

Gause Elementary School



Gause students are successful learners and responsible, respectful citizens.

Student/Parent Handbook

Washougal School District #112-6 2011-2012 School Calendar

July 2011						
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○ First and Last Day of Classes
 □ School Holiday or Other Non-Student Attendance Day

- Aug 8-11 HSPE Retakes at WHS
- Aug 30 School Starts
- Sept 2-5 Labor Day Holiday
- Oct 14 State In-Service
- Oct 31-Nov 4 K-12 Conferences (3-Hour Early Release)
- Nov 11 Veterans Day Holiday
- Nov 23-25 Thanksgiving Holiday
- Dec 19-Jan 2 Winter Break
- Jan 16 Martin Luther King Holiday
- Feb 20 Presidents' Day Holiday
- Mar 16* Non-Attendance Day
- Mar 28-30 K-12 Conferences (3-Hour Early Release)
- Apr 2-6 Spring Break
- Apr 27* Non-Attendance Day
- May 28 Memorial Day Holiday Weekend
- Jun 9 High School Graduation
- Jun 14 Last Day of School (3-Hour Early Release)

- MSP Testing: Grades 3-8 Online Testing Window April 27 - June 4
- MSP Testing: Grades 3-8 Paper/pencil Test April 27 - May 18
- EOC Exams Grades 7-12 Paper/pencil Test May 7 - June 15
- Test Window Grade 10 - 12 March 13-15
- Test Window Grade 11 & 12 WAAS/DAPE March 12 - 21
- AP Testing: May 7-11 and 14-18

- Staff Days
- Aug 24 New Teacher Inservice Day
 - Aug 25 Teacher Per Diem Day/All District Welcome
 - Aug 26 Teacher Per Diem Day/Building Decision

Semesters end: January 27, June 14
 Trimesters end: Dec. 2, Mar. 9, Jun. 14

EARLY RELEASE DAYS, K-5: EVERY WEDNESDAY (3 hours)
EARLY RELEASE DAYS, 6-12: (3 hours) Sept. 14, Oct. 19, Nov. 16, Jan. 11, Feb. 1, Mar. 7, Apr. 18, May 9
EARLY RELEASE DAYS, 9-12: (3 hours for finals) Jan. 25-27, June 12-14

*Makeup days to be used (in order listed) for school closures due to inclement weather: **March 16, April 27, June 15, 18 & 19**

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Welcome to Gause Elementary School

Message from the principal

Dear Parents,

Welcome to Gause Elementary School. The Gause School staff and community are dedicated to establishing a nurturing environment in which each student experiences success in learning and develop positive self-esteem. We hold the interest of children at the heart of all decision-making. We will nurture, instruct and encourage our students toward becoming life-long learners, capable of maximizing their potential as responsible, productive citizens. The Gause Elementary School staff and I are committed to assisting students to become responsible and disciplined individuals that can be productive participants in the educational community as well as in the local community.

It is essential that school, home and community promote each child's growth. The success we achieve here reflects school and community collaboration. The Gause staff hopes you, as parents, will feel that Gause School is your school, and that you always feel welcome. You are urged to visit the school and become involved in our variety of activities.

Please take the time to read and review this handbook with your child. The more information we can share with our students in developing strong social skills, understanding school expectations about behaviors, and building solid communication skills with you, the more positive results we can expect. The information, policies and procedures that are stated in this handbook will enable parents and staff members to work together to reach our goal of successful students and citizens.

We enjoy hearing from you. Please keep us informed of information we might need to support you and your family. Parent involvement is a vital element of a school's success. We look forward to working together with you as partners in your child's education.

Sincerely,

Rex Larson, Principal
Gause Elementary School

Directory Information

Gause Elementary School
1100 34th Street
Washougal, WA 98671
Office: 360-954-3700
FAX: 360-954-3799

School Hours

M, T, Th, F: 9:00 AM - 3:30 PM

Early Release Wednesdays: 9:00 AM – 12:30 PM

Operational Staff

Principal	Rex Larson	Social Worker	Julie Bristol
Secretary	Dana Bentley	ESD Nurse	Brooke Churchman
Secretary	Jennifer Banks	Library	Marlene Leifsen
Day Custodian	Larry Guenther	Café Cashier	Arlene Rasmussen
Night Custodians	Shirley Honkala	Kitchen	Susan Richards
	Leon LaFrance		Sandra Chambers
			Sally Mueller

Teaching Staff

Kindergarten

Karen Burnham
Cecilia Goodling
Erika Maxey

2nd Grade

Julie Taie
Sydney Termini
Alisa Vail

4th Grade

Cheryl MacIntyre
Donna Nickerson
Connie Vernon

1st Grade

Marie Klemmer
Wendy Morill
Allison Such

3rd Grade

Landa Blackburn
Marvina Bugajski
Heidi Kleser
Jim Schroeder

5th Grade

Eric Engebretson
Malcom Estes
Erin Maier

Specialty Teaching Staff

Paraeducators

Deborah Allen
Jeri Bean
Shannon Calderone
Laura Chamberlain
Sandra Goza
Annetta Howard
Linda Hughes
Tammy Powell
Nancy Rowell
Mary Wallace

Space

Lisa Bruley
Debra Cisney
Louise Raynor

Special Education

Joel Lassman
Bonnie Larkin
Khrista McBride

LAP Reading

Kathi Vaagen

Music

Dr. Frank Zahn

Band

Jennifer Bohn

Speech

Kara Haven

Pre School

Andrea Jones
Ellen Smart

Recess Aides

Taletha Moser
Stacey Johnson
Cathy Tanner

Physical Education

Mark Bauer

Food Service

Sandra Bell
Sally Mueller
Suzie Richards

Gause Elementary School Hours

The building is open to students from 8:30 AM to 3:30 PM. Unless enrolled in a before school program, students should not arrive before 8:30 AM, and all students should be picked up by 3:30 PM

In the event of an emergency in which these school hours are changed, you will be notified by the local news media. During winter months, please check the district website at www.washougal.k12.wa.us and/or listen to your radio and television for any school closure or delayed-opening announcements. You may also call the District 24 Hour Hotline at 835-7772.

Regular School Hours, Grades K-5

9:00 AM – 3:30 PM

Every Wednesday Early Dismissal

9:00 AM – 12:30 PM

Kindergarten Daily Schedule and Hours

9:00 AM – 3:30 PM

Group A: Monday/Thursday all day

Group B: Tuesday/Friday all day

Group A and B: Wed. Early Dismissal: 9:00 AM – 12:30 PM

School Office Hours

7:30 AM – 4:30 PM

Emergency Closure Plan

Each year, emergencies can arise, which require the students to be bused home early without warning to parents (e.g. snow, ice, flooding conditions, power outages, etc.). *First*, the student needs to know what their parents expect them to do if they arrive home early. *Second*, the student needs to practice the routine established. Unfortunately, when an emergency closure situation arises, **we cannot call** the parents of over five hundred sixty children; therefore it is wise to plan ahead for such situations.

If we do not have up to date emergency contact information for your child, your child will be sent to their regular destination unless advised otherwise.

Gause Student Guidelines

1. I will be respectful.
2. I will be prepared to learn.
3. I will do my best, always.

Gause School is a violence free zone. Dress, play, and student work, with themes of violence and/or weapons, are not acceptable.

- Gause students are (CCC) Courteous, Caring, Citizens.
- At Gause School we respect others, our work, our environment, and ourselves. We work cooperatively to solve problems in a positive way so that we contribute to making our school a pleasant place to learn, work and play.

The Gause School Guidelines are established for the purpose of building a community where every student can be an active part of the educational process. It is the staff's goal to allow students to grow and develop as individuals, in a courteous, caring and safe environment. In order to accomplish this, it is very important that students, parents and staff work together to build a community atmosphere where everyone can feel welcome and included.

Gause Pride Shows

- | | | |
|----------|----------------|---|
| P | Pride | Pride starts with me. |
| R | Respect | I respect other people, their property, and myself. |
| I | I – Me | What I hope to be, I am now becoming. |
| D | Duty | To do my part in getting a good education. |
| E | Effort | I must try to do my best at everything I do. |

Gause Elementary School Mission Statement and Guiding Principles

*At Gause, we will work with home and community to provide **ALL** students with opportunities to reach their full potential; academically, socially, emotionally, and physically.*

School Rules and Information - Alphabetical Quick Reference

Absences

Research proves that students who have good school attendance do better in school than those who don't. It is important to see that your child attends school on a regular basis. If your child cannot attend on a particular day, please call the school (954-3700) between 7:30 AM and 8:30 AM, to notify us of your child's absence. If we have not heard from you by 9:15 AM, we will call you at home or work to make sure the student's absence can be verified.

For planned, extended absences you must let the office know five (5) days in advance and in writing. Emergency absences are the exception. Without such written notice, all absences can be considered unexcused and treated as such by the Washington Mandatory Attendance Law.

Important: All prearranged absences must have prior approval by the principal in order to be excused. (Per Washgoual School District Policy #3122 and #3122P.)

Absences Due to Head Lice

The school district allows up to four days for treating each reported case of head lice. After the fourth day, your child will be marked unexcused and processed as such. (Chapter 28 A225RCW Compulsory School Attendance).

Behavior Standards

Gause students are taught to lead by their example of making good choices both academically and behaviorally. Each student is responsible for their actions while on the school grounds, within the building, and while attending any district related events or activities.

Gause Discipline Philosophy

We believe that all students have the right and the ability to learn.

We believe that students who sometimes have behavior problems can make positive progress when efforts to develop their potentials and strengths are emphasized, along with using disciplinary or remedial action as natural consequences relevant to their behavior and age.

We believe that students who are disruptive to the learning environment need to be taught to manage and take responsibility for their behavior by making better choices, and thereby becoming productive participants in the classroom setting.

We believe that students have the right to make choices with regard to their behavior, and that their choices will have natural consequences.

We believe that helping students become responsible learners, who are accountable for their behavior, is an ongoing and necessary process.

Discipline Procedures

- | | |
|------------|--|
| Step One | Verbal warning, mildest consequences |
| Step Two | Time-Out in a designated place inside the classroom or in a "Buddy Classroom".
A buddy classroom is another teacher's room where a student can be sent.
Teachers coordinate Buddy Classrooms amongst themselves. |
| Step Three | Loss of recess with problem solving and restitution, if appropriate. |

Step Four Refer students to the Student Assistance Room staff for help with problem solving techniques.

Step Five Referral to the Principal for action that they deem appropriate.

Expected Student Behaviors – The goal of learning is to become a better individual in thought, word, and deed. The goal of the following guidelines is to insure our school has a learning environment in which students feel challenged, involved and comfortable. Students are responsible for behavior that exhibits respect for human dignity and individual differences. Students and staff share the responsibility for maintaining a safe and orderly climate that promotes and encourages learning. Students should recognize that they are in jeopardy of losing certain rights and responsibilities when their actions infringe on the rights, needs, or property of others.

The following are behaviors that we expect **everywhere** in the school.

- Act in a safe and healthy way.
- Respect the rights and needs of others.
- Respect authority at all times.
- Treat all property with care.
- Use proper language.
- Chew gum at places other than school.
- Take responsibility for learning and learning tools.
- Treat others with fairness and courtesy.

In the hallways, students will:

- Walk in a quiet and orderly manner.
- Proceed directly to their destination.

During school assemblies or special events, students will:

- Listen respectfully and show appreciation appropriately.
- Sit quietly, keeping hands and feet to themselves.
- Come to immediate attention when asked to do so by the adult leader.
- Remain seated until given the direction by their teacher to leave.

In the cafeteria, students will:

- Enter and leave in an orderly fashion.
- Pick up all condiments, napkins, etc., before sitting down at their assigned table.
- Use good table manners, and speak in a level 2 voice only.
- Sit on their bottoms and keep feet under the table.

On the playground, students will:

- Treat each other and all equipment with respect.
- Follow adult directions.
- Follow Gause Guidelines and ALL school rules.
- Agree to problem solve in a positive manner that maintains the dignity of all involved.
- Not throw any foreign objects.
- Show kindness and respect for others by taking turns and sharing playground equipment.

In all restrooms, students will:

- Show respect for school property and not make a mess for someone else to clean up.
- Leave as soon as they are finished.

Birthday Celebrations and Treats

Parents and approved family members are permitted to bring store bought treats (i.e. cupcakes, cookies) to their child's lunch time for distributing to classmates. Important: Due to Clark County Health Department policy, all treats intended for sharing with classmates must be store bought. **Also, birthday celebrations are not to be held during classroom time.**

Booster Club

Gause School has an active volunteer group known as the Booster Club. Research shows that students whose parents are involved in their child's school are more successful over time than other students. All parents of registered Gause students are Booster Club members. The Boosters are responsible for many worthwhile student and family activities that are scheduled throughout the school year. If you would like more information about this supportive group, please call our school office at 954-3700.

Bus Ridership

The following are the expectations and behaviors all Gause students should show while riding any school bus for any occasion:

- Follow the driver's directions.
- Keep your hands to yourself, and your feet in front of you.
- Use appropriate language.
- No teasing, rude gestures, or loud talking.
- Take your seat quickly and stay seated until you reach your destinations.
- Follow all school rules, guidelines and expectations while waiting at the bus stop and while you walk home after departing the bus.

Conferences

Conferences to discuss student progress are held twice each year. Usually in late October and late March. (Please see the current Washougal School District calendar for specific dates and grade levels.) Parents will receive notification of conference times through their child's teacher, usually two weeks in advance of the conference. Parents receive a report card at the conclusion of each trimester. (Dec, March, June).

Contacting Staff Members

Our staff welcomes your calls concerning your child. You may call and leave a message in the office at any time, or for easier access, call the school after 3:30 PM on M, T, Th, and F, and after 12:30 PM on early release Wednesdays.

Dress and Appearance

Dress or appearance, which causes the disruption of the educational process or presents a health and/or safety problem, is not allowed. Certain classes or activities may require prescribed dress and grooming (i.e. PE, music program performances). We at Gause take great pride in our school and believe that personal appearance is a reflection of that pride. As a result, the following rules have been established:

- Clothing must cover undergarments
- Shorts and skirts are to extend beyond the end of the fingertips when arms are hanging down.
- Clothing advertising drugs, alcohol, tobacco, gang affiliation, or other inappropriate messages are not allowed.
- Hats are allowed on special days only (i.e., Spirit Fridays and last week of school). "Hoodies" must be removed from the head while inside the school.

- Shoes should be worn at all times.
- **Wheeled shoes are not to be worn at school.**

Please be aware that articles such as chains, studded bracelets, “collars”, etc. will be confiscated. In some cases the student may be sent home. Specific and appropriate consequences for specific infractions will be implemented at the discretion of school personnel.

Electronic Devices

Radios, pagers, cell phones, and electronic devices of any kind are not allowed at school. Such items can disrupt the learning environment and become objects of theft, damage or loss, which the school cannot take responsibility for.

Cell phones may only be present if the parent has contacted the principal to discuss the reason. In such a case, the cell phone is to be used for emergencies only, before or after school, and must be turned off and kept in the student’s backpack during the school day. Failure to follow this policy may result in the confiscation of the cell phone, parents notified, and a conference held with the principal, parent and student.

Emergency School Procedures

In the event of an emergency or bad weather, school may start late or be cancelled for the day. If it appears that conditions will change normal school routines, parents should listen to their radio or TV for information on delays or closures.

In the event of a two-hour late start, please remember the following:

- All before school programs will be cancelled
- No breakfast will be served
- If a late start occurs on a Wednesday, there will be no early release. Students will be dismissed at 3:30 PM or as determined by the WSD Superintendent.

Energy Drinks

This year, all energy drinks will not be allowed at school. It has come to our attention that some of the drinks marked as an energy drink contain anywhere from 6-10% alcohol in them. Since they are all very similar in looks and can easily be mistaken, they will not be allowed at school. Below is some additional information from Brown University about energy drinks.

What are energy drinks?

Energy drinks are beverages like Red Bull, Venom, Adrenaline Rush, 180, Monster, and ISO Sprint, which contain large doses of caffeine and other legal stimulants like ephedrine, guarana, and ginseng. Energy drinks may contain as much as 80 mg of caffeine, the equivalent of a cup of coffee. Compared to the 37 mg of caffeine in a Mountain Dew, or the 23 mg in a Coca-Cola Classic, that’s a big punch. These drinks are marketed to people under 30, especially to college students, and are widely available both on and off campus.

Are there short-term dangers to drinking energy drinks?

Individual responses to caffeine vary, and these drinks should be treated carefully because of how powerful they are. Energy drinks’ stimulating properties can boost the heart rate and blood pressure (sometimes to the point of palpitations), dehydrate the body, and like other stimulants, prevent sleep.

Energy drinks should not be used while exercising as the combination of fluid loss from sweating and the diuretic quality of the caffeine can leave the user severely dehydrated.

Know what you are drinking. Energy drinks are not necessarily bad for you, but they shouldn't be seen as "natural alternatives" either. Some of the claims they make like "improved performance and concentration" can be misleading. If you think of them as highly-caffeinated drinks, you'll have a more accurate picture of what they are and how they affect you. You wouldn't use Mountain Dew as a sports drink. And a drink like Red Bull is more like strong coffee.

Field Trips

Field trips, which align with specific units or studies, are arranged for classes throughout the year as part of a student's educational experience. In order for a student to participate in a field trip, they must have returned a parent signed permission slip to their teacher. Adult volunteers for field trips must have a current volunteer clearance on file with the district office. Volunteers are chosen at the discretion of the teacher.

Fines

Students and parents are responsible to pay for lost or damaged school owned materials. Report cards may be withheld at the end of the school year until any and all school fines and/or late charges are paid in full.

Gum and Candy

Except for planned school celebrations, gum and candy are not allowed at school. Candy and treats are for school lunches and are to be eaten in the school's cafeteria only. Except for special occasions, food is not allowed on the playground and all lunch items must be fully consumed by the student before they go out for recess.

Health and Medications

When a problem is discovered or a child is ill, parents are contacted and the child is usually sent home until the condition clears, or a doctor advises that school attendance is approved. Parents should also be alert and should not allow their child to come to school ill, with undiagnosed rash, with some questionable condition or if they have had a fever over 100 degrees within a twenty-four hour period. Written excuses are required for each school absence. Please include the reason for the absence and the nature of the illness. There are times when students need to take medication at school. State law requires that the school follow certain procedures. Please be aware of the following:

- Parents/guardians must bring the medication to school in its original container and sign a "Physician's Request and Instructions" form.
- Students must come to the main office and have a staff member give them their medications.

A signed note by the doctor must be given to the school for over the counter medicine to be administered.

Over The Counter and/or Look Alike Drugs/Medications

The building principal, per the WSD Discipline Matrix, will deal with students using and/or distributing over the counter or look-alike drugs to others. In some cases, local law enforcement may be called.

Homework

Homework is given by teachers to allow a student to practice a skill that has been previously taught in the classroom. It is not designed to have students attempt to learn new material on their own. For that reason, it is sometimes not possible to provide homework when it may be requested as a result of a family trip, illness, injury or disciplinary action. However, when

possible an alternative lesson may be assigned. All homework is assigned at the discretion of each classroom teacher.

Immunizations

State law requires that each child be immunized against the following diseases:

- **Hepatitis B** – must have 3 doses,
- **Polio** - (IPV or OPV) 4 doses **IF** all doses were given before the 4th birthday/3 doses **IF** the last dose was given on or after the 4th birthday
- **DTaP/DT/Td/Tdap** (3 or 4 doses; depending on age)
- **MMR** (measles, mumps & rubella) – must have 2 doses.
- **Varicella** (chicken pox) – 1 or 2 doses; depending on age. **Varicella is RECOMMENDED (NOT required) for 3rd, 4th & 5th graders**

Be advised that there are other age-specific requirements involved with the Varicella vaccine. See your child's health care provider or go to:

<http://www.doh.wa.gov/cfh/Immunize/schools/vaccine.htm> for details.

Parents/guardians are responsible for submitting a *current* and *signed* **Certificate of Immunization Status** (CIS) form to the school office upon registration and/or by the first day of school. Parents/guardians are **ALSO** responsible for updating their child's CIS form that is maintained in the school office.

Please note that your child could be excluded from school if they are found to be out of compliance with the above immunizations.

Items Not Allowed at School

Students at Gause Elementary School, "Dress for Success" in clothing styles appropriate to their age and grade level. The Gause school staff will prohibit student dress, grooming, or the bringing to school of any items that: present a safety hazard to students and any other members of our school community, interfere with school work, cause disorder and distraction in the classroom, and/or prevent the student(s) from succeeding at school.

The principal will be the final judge of what is and what is not appropriate for school.

For a more thorough description of non-acceptable student behaviors for ALL Washougal School District students, please see the *Washougal School District's Disciplinary Action Guidelines* for a list of offenses and possible consequences.

Knives of any length, form, or style or any item that could be used as a dangerous object or weapon will not be allowed on the school grounds. This also includes look-alike guns and/or weapons. Violation of this policy will result in immediate confiscation of the item, and the student's parents being notified. If necessary, the local police may be called, and the student may face the possibility of immediate suspension or expulsion from school.

Students are not to bring any toys, games, electronic devices, skates, roller shoes, skateboards, scooters, or large amounts of money to school.

Roller shoes, or any shoe, which has built in wheels is not appropriate for school. For safety reasons, students are not allowed to wear this type of shoe to school.

Cell phone use by students is discouraged. If a student must have a cell phone, then it must be turned off and placed in a backpack at all times. Cell phone use during class and/or school time, may result in disciplinary action. For specific questions, please call Mr. Larson, 954-3701

Note: Any of the above items can and will be confiscated by the principal, and given back only to the parents after the first offense. Continued like offenses will result in confiscation by the principal until the end the school year.

Leaving School/Returning to School

Students Leaving School Grounds – Once students are on the school grounds they may not leave without written parent permission. If a student is to leave the school grounds for any reason, their parent, or a designated person authorized by the parent, should come to the school office to request the student. An office staff member will then contact the classroom teacher and request that student to report to the office. The person picking the student up must sign the student out on the appropriate form. If the student returns to school on the same day, they must report to the office and be signed back in by their parent or the parent designee.

IMPORTANT: Parents are never allowed to go straight to the classroom to retrieve their child. An authorized adult must check out all students through the office.

Students Going to Another Destination After School Other Than Home – The office must have written permission from home if a student is to remain on the school grounds after dismissal. Students planning to visit a friend after school or go home by a different route than usual must have a note from their parents permitting them to do so. Such permission slips must be presented to the school's office at the start of the school day.

Lost and Found

A "Lost and Found" cart is located in the front hallway. Students finding or losing articles may check in the lost and found and with the office regarding those articles. Please write your child's name on all personal possessions to help with returning them to the proper owner if lost.

All students and parents need to be aware that the school is not and cannot be responsible for personal property that has been damaged, lost or stolen. This includes items that have been left overnight/weekend at school. The school will do everything it can to protect students' personal property. The risk of items such as toys, radios, or electronic devices being damaged or stolen will be eliminated if they are left at home.

Meal Program

Students are encouraged to always keep money deposited in their meal program account. Parents may send to school with their child cash or checks for this purpose. All checks should be made out to Washougal School District. When a student's account is out of funds, the cashier will advise the student and stamp their hand with a green dollar sign (\$). Charges cannot be accepted, however a student may receive an emergency lunch for a maximum of three days after parent notification of a zero balance in their child's account. Parents should contact the school's office at once if their child cannot eat certain foods or drink milk.

Newsletter

All school newsletters can be accessed by going to the school district's website at www.washougal.k12.wa.us. A hard copy of the monthly school newsletter will be sent home with the youngest child of each family. It will have a calendar of upcoming events and news

important to you and your child. Please take the time to read it as a family and note important dates on your calendar.

Parties

The school celebrates Halloween and Valentine's Day with classroom parties. Teachers will coordinate with parent volunteers for party treats and activities. Due to Clark County Health Department policy, all treats for parties must be store bought. This includes birthday treats for individual birthday celebrations. **Individual birthday celebrations are not to be held during classroom time.**

Retention and Promotion

If retention or promotion is being considered, parents will be notified at the earliest regularly scheduled conference date, prior to the end of the second trimester. Parents may request this option at any time. The school principal has the final say in all retention and promotion procedures and decisions.

School Social Worker - Student Assistance Room (SAR)

Our school social worker teaches guidance topics in the classroom, helps parents and teachers with student behavior issues, and acts as a liaison between school and resources in the community. They are not counselors nor do they do individual or group therapy. They serve as a resource for the entire Gause School community. They work with students in small groups as well as teaching to whole classes and in some cases, see students individually. To contact our school social worker, please call 954-3703.

The social worker works with students, staff, family members and interagency services for the purpose of equipping students with the behavior management techniques needed for successful educational development in school and social settings.

The social worker may identify students who may need to be referred to a small group for anger management, social skill development, and/or for individual meetings in the SAR. In addition, the social worker is available to help teachers with developing behavior management strategies for the entire class or for individual students.

Beginning in Kindergarten, students learn about their responsibilities as a learner as well as their responsibilities as a social being to self, peers, family, school and community. By fifth grade, the students will have some understanding of the connection between their behavior and what happens to them in their environment. In addition, they will begin to take some responsibility for their own education plan and the learning process. This prepares the students for the career development that begins in middle school.

The SAR is also a resource for teachers. Staff may send students to problem solve with the social worker, or to take a time out to problem solve behavior that is disruptive to the classroom and interfering with the learning of others. Students can also be sent to the SAR to receive reinforcement for positive behavior.

The social worker may accompany teachers or other staff on home visits as requested and/or needed.

The goal of the SAR is to promote positive school behavior by teaching students to make choices, which will affect them and others in positive and proactive ways.

**Washougal School District
DISCIPLINARY ACTION GUIDELINES**

8-10-10

The level of consequence to be imposed will take into consideration the severity of the offense, the age and past disciplinary record, attendance, and academic history of the student. School officials may grant exceptions to the guidelines below in cases involving extenuating circumstances.

Pre-Referral Interventions	Class 1 Offense	Class 2 Offense	Class 3 Offense	Class 4 Offense
<i>Examples:</i> Give warning to student(s) Contact parent or guardian Behavior plan Assign detention Conduct parent/guardian conference	<i>Examples:</i> <ul style="list-style-type: none"> • Disruption • Dress code violation • Inappropriate language with peers • Inappropriate physical contact • Out-of-class without permission • Skipping class or unexcused absence • On the bus <ul style="list-style-type: none"> ➢ Out of seat while bus is moving ➢ Eating or drinking ➢ Throwing items ➢ Loud, screaming 	<i>Examples:</i> <ul style="list-style-type: none"> • Bullying • Cheating • Computer policy issues • Defiance/insubordination • Forgery • Inappropriate language to adult • Lying • Possession or use of over the counter drugs • Offering to others: over-the-counter drugs 	<i>Examples:</i> <ul style="list-style-type: none"> • Arson • Assault • Fighting/encouraging others to fight • Gang related activity • Harassment, ongoing bullying, intimidation • Forceful interference of district employee • Knives, weapons, dangerous objects • Other criminal acts as defined by law • Sexual harassment • Theft • Threat • Possession/use of tobacco • Vandalism 	<i>Examples:</i> <ul style="list-style-type: none"> • Possession or use of controlled substances • Possession of drug paraphernalia • Possession or use of alcohol • Offering or selling to others: drugs, look-alike drugs, alcohol or substances, or material claimed to be drugs or alcohol • Possession of gun or look-alike gun on school premises
1st Offense	Discipline	Discipline to Short Term Suspension	Short Term to Long Term Suspension	Long Term Suspension to Expulsion
2nd Offense	Discipline to Short Term Suspension	Discipline to Long Term Suspension	Short Term Suspension to Expulsion	
Further Offenses	Short Term to Long Term Suspension	Long Term Suspension to Expulsion	Long Term Suspension to Expulsion	

Definitions

- **Discipline:** any form of corrective action other than suspension or expulsion. Examples include: Warning, conference, referral, detention, Saturday school, loss of privileges, school service.
- **Short Term Suspension:** Denial of attendance for more than a period or subject up to and not exceeding ten consecutive days. Students in grades K-4 will not be suspended for more than 10 school days in a semester/trimester. Students in grades 5-12 will not be suspended for more than 15 school days during any single semester or 10 school days during any single trimester.
- **Long Term Suspension:** Denial of attendance for more than ten consecutive school days.
- **Expulsion:** Denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time.

School Suspensions

Sometimes a student's behavior warrants a more serious consequence than is normally provided. In School Suspension (ISS) and Out of School Suspension (OSS) are used at Gause Elementary School. ISS is sometimes tried first, as staff attempt to use the mildest form of consequences at all times. ISS can also be used temporarily in place of OSS when a student's parents are not able to come and pick their child up from school right away. Any child in ISS who cannot control their behavior will automatically be given OSS as a consequence. This type of consequence may be administered at a later date such as the next school day. The principal may also use and refer to the District's Discipline Matrix as a guide when implementing any and all behavior violation consequences. The Principal also uses and refers to the District's Discipline Matrix as a guide when implementing consequences. (See District Policies and Procedures)

Note: At the elementary level, not all consequences are black and white as per the Discipline Matrix. Many times the age and/or grade level of the student must be considered. The Principal reserves the right to use this matrix as a guide and not necessarily a mandated set of consequences.

School Telephones

Each classroom has a telephone for teacher/parent communication. Students are to never use these phones without staff permission. The school's phones are business phones. Therefore, students may not use school phones for permission to go to a friend's house after school, late or missing homework, or forgotten lunch money, etc.

Trespassing

Upon request, any persons, including students, must identify themselves to school authorities in the school building, on school property, or at school and district sponsored events.

Visitors

We welcome visitors to Gause School. Short-term visits must go through the school office first. However, because of school district policy and the Collective Bargaining Agreement with school district employees, all classroom visits must first be cleared through the principal. Please call when you want to make a classroom visit, unless already prearranged with your child's teacher.

All visitors to Gause must sign in at the office and wear a visitor's badge. All visitors must sign out upon the completion of their visit. Gause School does not allow visits by family members for the purpose of spending the day with a Gause student.

**Washougal School District
Internet/Network Discipline Guidelines**

8-14-2009

The level of consequence to be imposed will take into consideration the severity of the offense, the age, and past disciplinary record of the student. School officials may grant exceptions to the guidelines below in cases involving extenuating circumstances. **For all offenses, there may be additional disciplinary action at the discretion of the building administrator.**

Pre-Referral Interventions	Class 1 Offense	Class 2 Offense	Class 3 Offense
<p><i>Examples:</i></p> <p>Redirect student to appropriate website or application</p> <p>Give warning to student(s)</p> <p>Contact parent or guardian</p>	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Exploring inappropriate website • Exploring non-curricular website (off task) • Misuse of desktop/inappropriate wallpaper images • Infringing on the privacy of others • Sharing passwords with other students • Inappropriate printing • Copyright infringement 	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Exploring inappropriate website (perceived intent) • Installing or running unauthorized software (games, proxies, etc) • Accessing or modifying files that belong to others • Stealing passwords • Modifying system files or settings • Downloading, displaying, and/or viewing of obscene graphics and/or sounds 	<p><i>Examples:</i></p> <ul style="list-style-type: none"> • Inappropriate software (i.e. software with intent to hack system or steal passwords) • Software or hardware theft or vandalism • Electronic harassment or sexual harassment, including use of obscene, defamatory or derogatory words in email or electronically generated documents (i.e. slander, racial or gender related slurs, etc.)
1st Offense	Verbal warning with documentation	Parent conference and loss of access with time to be determined by administrator and reporting staff	Loss of access for 12 weeks, possible administrative action (suspension, or fine for vandalism), and contact law enforcement as appropriate (hacking, theft)
2nd Offense	Parent notification with return signature and loss of access until parent response	Loss of access for 12 weeks	Loss of access for remainder of school year, administrative action (suspension, or fine for vandalism), and contact law enforcement as appropriate (hacking, theft)
Further Offenses	Parent conference and loss of access with time to be determined by administrator and reporting staff.	Loss of access for remainder of school year.	
For all offenses, there may be additional disciplinary action at the discretion of the building administrator.			

Student/Parent Agreement Sheet

Parents and Guardians: Please read and discuss the information in our school's *Parent/Student Handbook* with your child, complete the signature requests listed below and return this page to your child's teacher. Please do not sign with your child until you have both taken the time to discuss the handbook's contents. Keep this handbook in a conveniently accessible place and refer to it from time to time throughout the school year.

If you have any questions, now or at anytime in the future, please contact Mr. Larson, Principal, or your child's teacher. This handbook may also be accessed online by going to the Washougal School District's website at www.washougal.k12.wa.us, and following the links to Gause School. Thank you for your cooperation and support.

As a Gause Elementary School student, I agree to follow the rules and procedures as outlined in the *Parent/Student Handbook*. I also agree to be a positive part of the Gause School academic community. I have either read the contents of this handbook with my parent or guardian, or it has been read to me. I understand that it is important for me to follow these guidelines and expectations so that Gause School can be a safe and fun learning place for everybody.

Student's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

Classroom Teacher's Name _____ Gr. Level _____

WASHOUGAL SCHOOL DISTRICT

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Policy 3122 – Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. The superintendent shall enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures shall be disseminated broadly and made available to parents and students annually.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- A. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused.
- B. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress.
- C. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.
- D. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- E. An excused absence shall be verified by either a phone call or note from the parent, adult or emancipated student, or school authority responsible for the absence.
- F. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

Excessive Absenteeism

- A. Excused absences in excess of eight (8) days between the first day of school and the last school day in January and/or the first day of school in February and the last day of school may be deemed to be excessive and may have an adverse effect on the student's educational progress.

- B. Excused absences in excess of six (6) consecutive days may be deemed to be excessive and may have an adverse effect on the student's educational progress.
- C. Excessive absences will necessitate a parent and student conference with school staff to determine what corrective actions should be taken to reduce the student's absences. If the parent does not attend the required conference, any of the following actions may be taken:
- The parent may be notified that excessive absences have had an adverse impact on the student's academic progress.
 - The student may be subject to disciplinary action, in which case the parent will be notified.
 - The principal or attendance officer may petition the juvenile truancy court regarding an alleged violation of compulsory school attendance law by the parent.

Unexcused Absences

As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.

An unexcused absence will be recorded when the student fails to attend the majority of hours in a school day or the majority of periods in an average school day. For secondary schools, student absence for four single periods in a school year are considered the equivalent of missing the "majority of periods in an average school day" and will be recorded as a day of unexcused absence.

- A. Any absence not verified as an excusable absence by the school attendance clerk, either by telephone call or by written note from the parent, adult or emancipated student, or school authority responsible for the absence will be unexcused.
- B. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year.
- C. A conference with the parent or guardian shall be held after two (2) unexcused absences within any month during the current school year.
- D. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified that the student has unexcused absences.
- E. A conference shall be scheduled to determine what corrective measures should be taken to reduce the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the district has decided to take to reduce the student's absences. The attendance officer may petition the juvenile court to assume jurisdiction of the alleged violation by the parent.
- F. At the request of a parent, the principal or attendance officer may petition the juvenile truancy court regarding an alleged violation of compulsory school attendance by the student.

Truancy Court Referral

- A. Not later than the student's fifth unexcused absence in a month the district shall enter into an agreement with the student and parents that establishes school attendance requirements, refer

the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

- B. If such action is not successful, the district shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

Disciplinary Action Reporting

- A. All suspensions and/or expulsions shall be reported in writing to the superintendent within 24 hours after imposition.

Cross References:	Board Policy 3230 3241	Student Privacy Classroom Management, Corrective Actions or Punishment
Legal References:	RCW 13.34.300 28A.225 WAC 180-16-215(4) 392-400-235 392-400-260	Failure to cause juvenile to attend school as evidence under neglect petition Compulsory School Attendance Minimum 180 school day year — Five day flexibility — Students graduating from high school Discipline — Conditions and limitations Long-term suspension — Conditions and limitations
Management Resources:	<i>Policy News</i> , June 2001	More Tweaking of Becca Petitions

Adoption Date: September 1980

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Revised: July 22, 2008

WASHOUGAL SCHOOL DISTRICT

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Excused and Unexcused Absences Administrative Procedure 3122-P

School Attendance Accountability

Regular student attendance at school is necessary for master of the educational program. Under the supervision of the principal, each school has a staff person assigned to tracking and recording student attendance as required by law. The staff person assigned to attendance will manage procedures necessary for students who have unexcused absences.

Procedures for Managing Unexcused Absences

1. Parents/guardians will be notified after the first unexcused absence in which the student fails to attend the majority of hours or periods in a school day. Parents/guardians will be notified if a middle or high school student misses one period in a day on three or more days.
2. After the second unexcused absence in a month, the parent/guardian will be contacted for a conference with school staff. During the conference, it shall be determined what corrective measures will be taken to reduce the student's absences from school and that plan will be entered into a signed Attendance Agreement. If the parent does not attend the conference, the parent will be notified of the steps the District will take to reduce the student's absences in the form of a binding Attendance Agreement.
3. After a fifth unexcused absence in a month or the tenth unexcused absence in the school year, a letter warning non-compliance with the Attendance Agreement will be mailed to the parent/guardian. It will explain that the Washougal School District will file a "Truancy Petition" if further unexcused absences occur.
4. Not later than the student's fifth unexcused absence in a month or tenth unexcused absence in a year, the Truancy Petition will be filed with the Clark County Juvenile Court.
5. The District will send the parent by certified mail a "Notice and Summons for Truancy Hearing" which requires the parent and the student to attend a scheduled court hearing regarding the student's absences. The packet will include, proof of service/affidavit, truancy petition and documentation, four copies of the intervention order, student update form including attendance since the filing, age, grade and personal information relevant to attendance. At the hearing, an intervention may be issued by the court.
6. School staff will monitor and intervene as mandated by the court if additional unexcused absences are documented.

Procedures for Managing Excessive Excused Absences

1. The parent/guardian will be contacted for a conference with school staff under the following conditions of excessive excused absences:
 - a) Absences in excess of eight days between the first day of school and the last day of school in January and/or the first day of school and the last day of school in June.
 - b) Excused absences in excess of six consecutive days.

2. During the conference, the parent/guardian and school staff will determine what corrective actions shall be taken to reduce the student's absences.
3. If the parent does not attend, they may be notified in writing that excessive absences have had an adverse effect on the student's academic progress. Additionally, the student may be subject to disciplinary action, in which case the parent will be notified. Finally, the principal or attendance officer may file a "Truancy Petition" with the Clark County Juvenile Court for an alleged violation of the Compulsory School Attendance law by the parent.

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Policy 3207 - Prohibition of Harassment, Intimidation and Bullying

Washougal 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.

“Harassment, intimidation or bullying” means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an 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.
- 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 or bullying.

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

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

Behaviors/Expressions

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

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

Training

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

Prevention

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

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation/False Allegations

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

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

Compliance Officer

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Legal Reference: RCW 28A.300.285 Harassment, intimidation and bullying prevention policies

Adopted: August 5, 2003

Revised: June 26, 2007

Revised: February 8, 2011

WASHOUGAL SCHOOL DISTRICT

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Prohibition of Harassment, Intimidation and Bullying Administrative Procedure 3207-P

A. Introduction

Washougal School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff 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.

School staff who talk with a student regarding his/her involvement in or reporting of harassment, intimidation or bullying must call that student's parent or guardian to provide information regarding their student's involvement in or reporting of an incident or situation.

B. Definitions

Aggressor is a student, staff member, or other member of the school community who engages in the harassment, intimidation or bullying of a student.

Harassment, intimidation or bullying is an intentional electronic, written, verbal, or physical act that:

- 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.
- Has the effect of substantially disrupting the orderly operation of the school.

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.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. A sample form is provided on the Office of Superintendent of Public Instruction's (OSPI) School Safety Center website:
www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx.

Retaliation is when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

Staff 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 and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

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

C. Relationship to Other Laws

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 – Harassment, Intimidation and Bullying
- RCW 28A.640.020 – Sexual Harassment
- RCW 28A.642 – Prohibition of Discrimination in Public Schools
- RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

D. Prevention

1. Dissemination

In each school and on the district's website the district will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand.

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

Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

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 web-based 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 prevention strategies including individual, classroom, school, and district-level approaches.

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.

E. 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 Incident Reporting Forms, discipline Referral Forms, 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 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. A sample student safety plan is available on the OSPI website: www.k12.wa.us/SafetyCenter/default.aspx.

F. Staff Intervention

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. 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.

G. Filing an Incident Reporting Form

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

H. Addressing Bullying – Reports

Step 1: Filing an Incident Reporting Form

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter

a. Anonymous

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

b. Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor 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 agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential 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 still 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 Reporting Form

All staff are responsible for receiving oral and written reports. Whenever possible staff 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 or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

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

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, 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 complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.

c. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying.

d. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor 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 suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.

e. The investigation shall include, at a minimum:

- An interview with the complainant;
- An interview with the alleged aggressor;
- A review of any previous complaints involving either the complainant or the alleged aggressor; 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 practicable but generally no later than five (5) school days from the initial complaint or 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 complainant and the alleged aggressor 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 complainant to file an appeal if the complainant disagrees with results.

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

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor 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 complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

Step 4: Corrective Measures for the Aggressor

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

Step 5: Targeted Student's Right to Appeal

1. If the complainant or 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 within five (5) school days of receiving the written 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.
2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.

Step 6: Discipline/Corrective Action

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation 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 a 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 and performance.

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

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

Step 7: Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

I. Immunity/Retaliation

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted 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.

J. 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. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. An harassment, intimidation or bullying complaint 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
www.k12.wa.us/Equity/default.aspx
- Washington State Human Rights Commission
800.233.3247
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
www.ed.gov/about/offices/list/ocr/index.html
- Department of Justice Community Relations Service
877.292.3804
www.justice.gov/crt/
- Office of the Education Ombudsman
866.297-2597
Email: OEOinfo@gov.wa.gov
www.governor.wa.gov/oeo/default.asp
- OSPI Safety Center
360.725-6044
www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx

K. Other District Policies and Procedures

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

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Policy 3240 – Student Conduct and Discipline

The board acknowledges that conduct and behavior are closely associated to learning. An effective instructional program requires an orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are required to:

- A. Conform to reasonable standards of acceptable behavior;
- B. Respect the rights, person and property of others;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Submit to the authority of staff and respond accordingly.

The superintendent shall develop written rules of conduct that will carry out the intent of the board.

Cross References: Board Policy 6605 Student Safety Walking to School and Riding Buses

Legal References:

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

Approved by Board of Directors: July 22, 2008

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Student Conduct and Discipline Administrative Procedure 3240-P

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.

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.

Corrective action and/or discipline for misconduct will reflect good faith effort on the part of the staff. Staff will review each case with the student or students involved, take into consideration state and Federal statute, communicate and administer appropriate action. Administrators shall notify parents when a student is suspended or expelled and provide appeals process information.

Definitions

The following definitions are relate to corrective action:

“Expulsion” is the exclusion from school or individual classes for an indefinite period.

- Expulsions are designated solely by the Superintendent to administrators.
- 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.

“Suspension” is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.

- Suspensions are designated solely by the Superintendent to administrators.
- A “short term” suspension is for a period of 10 consecutive school days or less.
- Separate short-term suspensions shall not total more than 10 school days per semester for any student in grades K-4.
- Separate short-term suspensions shall not total more than 15 days in a semester for a student in any other grade.
- Students’ grades shall not be affected substantially as a result of a suspension, and students may have the same number of days to make-up and submit class work.
- A suspension exceeding 10 consecutive school days is “long-term” suspension.

“Discipline” constitutes all other forms of corrective action including brief exclusions from a class for not more than the remainder of the class period or exclusion from any other type of activity conducted by or for the district. Discipline shall not adversely affect academic grade or graduation requirements, as long as all required work is performed by the student.

Special Education Students

Prior to the imposition of a corrective action or punishment upon a special education student, the school principal and special education staff who have knowledge of the student's disability will 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.

Due 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. Students receiving discipline, suspension or expulsion shall be notified regarding applicable appeals processes. The district shall provide a hearings officer to conduct appeals hearings.

Rights, Responsibilities, and Authority of Certificated Staff

Certificated staff shall share responsibility for supervising the behavior of students and for maintaining the standards of conduct which have been established.

Certificated staff shall have the right to:

- A. Expect students to comply with school rules.
- B. Develop and/or review building rules relating to student conduct and control at least once each year. Building rules shall be consistent with district rules relating to student conduct and control.
- C. Exclude a student from class for all or any portion of the period or for the balance of the school day, or up to the following two days, or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period or up to the following two days without the consent of the teacher.
- D. Receive or be told by administrative staff of any complaint or grievance regarding corrective action or punishment of students. Staff shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.

Certificated staff shall have the responsibility to:

- A. Be familiar with the policies distributed to students and parents defining the rights, responsibilities and corrective action relating to student behavior.
- B. Observe the rights of students.
- C. Enforce the rules of student conduct fairly, consistently, and without discrimination.
- D. Maintain good order in the classroom, in the hallways, and on the playgrounds or other common areas of the school, or while riding on school buses during field trips.
- E. Maintain accurate attendance records and report all cases of truancy to office staff.
- F. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students.
- G. Meet with a parent(s) within five (5) school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that is being employed in the classroom.

Certificated staff shall have the authority to:

- A. Use such reasonable action as is necessary to protect himself/ herself, a student, or others from physical abuse or injury.
- B. Remove a student from a class session for sufficient cause.

1. Student Discipline

In order to develop an environment conducive to learning, the principal shall confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions and discipline represented in the policy and procedure.

2. In-School Suspension

The board of directors 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 district, therefore, has created an in-school suspension program which 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.

3. Appeal Process for Disciplinary Action

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy, shall have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

4. Suspensions or Expulsions

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule no student shall be suspended for a short or long term unless other forms of corrective action 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 frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative ad hoc citizens' committee, shall recommend for board approval, the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of exceptional misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances. No student shall be suspended or expelled because of one or more unexcused absence(s) pursuant to Board Policy 3122.

5. 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 for 3 to 10 school days or full schedule of classes for 1 and to 10 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 which may be imposed shall be provided to the student; and
- D. The student shall be provided the opportunity to present his/her explanation.

The parent 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.

6. Appeal Process for Short-Term Suspension

Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

7. Emergency Expulsion

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger

to himself/herself, other students, staff, or administrators or is a substantial disruption to the educational process of the district. Such emergency expulsion shall continue until the student is reinstated by the principal or until a fair hearing is held and a final determination reached. The hearing officer may continue the emergency expulsion if he/she finds that the student continues to present an immediate and continuing danger to himself/herself, other students, staff, or administrators or continues to cause a substantial disruption to the educational process of the district.

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 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 and student shall have ten 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 1 school business day after the conclusion of the hearing.

8. Long-Term Suspensions or Expulsions

A long-term suspension or expulsion may be imposed by the principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language and shall supply (1) the alleged misconduct and the school rules alleged to have been violated, (2) the recommended corrective action or punishment, (3) the right to a hearing, (4) the notice that if a written request for a hearing is not received by the staff member named in the notice within 3 school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and (5) the date by which the request for a hearing must be received.

If a hearing is requested, the superintendent shall schedule the matter for a hearing within 3 school business days of such request.

The parent and student and the district or representatives shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent and student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.

The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions and disposition to be made. The decision shall be provided to the parent and student or counsel.

9. Appeal Process for Long-Term Suspension or Expulsion

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within 3 school business days after the date of receipt of the decision. The long term suspension or expulsion shall be in effect while the appeal is pending. The disciplinary appeal council shall schedule and hold a meeting to informally review the matter within 10 school business days from receipt of such appeal. The purpose of the meeting shall

be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, 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 council deems reasonable. Prior to adjournment, the council shall agree to one of the following procedures:

- A. Study the hearing record or other materials submitted and record its findings within 10 school business days;
- B. Schedule and hold a special meeting to hear further arguments on the case and record its findings within 15 school business days; or
- C. Hear and try the case denovo before the council within 10 school business days.

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

- A. Those council members who have heard or read the evidence,
- B. Those 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 council is present.

Within 30 days of receipt of the council's final decision, any parent and student desiring to appeal any action upon the part of the council regarding the suspension or expulsion may serve a notice of appeal upon the council and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.

10. Emergency Removal

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official, 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 staff or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student's school. The removal shall continue only until:

- A. The danger or threat ceases, or
- B. The principal acts to impose discipline, impose a short-term or long-term suspension or expulsion or to impose an emergency expulsion.

The principal 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 which has been taken or initiated.

11. Readmission Application Process

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 non-admission. If a student wishes admission to another school, he/she shall submit the written application to the superintendent. The application shall include:

- A. Reasons the student wants to return and why the request should be considered;
- B. Evidence which supports the request; and

C. A supporting statement from the parent or others who may have assisted the student.

The superintendent shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.

Cross References:	Board Policy 2161	Education of Students with Disabilities
	3122	Excused and Unexcused Absences
	4210	Regulation of Dangerous Weapons on School Premises
Legal References:	RCW 9A.16.100	Use of force on children
	9.41.280	Possessing dangerous weapons on school facilities
	28A.225.020	School's duties and child's failure to attend school
	28A.225.030	Petition to juvenile court to assume jurisdiction
	28A.400.110	Principal to assure appropriate student discipline
	28A.600.010	Enforcement of rules of conduct —Due process guarantees — Computation of days for short-term and long-term suspensions
	28A.600.020	Exclusion of student from classroom — Written disciplinary procedures — Long-term suspension or expulsion
	28A.600.040	Pupils to comply with rules and regulations
	28A.600.420	Firearms on school premises, transportation, or facilities — Penalty — Exemptions
	20 USC 3171 et. seq.	Drug-Free Schools and Communities Act
	WAC 392-400-205	Definitions
	392-400-235	Discipline — Conditions and limitations
	392-400-240	Discipline — Grievance procedure
	392-400-245	Short-term suspension — Conditions and Limitations
	392-400-250	Short-term suspensions — Prior conference required — Notice to parent
	392-400-255	Short-term suspension — Grievance procedure
	392-400-260	Long term suspension — conditions and limitations
	392-400-265	Long-term suspension — Notice of hearing — Waiver of hearing
	392-400-270	Long-term suspension — Prehearing and hearing process
	392-400-280	Expulsion — Notice of hearing — Waiver of hearing
	392-400-285	Expulsion — Prehearing and hearing process
	392-400-290	Emergency removal from class, subject, or activity
	392-400-295	Emergency expulsion — Limitations
	392-400-300	Emergency expulsion — Notice of hearing — Waiver of hearing right
	392-400-305	Emergency expulsion — Prehearing and hearing process
	392-400-310	Appeals — Long-term suspension and expulsion

392-400-315	Appeals — Hearing before school board or disciplinary appeal council — Procedures
392-400-317	Appeals — Discipline and short-term suspension grievances
392-400-320	School board or disciplinary appeal council decisions

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Policy 3245 – Student Use of Electronic Communication Tools

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

- A. Telecommunication devices shall be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.
- B. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.
- C. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district.
- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which shall only be returned to the student's parent or legal guardian.
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.
- F. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events.
- G. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
- H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

Adopted: March 22, 2011

WASHOUGAL SCHOOL DISTRICT

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Student Use of Electronic Communication Tools Administrative Procedure 3245-P

If parents and guardians need to contact their student during the day, they are asked to please call the main office of the school and the message will be sent to the student. Parents and guardians are asked to refrain from calling and texting their sons and daughters on their cell phones during the school day as students should only be accessing these devices during their passing periods and lunch as well as before and after school.

Any student found using a cell phone, or any electronic device, for any reason, during an exam of any kind, without the knowledge and permission of the teacher; will automatically be considered to be cheating and consequences will be assigned according to the discipline policy.

Definitions:

Sexting means sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means during school hours or school activities on or off campus; while on school district property, during any recess, lunch or leave periods on or off school district property; or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school; or the educational process or experience.

Disrupting the Learning Environment: means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act or statement initiated, occurring, transmitted or received by a student at school that a reasonable person under the circumstance should know will have the effect of:

- A. Insulting, mocking or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
- B. Creating an intimidating, threatening, hostile or abusive educational environment for a student or group of students through substantially severe, persistent or pervasive behavior.

Third parties include, but are not limited to coaches, school volunteers, parents or guardians, school visitors, service contractors or others engaged in district business or activities that are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

Reporting Violations:

Any student, employee, parent or guardian or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of sexting, menacing, retaliation or reprisal in violation of this policy shall immediately report the concerns to:

The building principal or his/her designee;

A teacher who will be responsible for notifying the building principal or designee immediately if the matter cannot be adequately addressed by the teacher, or warrants administrative intervention;

A counselor, who is responsible for notifying the building principal or designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or

The superintendent of schools or designee.

Investigating:

The principal or designee shall be responsible for timely investigating a complaint made under this policy. The investigation, witness statements and evidence shall be documented along with the outcome of the investigation.

In the course of the investigation, administrative staff will not send, receive or unnecessarily view or transmit sexting photographs or any other inappropriate images on either the district's or their personal electronic devices. The examination or viewing of the evidence/information will be limited to the extent necessary to determine that misconduct occurred.

Parent or Guardian Notification:

Parents or guardians of all students identified in the report shall be notified of the investigation and informed of their students' involvement in the incident.

Discipline:

Students whose behavior violates this policy will be subject to discipline up to and including expulsion. Law enforcement will also be notified when conduct may violate criminal laws.

In addition to discipline, the district will assist students and/or parents or guardians to resolve concerns and issues prior to the use of the formal criminal complaint process. These interventions may include consultation, counseling, education, mediation and/or other opportunities for problem-solving.

In imposing discipline the administrator will take into consideration the context of the events, all relevant circumstances, and the parties' prior behavior, the nature of the behavior and its potential harm and the emotional and/or physical harm resulting from the reported party's actions. Exceptional misconduct penalties may be imposed, if in the opinion of the administration it is warranted.

Sexting Offenses

First offense:

Parents or guardians will be notified;

The district will file an information report with the police by phone or in writing;

The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian;

The student will receive a short-term, out-of-school suspension or an in-school suspension; and

The district may impose appropriate interventions.

Second offense:

Parents or guardians will be notified;

Police will be notified;

The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian;

The student will receive a long-term suspension; and

The student will be ineligible to participate in extracurricular activities.

Third offense:

Parents or guardians will be notified;

Police will be notified;

The student's phone or electronic device will be confiscated, searched and returned only to a parent or guardian;

The student will be expelled; and

The student will be ineligible to participate in extracurricular activities.

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Policy 4220 – Complaints Concerning Staff or Programs

Constructive criticism can be helpful to the district. At the same time, the board has confidence in its staff and programs and shall act to protect them from unwarranted criticism or disruptive interference. Complaints received by the board or a board member shall be referred to the superintendent for investigation.

The superintendent shall develop procedures to handle complaints concerning staff or programs. These procedures shall provide that complaints about the school district or school district personnel shall be dealt with quickly and thoroughly. Complaints about the Superintendent shall be submitted directly to the school board president.

Procedures set forth implementing this policy shall not be inconsistent with any collective bargaining agreement. Complaints regarding instructional materials should be pursued in the manner provided for in Policy 2520 (Procedures for Challenging Instructional and Library Materials.)

Legal References: RCW 28A.405.300

Chapter 42.30 RCW

Adverse change in contract status of
certificated employee —
Determination of probable cause —
Notice — Opportunity for hearing
Open Public Meetings Act

Adoption Date: March 25, 1986

Revision Date: January 26, 1988

Pending Board Approval of Revision: August 19, 2008

WASHOUGAL SCHOOL DISTRICT

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Complaints Concerning Staff or Programs Administrative Procedure 4220-P

Patron complaints regarding staff or programs shall be promptly addressed. Patrons are encouraged to bring concerns to the staff member(s) most closely associated with the concern.

Most complaints can be resolved by informal discussions between the patron staff. If the issue is not resolved at that level, the patron may contact the building or district administrator most closely associated with the concern.

In cases where concerns are brought to an administrator, the following procedures apply:

1. The administrator will talk with the staff member(s) involved to explain the concern or complaint. The administrator will gather more information from the staff member and communicate next steps in the problem-solving process, including the possibility of a conference with the patron, if needed.
2. The administrator shall attempt to resolve the issue through conversation with the patron or in a conference together with the staff member(s) and the patron.
3. If the problem is not satisfactorily resolved with the administrator's facilitation, the administrator will:
 - Ask the patron to contact the appropriate district office administrator for additional problem-solving help.
 - Contact that district office administrator to share the patron's concern and problem-solving steps already taken.
4. The district office administrator shall attempt to resolve the issue.
5. If unresolved, this process shall continue to the level of the Superintendent, and the Superintendent will attempt to resolve the matter.

If the matter is still not resolved, the Superintendent shall present the issue to the board. If the complaint is against a staff member, the complaint shall be handled in executive session in the presence of the staff member. The board shall attempt to make a final resolution of the matter.

Any formal actions by the board must take place at an open meeting. Applicable negotiated agreements will apply.

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Policy 6590 - Sexual Harassment

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

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

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The district will take prompt action on formal or informal allegations of sexual harassment. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services.

Engaging in sexual harassment will result in appropriate discipline or other sanctions against offending students, staff or contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate. Victims of harassment will be informed of appropriate remedies.

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

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

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving reports of sexual harassment. The procedures will include time lines and staff responsibilities. Any staff member who receives a report of sexual harassment is responsible for ensuring that district personnel are informed.

The superintendent shall develop procedures to disseminate age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. This policy will be in any publication setting forth rules, regulations procedures and standards for a school or the district.

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

Cross References:

Executive Limitation 4	Staff Treatment
Board Policy 3210	Nondiscrimination
Board Policy 5010	Nondiscrimination
Board Policy 5281	Disciplinary Action and Discharge
Board Policy 3421	Child Abuse and Neglect
Board Policy 3207	Student Harassment, Intimidation and Bullying
Board Policy 3240	Student Conduct

Legal References:

RCW 28A.640.020	Regulations, guidelines to eliminate discrimination
WAC 392-190-056-058	Sexual Harassment

The Washougal School District complies with all federal and state rules and regulations and does not discriminate on the basis of race; color; national origin; sex; age; disability; sexual orientation, including gender identity; disability or Viet Nam and more recent military action veteran status. This holds true for all district employment and educational programs. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/ RCW 28A.640 compliance officer and/or Section 504/ADA coordinator.

Adoption Date: March 23, 1993
Revised with Board Approval: November 28, 1995
Revised with Board Approval: June 26, 2007

WASHOUGAL SCHOOL DISTRICT

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Sexual Harassment

Administrative Procedure 6590-P

Informal Complaint Process:

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff shall always inform complainants of their right to file a formal complaint and the process to be used. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment.

Informal remedies include:

- an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant.

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

Formal Complaint Process:

Anyone may initiate a formal complaint, even if the informal complaint process has been used. School officials may begin an investigation based on formal or informal complaints. Confidentiality of information is not guaranteed in cases where the District is required to make all information available to the accused. A District official may conclude that an incident must be investigated even in cases where an individual does not wish to file a formal written complaint.

The District guarantees that all anti-retaliation provisions of this policy will be implemented for the protection of complainants and witnesses. Student complainants and witnesses may have a parent, guardian or another adult advocate with them during any investigation.

The following process shall be followed:

- A. Formal complaints must be filed in writing and submitted to the District's Human Resources office. The complainant may complete and sign the District's *Harassment/Bullying Incident Report Form*, or by writing the information on paper and signing it, or by verbally relating the incident to another person who writes the information for the complainant's signature.

The information required in writing includes:

1. Name of complainant
 2. Mailing address or for students, his/her school name and teacher name
 3. Phone number where the complainant can be reached
 4. Name of individual(s) that the complainant is reporting
 5. Details about the incident: What happened, where it happened, when it happened
 6. Other people who have information about the incident
 7. What the complainant has done about it so far
 8. What the complainant would like to have happen now
 9. Signature of the complainant
- B. A District official reviews the complaint and initiates an investigation. All formal complaints will be investigated.
 - C. When the investigation is completed, the investigator shall compile a written report summarizing the incident and the results of the investigation.
 - D. A District official shall review the results of the investigation with the complainant, and if the matter has not been resolved, the District will take further action on the report.
 - E. The Superintendent or designee shall respond in writing to the complainant and the accused within 30 days stating:
 1. That the District intends to take corrective action; or
 2. That the investigation is incomplete and will be continuing; or
 3. That the District does not have adequate evidence to conclude that bullying, harassment, sexual harassment or intimidation occurred.
 - F. Necessary corrective measures will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
 - G. If a student remains aggrieved by the superintendent's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.

All district staff will be informed of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation or bullying. Staff shall be fully

informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation or bullying. Classified employees and regular volunteers shall receive orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

Appeal Procedure

Level One

If a complainant remains aggrieved as a result of the action or inaction of the superintendent they may appeal to the board of the district by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

- A. The date upon which the complainant received the superintendent's response, or
- B. The expiration of the 30-calendar day response period based on the receipt of the complaint by the school district, whichever occurs first.

The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board shall render a written decision by the 10th calendar day following the termination of the hearing and shall provide a copy to the complainant.

Level Two

If a complainant remains aggrieved as a result of the decision of the board in resolving a complaint, the complainant may appeal to the superintendent of public instruction by filing a written notice of appeal with the superintendent of public instruction by the 10th calendar day following the date upon which the complainant received written notice of the board's decision.

The superintendent of public instruction shall schedule a hearing to commence by the 40th calendar day following the filing of the written notice of appeal. The notice of appeal must state the areas of disagreement and the relief requested.

Appeals to the superintendent of public instruction shall be conducted in compliance with the state Administrative Procedures Act. The complainant shall present his or her case and the school district shall defend the decision rendered by the board.

Policy Dissemination

Orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual

harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

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

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- A. Demands for sexual favors in exchange for preferential treatment or something of value;
- B. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- C. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- D. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- E. Using derogatory sexual terms for a person;
- F. Standing too close, inappropriately touching, cornering or stalking a person; or
- G. Displaying offensive or inappropriate sexual illustrations on school property.

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

Reviewed: June 26, 2007

Date: 08.06

6605.P Student Safety Walking to School and Riding Buses - Procedures

Student Conduct on Buses

When, in the opinion of the bus driver, a student defies the authority of the driver to maintain discipline on the bus, and persistently refuses to obey the driver or abide by regulations directing student conduct on buses, the driver shall refer the student to the principal of the school the student attends for further disciplinary action provided the driver has taken steps to change behavior.

This procedure shall be followed in referring students to the principal:

- A. The bus driver shall complete an Office Referral Form on the day of the infraction or the next school day thereafter.
- B. The driver shall give the completed form to the principal or his or her designee.
- C. The principal and his or her designee shall within a reasonable period of time, schedule a conference with the student. The principal may request the bus driver, the bus supervisor, and/or the student's parent and or guardian to be present.
- D. The principal shall distribute the referral form, including the action taken as follows to:

Principal or designee.
The student for his parent or guardian.
The bus supervisor and driver.
- E. If disciplinary action is denial from riding the bus, the principal shall notify the student's parent or guardian before the denial of riding privilege is to begin. The bus supervisor and driver shall be notified.
- F. If the student and/or his parent or guardian wish to appeal disciplinary action they shall schedule an informal conference with the principal of the school.

RULES AND REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES

1. The driver is in full charge of the bus and students. The students must obey the driver promptly and willingly.
2. School and district rules/regulations apply on the school buses.
3. Students shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities.
4. Students in grades K-8 may get off at a place other than their own regular stop only by written permission from the office. Students in grades 9-12 may be let off at a place other than their own regular stop through pre-boarding mutual arrangement with the driver or by written permission from the office.
5. Each pupil may be assigned to a seat.

6. Students will:
 - a. Sit properly in their seats.
 - b. Refrain from throwing objects in/out of the bus.
 - c. Keep their hands to themselves.
 - d. Be courteous to their fellow passengers.
 - e. Use appropriate language.
 - f. Keep the bus clean of refuse.
 - g. Speak in a quiet tone of voice.
7. No student will use tobacco or strike a flame on a school bus.
8. No pupil shall at any time extend his head, hands, or arms out of the window while on the bus. Windows shall not be opened more than 6 inches at any time.
9. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, straps or pins extending from their clothing. Also, any type of animal, with the exception of a seeing eye dog, is not permitted on the bus without permission of the bus driver.
10. Each student must see that his books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
11. No student will be allowed to talk to the driver more than is necessary.
12. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver.
13. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
14. Students must leave the bus in an orderly manner. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, the students should be in view of the driver at all times.
15. Students must cross the highway only in front of the school bus and never behind it.
16. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.
17. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students. Students

in violation are subject to disciplinary action.

18. Students who have to walk some distance along the highway to the bus loading zone, where practicable, must walk on the left-hand side facing on-coming traffic. This will also apply to pupils leaving the bus loading zone in the evening.
19. Students shall not perform any act which will obstruct the free passage of a school bus along its normal course.
20. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
21. The school district will hold the student or parent/guardian responsible for damage to school buses caused by the student. (Restitution)
22. Students may not use radios or stereo equipment while on the school bus unless the device is being used with headphones.
23. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.

Emergencies

A. Emergency Bus Exit Drills

1. All emergency exit drills will be held on school grounds under the supervision of the Transportation Supervisor and bus driver. Emergency drills will never be held on the highway.
2. Emergency ramps will be used for practice drills.
3. All drills will be held with motor shut off, hand brake set, bus in gear, and keys removed.
4. Bus driver shall instruct at least two students and assign them to open exit door, assist other students in leaving through door, handling fire extinguisher, removing first aid kit and setting road flares.

B. Actual Emergencies

1. Students are to remain in bus until instructed by driver to leave bus. In case of severe injury to driver, his appointed helper(s) will give instructions.
2. The Emergency Exit door will be used only when absolutely necessary.
3. All unloading will be as orderly as possible, one student at a time.
4. The bus driver will make a personal visual check to make certain that the bus is completely cleared.

Adoption Date: October 14, 1986

Revision Date: June 27, 1989