule, no student shall be suspended for a short term unless another form of corrective action or punishment reasonably calculated to modify his/her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature. A school district may, however, elect to adopt rules providing for the immediate resort to short-term suspension in cases involving exceptional misconduct as long as disciplinarians and hearing officers may grant exceptions in cases involving extenuating and/or exceptional circumstances, notwithstanding the fact prior alternative corrective action or punishment has not been imposed upon the student(s) involved. For the purpose of this rule, “exceptional misconduct” means misconduct other than absenteeism which a school district has judged following consultation with an ad hoc citizens committee to (a) be of such frequent occurrence, notwithstanding past attempts of district

personnel to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to short-term suspension, and/or (b) be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to short-term suspension (for example, misconduct judged by a school district to be the same or of the same nature as a violation of the state's drug or controlled substance laws). The ad hoc citizens committee required by this section shall be composed of three or more persons chosen by the school district or the administrative designee(s) of the district, and shall be constituted with the intent and purpose of representing various socioeconomic, minority, and majority populations of the school district to the extent deemed practical.

3. No student subject to compulsory attendance pursuant to chapter 28A.225 RCW, as now or hereafter amended, shall be suspended by reason, in whole or part, of one or more unexcused absences unless the school district has first imposed an alternative correction action or punishment reasonably calculated to modify his/her conduct and, in addition:
  - 3.1 Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s), or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;
  - 3.2 Scheduled a conference or conferences with the parent(s), guardian(s), or custodial parent(s), and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and
  - 3.3 Taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials and where possible, discussed with the student, parent(s), guardian(s), or custodial parent(s), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.
4. Grade five and above program – No student in the grade five and above program shall be subjected to short-term suspensions for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.
5. Any student subject to a short-term suspension shall be provided the opportunity upon his or her return to make up assignments and tests missed by reason of the short-term suspension if:
  - 5.1. Such assignments or tests have a substantial effect upon the student's semester or trimester or grades, or
  - 5.2. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.
6. Any student who has been suspended shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules that provide for such an application for readmission and set forth the procedures to be followed.
7. Prior to the short-term suspension of any student a conference shall be conducted with the student as follows:
  - 7.1. An oral or written notice of the alleged misconduct and violation(s) of school district rules shall be provided to the student,
  - 7.2. An oral or written explanation of the evidence in support of the allegation(s) shall be provided to the student,
  - 7.3. An oral or written explanation of the corrective action or punishment which may be imposed shall be provided to the student, and
  - 7.4. The student shall be provided the opportunity to present his/her explanation.



8. In the event a short-term suspension is to exceed one calendar day the parent(s) or guardian(s) of the student shall be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the United States mail as soon as reasonably possible. The notice shall also inform the parent or guardian of the right to an informal conference pursuant to WAC 392-400-255 and that the suspension may possibly be reduced as a result of such conference.
9. All short-term suspensions and the reasons therefore shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four hours after the imposition of the suspension.

**“Long-Term Suspension”** A suspension shall mean a suspension which exceeds a “short-term suspension” as defined above, but not in excess of one semester or trimester, during the same school year. Long-term suspension may be imposed upon a student for violation of district rules subject to the following limitations:

1. The nature and circumstances of the violation must be considered and must reasonable warrant a long-term suspension and the length of the suspension imposed. This requirement does not preclude school districts (that is, the board of directors of school districts) from establishing the nature and extent of the corrective actions and/or punishments, which, as a general rule, must be imposed as a consequence of proscribed misconduct. Such advance notice to students is advisable, and the imposition of such preestablished corrective action and/or punishment is permissible as long as (a) disciplinarians and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances, and (b) long-term suspension is not established as the corrective action or punishment for a student's first time offense other than for offenses involving exceptional misconduct as defined in subsection (2) of this section.
2. As a general rule, no student shall be suspended for a long term unless another form of corrective action or consequence of misconduct of the same nature. A school district may, however, elect to adopt rules providing for the immediate resort to long-term suspension in cases involving exceptional misconduct as long as disciplinarians and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances, notwithstanding the fact prior alternative corrective action or punishment has not been imposed upon the student(s) involved. For the purpose of this rule, “exceptional misconduct” means misconduct other than absenteeism which a school district has judged following consultation with an ad hoc citizens committee to (a) be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to long-term suspension, and/or (b) be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to long-term suspension (for example, misconduct judged by a school district to be the same or of the same nature as a violation of the state's drug or controlled substances laws). The ad hoc citizens committee required by this section shall be composed of three or more persons chosen by the school district or the administrative designee(s) of the district, and shall be constituted with the intent and purpose of representing various socioeconomic, minority and majority populations of the school district to the extent deemed practical.
3. No student subject to compulsory attendance pursuant to chapter 28A.225 RCW, as now or hereafter amended, shall be suspended by reason, in whole or part, of one or more unexcused absences unless the school district has first imposed an alternative corrective action or punishment reasonably calculated to modify his or her conduct and, in addition:
  - 3.1 Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;

- 3.2 Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and
- 3.3 Taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials and, where possible, discussed with the student, parent(s), guardian(s), or custodial parent(s), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.
4. Once a student has been expelled in compliance with this chapter, the expulsion shall be brought to the attention of the appropriate local and state authorities including, but not limited to, juvenile authorities acting pursuant to chapter 13.04 RCW in order that such authorities may address the student's educational needs.
5. Any student who has been expelled shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules, which provide for such an application for readmission and set forth the procedures to be followed.
6. All expulsions and the reasons therefore shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four hours after the imposition of the expulsion.

**“Emergency Expulsion”** Notwithstanding any other provision of this chapter, a student may be removed immediately from a class, subject, or activity by a certificated teacher or an administrator and sent to the building principal or a designated school authority: Provided, that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing threat of substantial disruption of the classes, subjects, or activities shall continue only until:

1. The danger or threat ceases, or
2. The principal or designated school authority acts to impose discipline, impose a short-term suspension, initiate a long-term suspension or an expulsion, or impose an emergency expulsion, pursuant to this chapter.

The principal or school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond the commencement of the next school day. Prior to or at the time any such student is returned to the class(es), subject(s), or activity(ies), the principal or school authority shall notify the teacher or administrator who removed the student therefrom of the action which has been taken or initiated.

## **DUE PROCESS RIGHTS OF STUDENTS**

### **GRIEVANCE PROCEDURE**

Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference the student, parent, or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved. Subsequent to the building level grievance meeting, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two school business day's prior notice, shall have the

right to present a written and/or oral grievance to the board of directors during the board's next regular meeting or to the school district disciplinary appeal council if the board has delegated its responsibility to hear and decide such grievances to the council pursuant to WAC 392-400-317. The board or council shall notify the student, parent, or guardian of its response to the grievance within ten school business days after the date of the meeting. The discipline action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her designee elects to postpone such action.

### **RIGHT TO A HEARING**

A suspended or expelled student and his or her parent/guardian have the right to a hearing before the District Hearing Officer. The request for a hearing shall be directed to the suspending school official within three school business days after receipt of notification. If a hearing is requested the student and his/her parent(s) or legal guardian(s) have the right to:

1. Inspect the evidence.
2. Be represented by counsel.
3. Present evidence including the testimony of witness.
4. Challenge evidence presented by suspending official.
5. A timely written decision from the hearing officer.
6. Appeal the decision of the hearing officer to the Board of Directors within three school business days after the hearing.

### **SPECIAL EDUCATION STUDENTS**

The handicapped student is subject to the same treatment under Stanwood Public Schools' Statement of Rights and Responsibilities as the non-handicapped student with the modifications indicated below:

#### **A. Long-Term Suspension/Expulsion**

When considering the imposition of long-term suspension or expulsion for a handicapped student, which would constitute a significant change in placement, a group meeting must be held prior to imposing the action, which complies with the following criteria:

1. Persons to be present must include members of the district's multidisciplinary team who are:
  - 1.1 Knowledgeable about placement options
  - 1.2 Knowledgeable about the evaluation date
2. The purpose of the meeting will be to:
  - 2.1 Determine whether the behavior is the result of an inappropriate placement
  - 2.2 Determine whether the student's behavior is the result of an inappropriate placement
  - 2.3 Consider the sanction or action to be taken
3. If the behavior is not an element of, or related to, the handicapping condition, and is not the result of an inappropriate placement, the sanction can be imposed.
4. If the behavior is an element of, or related to, the handicapping condition or is the result of an inappropriate placement, a different placement or revised program must be considered and offered. If necessary, placement for evaluation purposes can be invoked.
5. Following the meeting, written notice will be provided to the parent, which provides inclusive information of the placement decision and the right to a hearing in accordance with state/federal rules and regulations.

#### **B. Emergency Expulsion**

If a handicapped student's behavior is such that his or her presence creates an immediate and continuing danger to the student, other students, school personnel or an immediate and continuing threat of substantial disruption of the educational process, the student may be sent home.

### **C. Obligations to Student Pending Hearing**

The District must continue providing educational services to the handicapped student if they have initiated a request for hearing.

### **D. I.E.P. Discipline Plans**

Within the I.E.P. process, which includes a meeting of the parent, teacher, and District representative who is qualified to provide or supervise special education services, a plan may be established for the handling of specific behavior in order to reach behavioral goals. This plan may include removal from school for specific amounts of time as part of the I.E.P. A new I.E.P. may be requested if either the parent or school personnel finds the plan is not satisfactory or in need of revisions.

## **DISTRICT & CRIMINAL OFFENSES**

All behaviors listed below are crimes under city, state or federal law. If students commit any of these crimes, or any other crime while in school, on school grounds, in school sponsored transportation or at a school sponsored event, they will be disciplined by the school district, law enforcement officials will be contacted and students may face criminal charges.

**“Discipline”** shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period: Provided, that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district.

Absence or tardiness may affect the student grade only if the school has identified, pursuant to policy of the school district, that attendance will be a basis for grading in whole or in part.

Any discipline or punishment of a student must be administered fairly and for a good and just cause. Board Policy 3241 defines the relationship between the schools and local police agencies. In this policy it states that information regarding major violations of the law shall be communicated to the appropriate law enforcement agency. Exceptional misconduct includes the following:

- A. Possession or use of alcohol or any controlled substance not prescribed by a physician for such possessor or user, or purported controlled substance;
- B. Sale or delivery of alcohol or any controlled substance or purported controlled substance to another person;
- C. Possession of drug paraphernalia;
- D. Being under the influence of alcoholic beverages or illegal drugs;
- E. Use of tobacco products including lighters and matches;
- F. Falsely reporting a fire or bomb on school property;
- G. Belonging to a gang and knowingly engaging in gang activity;
- H. Possessing or displaying an instrument that is or appears to be a firearm;
- I. Possession, use of, displaying or transmission of a weapon or an object that can be reasonably considered a weapon;
- J. Commission of any criminal act classified as a felony or misdemeanor under the laws of the State of Washington;
- K. Assault/battery

- L. Fighting
- M. Harassment, intimidation, bullying;
- N. Other acts including:
  - a. Arson;
  - b. Manufacture, purchase, sale, transfer, offer for sale, use, discharge, possession, transport or storage of any pyrotechnics, fireworks, explosives, improvised, devices, or components that are intended to be assembled into an explosive;
  - c. Theft/burglary/robbery; and
  - d. Gang intimidation.
- O. Cheating, alteration of records;
- P. Inappropriate use of technology; or
- Q. Lewd conduct.

The basic booklet outlines student rules or possible offenses on the one hand vs. student rights and possible sanctions on the other. Administrators normally have the flexibility to apply sanctions that vary in type and length, depending on the severity and number of the offense. In the following cases there is a standard minimum sanctioned as listed for occurrences on grounds or school-sponsored events.

#### Regulation of Dangerous Weapons on School Premises 4210

It is a violation of the 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. Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion. (To read the entire policy please click the following:

[\*\*Stanwood-Camano School District #401 - 4000 Community Relations\*\*](#)