



# Battle Ground School District

## 2009 - 2010



# Student/Parent School Handbook



- Rules and Expectations
- Student Conduct & Discipline
- Transportation Guidelines
- Annual Notifications



# Battle Ground School District Student/Parent School Handbook



The Battle Ground School District provides equal opportunity in programs and employment and does not discriminate on the basis of race, color, national origin/language, creed/religion, sex, sexual orientation-including gender identity, disability, or the use of a service animal by a person with a disability, age, marital status, honorably discharged veteran or military status and HIV/Hepatitis C status. Pam Judd and Jane Mercier have been designated to handle questions and complaints of alleged discrimination. They can be reached as follows:

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# Battle Ground Public Schools

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District Switchboard: (360) 885-5300 • Fax (360) 885-5351

2009-2010 School Year

Dear Parents and Students,

Welcome to the Battle Ground School District. It is our privilege to work together with you to help students achieve success in school and set the educational foundation for their futures.

This district-wide handbook provides much of the basic information regarding district policies and procedures put in place to ensure that students have a safe, productive learning environment. You will find the information placed in five sections. They are:

- Section One: Rules and Expectations
- Section Two: Student Conduct and Discipline
- Section Three: Transportation Guidelines
- Section Four: Annual Notifications

Students and parents should read and discuss this information very carefully. **It is important that you and your child sign the *Student Handbook's Student/Parent Signature Form* and return it to school as soon as possible.** If, at any time during the year, you need clarification or additional information, please contact your local school or the district office.

We welcome volunteers in our schools. Parent volunteers are an essential part of the Battle Ground School District and can assist in a variety of ways. You can find volunteer information in section one of this handbook.

Again, welcome to the 2009-10 school year. We look forward to working with you!

Frederick Striker, Board Vice-President  
Director, District 1

Karen Lehman,  
Director, District 2

Richard Kent  
Director, District 3

Sam Kim, Board President  
Director, District 4

Cecil Schlecht  
Director, District 5

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# **SECTION ONE**

## **RULES AND EXPECTATIONS**

### **AGGRESSIVE STUDENT BEHAVIOR:**

Aggressive or reckless behavior, including horseplay, which jeopardizes the health, safety, or welfare of other students or staff members, will be subject to discipline and/or suspension.

*Reference: School Board Policy 3240—Student Conduct; RCW 9A.36—Assault; RCW28A.635.090—Interference by Force or Violence; RCW 4.24.190—Action against Parent for Willful Injury to Person or Property by Minor -- Monetary Limitation -- Common Law Liability Preserved*

### **ALCOHOLIC BEVERAGES AND DRUGS:**

Student use of alcohol and other mind-altering drugs is harmful, illegal, and will not be tolerated. Out of concern for student health, students may not possess medications at school unless under the direction of the school nurse. Violations of the Alcoholic Beverages and Drugs Regulations are cumulative throughout the student's secondary school years.

The use and/or possession of alcoholic beverages or dangerous drugs are prohibited by law for minors, and the Battle Ground School District will comply with the Minor in Possession Law. The state of Washington Minor in Possession RCW 66.44.270 calls for the withholding of the driver's license if a minor is convicted of the use and/or possession of alcoholic beverages or dangerous drugs. In addition, the following regulations shall be applied to students of the Battle Ground School District while they are in school, on school grounds, at bus stops, or at school-sponsored events. Any student subject to disciplinary action under the categories listed below may be subject to emergency expulsion if the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

- (1) The Selling and/or Distribution (including the intent to sell or distribute) of any alcoholic beverages, marijuana, hallucinogens, amphetamines, inhalants ("huffing"), barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, and dangerous or controlled substance or any "look-alike" substances purported to be such is a major violation. In addition, non-prescription and/or over-the-counter medications such as, but not limited to, diet pills, caffeine pills, pain killers, cold medicines and herbal supplements are prohibited unless under the direction of a school nurse. Students who distribute any drug, look-alike substance, prescription or non-prescription medication, will have their case, along with a full report of the investigation referred to the Battle Ground School Board with a recommendation for expulsion of the student. Parents and legal authorities will be notified.
- (2) Student's use of, possession of, or under the influence of any alcoholic beverages, marijuana, hallucinogens, amphetamines, inhalants ("huffing"), barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, any dangerous or controlled substances, or any "look-alike" substances purported to be such is prohibited. In addition, non-prescription and/or over-the-counter medications such as, but not limited to, diet pills, caffeine pills, pain killers, cold medicines and herbal supplements are prohibited unless under the direction of a school nurse or physician. Students who use or possess any drug, alcohol, look-alike substance, prescription or non-prescription medication or herbal supplements will receive a suspension of ten (10) school days with possible loss of credit. Parents and legal authorities will be notified. (See-Application of Modification of Disciplinary Action) A second violation will result in a suspension of ten (10) school days, referral to appropriate law enforcement officials and a satisfactory reinstatement conference with the parents and student. Participation in a chemical assessment is mandatory with possible participation in a chemical dependency program as the assessment so indicates. Refusal to participate in or follow the directions resulting will result in a recommendation to the board for expulsion. A third offense will result in a recommendation for expulsion to the Board. In cases where there is a reasonable suspicion of drug/alcohol use, the administrator or designee may request that a qualified person assist in the investigative process. In addition, starting with the first violation and continuing with subsequent violations, the student may be denied participation and

attendance at all district activities, which include athletic activities, and placed on probation for a period of up to ninety (90) school days from the date of settlement.

Possession/distribution of drug paraphernalia is in violation of Battle Ground School District rules. This material will be confiscated. This offense will be treated following the same policy as students possessing drugs. The possession or distribution of any material symbolizing, glorifying or advocating the use of alcohol, tobacco, or any drug may result in discipline. All materials will be confiscated.

**Reference:** *School Board Policy 3240—Student Conduct; School Board Policy 4215—Use of Tobacco on School Property; RCW 69.50.204—Schedule I.; RCW 69.50.401—Prohibited Acts: A—Penalties; RCW 69.41.020—Prohibitive Acts - Information Not Privileged Communication; RCW 69.41.065—Violations - Juvenile Driving Privileges; RCW 69.41.030—Sale, Delivery, or Possession of Legend Drug Without Prescription or Order Prohibited; RCW 28A.170.075—Substance Abuse, Prevention and Intervention; RCW 28A.600.040—Pupils to Comply with Rules and Regulations; WAC 392-40-210—Student Responsibilities and Duties, Amendments of 1989 20 U.S.C. 2171 et seq.—Drug-free Schools and Communities Act*

### **Application for Modification of Disciplinary Action:**

Students given a school suspension under the provisions of 1 or 2 on the previous page may have the suspension period reduced or eliminated, if they provide evidence of having completed, or of having scheduled at the earliest possible date, a drug/alcohol use assessment (at the parent(s) and/or legal guardian(s) and/or student(s) expense) by a state certified drug/alcohol agency which meets the Battle Ground School District's criteria for assessment. The reduction for the suspension will be contingent upon the student following the treatment recommendation based on the assessment. Cooperation with the assessment is mandatory. Under certain circumstances, the administration may eliminate the requirement of a drug/alcohol assessment.

The student may be re-admitted on a probationary basis for the balance of the suspension period or the student's educational opportunities may be continued in some other appropriate way. In order to return to school, students may also be required to state where and how they obtained the drug or alcohol. Failure to cooperate or follow through with the recommendation of the assessment will result in reinstatement of the suspension.

**Reference:** *RCW 28A.600.410—Alternatives to Suspension*

### **ARSON:**

Any student who sets a fire on school premises is subject to a charge of arson, which is imposed by legal authorities. The student will be suspended or expelled. Arson is a felony.

**Reference:** *School Board Policy 3240—Student Conduct; RCW 28A.48—Arson; RCW 9.40.100—Tampering with Fire Alarm or Fire Fighting Equipment*

### **ASSAULT:**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in an assault will be subject to long-term suspension or expulsion.

**Reference:** *School Board Policy 3240—Student Conduct; RCW 9A.36—Assault; RCW 28A.635.09—Interference by Force or Violence*

### **ATTENDANCE:**

It is extremely important that students attend school each day. Vacations, doctor appointments and other activities that keep children out of school should be avoided during the school day if possible.

It is equally important for students to be at school on time. If a student is tardy s/he must check in at the office before going to class.

When a student is absent for any reason, Washington State Law requires a written excuse or phone call to your child's school attendance line the morning of the absence, by the parent or legal guardian. The law also requires the principal to arrange a parent conference whenever two unexcused absences occur in one month. Repeated absences are a cause for concern because valuable learning time is lost. If you wish to have work sent home in the case of prolonged absence, please let the school know at least a day in advance so the teacher can organize the material.

### **BECCA Bill (Washington State Law Regarding Attendance):**

One of several laws governing school attendance is RCW 28A.225, also known as “The Becca Bill”. The Becca Bill is designed to reduce student truancies from school by requiring interventions such as parent conferences and referrals to the Juvenile Court system. The following policy summarizes guidelines that will be followed in accordance with state law and Battle Ground School District School Board Policy.

- A. **First violation-** The parent(s) and/or legal guardian(s) will be notified in writing or by telephone whenever the child has failed to attend school after one unexcused absence within any month. School officials shall inform the parents of the potential consequences of additional unexcused absences.
- B. **Second violation-** A conference or conferences will be scheduled for the parent(s) and or legal guardian(s) for the purpose of analyzing the causes of the child’s absences after two unexcused absences. The parent and student will be provided with a copy of the Becca Law (RCW 28A.225)
- C. **Third and fourth violations-** The parent(s) or legal guardian(s) will be notified. The following supplemental services must be provided:
  1. Schedule a parent conference.
  2. Take steps to reduce the student’s absence.
  3. Adjust the student’s program of study, if appropriate.
  4. Provide parent and student a copy of the Becca Law.
- D. **Fifth violation-** The parent(s) and/or legal guardian(s) are notified that a petition with the Clark County Prosecutor’s Office will be filed. If the allegations in the fact-finding hearings are established by a preponderance of the evidence, the court shall assume jurisdiction until the end of the school year, and may extend jurisdiction longer. Additional unexcused absences are reported to the court. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing.
- E. **Seventh/Tenth violation-** After the seventh day of unexcused absence within a month or the tenth day of unexcused absence within the school year, the school is required to report the student to Juvenile Court. The court may order detention or community service or may fine parents \$25/day.

**Reference: School Board Policy 3121—Compulsory Attendance; RCW 28A.225—Becca Law, Compulsory School Attendance**

### **Excused Absences:**

Permission to be absent from school for reason(s) other than illness may be granted when requested by the parent(s) and/or legal guardian(s) and agreed upon by the school authorities. Absences will be excused if they are for illness, medical/dental appointments/services (emergencies only), bereavement, family emergency, court appearances, or if the student has received an approval by the school for a Personal Planned Absence (Prearranged only). School-related activities, which require a student to miss class, count as an excused absence. Eighteen-year old students may be responsible for their own attendance notes and homework logs. Students who wish to take this responsibility must apply in writing through the attendance secretary. A parent/legal guardian signature and administrative approval are required. If a student is unable to make an appointment, the attendance office must be notified in advance and a note verifying the reason for the absence submitted within one school week of the absence. Notes after that date may not be accepted.

### **Unexcused absences:**

Each unexcused absent will be followed by a warning letter to the parent. After two unexcused absences within a month a conference shall be held between the parent, student and principal. A student whose absences are unexcused will face disciplinary action. No later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year, the district 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.

### **Tardiness:**

A student is considered tardy if they arrive after the start of the school day. Students who are tardy to class must come to the office and obtain a tardy slip before entering the classroom. An accumulation of tardies will result in a student being disciplined.

**Reference: School Board Policy 3122—Excused and Unexcused Absences; RCW 28A.225—Becca Law, Compulsory School Attendance**

### **Conditions For Making Up Assignments Missed During an Excused Absence:**

Students will be allowed to make up missed academic work or an alternative assignment for credit.

- A. In a participation-type class a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- B. By law, a student who has been suspended from school has the right to make up assignments or exams missed during the time they were suspended.
- C. Time allowed for make-up work is one day for every day missed.
- D. A student should discuss make-up work immediately with their teachers upon return to school.

### **BICYCLES AND OTHER WHEELED TRANSPORTATION:**

**Approved:** Students may ride their bicycles and other approved wheeled transportation to school. Students should lock their bikes at school. Students will walk their bikes while on school grounds, access roads and paths. Each student is encouraged to register his or her bike with the police department. If you have questions regarding approved transportation, please contact your local school.

**Prohibited:** Students are prohibited from riding skateboards, skates (and rollerblades), scooters, heelys (shoes with wheels), and bicycles on school grounds. These items are disruptive and present a safety hazard. Students will be asked to walk their bikes and scooters, and take off skates while on school grounds. These items may be confiscated. Students are subject to school discipline for violation of the above. *Reference: School Board Policy 3240—Student Conduct*

### **CAFETERIA/LUNCHROOM:**

Students have a designated amount of time for eating lunch each day. While in the cafeteria all students must:

- a) Throw away or recycle trash as appropriate;
- b) Follow all cafeteria rules.

Hot breakfast and lunch are provided each day. Students may purchase meals with cash or from their account. Deposits can be made at the discretion of parents or legal guardians and items are debited from the student's account at the time of purchase. Parents may place restrictions on purchase amounts and/or food choices by contacting the food service staff. Print-outs are also available upon request for all transactions made on a student's debit account.

The district has a student health and nutrition policy that may regulate the purchase of food items on campus. Chronic problems resulting from food or gum may be referred to an administrator for disciplinary action.

*Reference: School Board Policy 6700—Nutrition and Physical Fitness*

### **CHEATING/FORGERY/PLAGIARISM:**

**Cheating:** Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others.

**Plagiarism** is the taking of language, ideas, or thoughts from another person or source, and representing them as original work. Students who use plagiarized papers or projects, or are involved in any other form of cheating, will be subject to reduction in grades and/or disciplinary action for a first offense. This disciplinary action ranges from student conference to suspension. The teacher will determine the reduction in grade. Falsely representing a parent's/legal guardian's, or teacher's signature in any way will result in disciplinary action. The altering, erasure, or other tampering with a teacher's grade, either on paper or on the computer, will result in suspension or expulsion. *Reference: School Board Policy 3240—Student Conduct*

### **COMPUTER TRESPASS:**

Computer trespass is to intentionally gain access to a teacher's or school's computer system or electronic data base. The disciplinary action ranges from a minimum of a student conference to a suspension.

*Reference: School Board Policy 2022—Electronic Information System; RCW 28A.650.005 Findings—Intent; RCW 28A.650.010—Definitions*

### **CONFERENCES:**

Parent/student/teacher conferences are held at least once each school year. Please consult the calendar for specific dates. In addition to these conferences, parents are encouraged to confer with teachers at any time. To schedule a conference, please contact the main office to leave a message for a teacher.

### **CRIMINAL ACTS:**

A student, who is suspected in, charged with, or convicted of, a crime, may be disciplined, suspended, or expelled. Legal authorities will be contacted.

### **CUSTODY ISSUES:**

It is presumed that the person who enrolls a student in school is the residential parent of the student. The residential parent is responsible for decisions regarding the day-to-day care and control of the student. Parents, legal guardians, or defacto parents have the two-fold right to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others, subject to the authority granted to the residential parent.

Unless there are court-imposed restrictions, the nonresidential parent, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries.

If there is a court order on file with the district that restricts and/or prohibits any parent or other person from contact with or picking up a student from school, then the student is not permitted to visit with or be released to that parent, or other person.

*Reference: School Board Policy 3126—Child Custody; CFR 45, Part 99—Family Education Rights and Privacy Act; RCW 26.09.184—Permanent Parenting Plan*

### **DEFIANCE:**

Willful disobedience and/or insubordination will result in disciplinary action.

*Reference: School Board Policy 3240—Student Conduct; RCW 28A.600.40—Pupils to Comply Rules and Regulations; RCW 28A.600.460—Classroom Discipline*

### **DISCRIMINATORY MATERIALS OR ACTIVITIES:**

Any materials or actions that either intentionally or unintentionally degrade, insult, or malign another person based on his/her race, color, national origin, religion, disability, gender, or sexual orientation will not be tolerated.

*Reference: School Board Policy 3210—Nondiscrimination; School Board Policy 3207—Prohibition of Harassment, Intimidation and Bullying; RCW 49.60—Law against Discrimination*

### **DISREGARD SCHOOL RULES AND REGULATIONS:**

Failure to follow school rules as outlined in Pupils to Comply with Rules and Regulations or classroom rules as determined by the teacher will result in disciplinary action.

*Reference: School Board Policy 3240—Student Conduct; RCW 28A.600.40—Comply Rules and Regulations RCW 28A.600.460—Classroom Discipline*

### **DISRUPTION OF THE EDUCATIONAL PROCESS:**

Students must obey the reasonable instructions of School District personnel. Conduct that interferes with the educational process is prohibited and may result in disciplinary action. Students who willfully create a disturbance on school premises, during school hours, or at school activities, shall be guilty of a misdemeanor and will be subject to discipline.

Multiple offenses of a less serious nature by themselves often have a greater impact on the educational process than a single major offense. Multiple offenses of any nature may result in suspension or expulsion. Offenses are cumulative throughout the student's secondary school years, no matter which school district the student has previously attended.

*Reference: School Board Policy 3240—Student Conduct; RCW 28.635.030—Disturbing School, School Activities or Meetings—Penalty; RCW 28A.600.40—Pupils to Comply Rules and Regulations; RCW 28A.600.460—Classroom Discipline*

## **DRESS AND PHYSICAL APPEARANCE:**

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Board of Directors.

Student choice in matters of dress should be made in consultation with their parents. However, student dress shall be regulated when, in the judgment of school administrators/designee, there is a reasonable expectation that:

- A. A health or safety hazard shall be presented by the student's dress or appearance, including possible membership in a gang or hate group;
- B. Damage to school property shall result from the student's dress; or
- C. A material or substantial disruption of the educational process will result from the student's dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel. The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy.

The superintendent/designee shall establish procedures providing guidance to students, parents, and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Student's appearance should be neat and clean and the body should be adequately covered at all times (see No Bare Zone). Such procedures shall ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be asked, with notice to his or her parents, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- A. Lead school officials to reasonably believe that such dress or grooming disrupts, interferes with, disturbs, or detracts from the school environment or activity and/or educational objectives.
- B. Create a health or other hazard to the student's safety or to the safety of others.
- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.

The building administrator, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the building administrator reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others.
- B. Prevents, interferes with or adversely affects the purpose, direction, or effort required for the activity to achieve its goals.

The following guidelines, while not comprehensive, are designed to help parents and students select appropriate school clothing:

- A. In terms of body coverage, student attire shall comply with the published "No Bare Zone".
- B. Clothing is to be properly fitted.
- C. Pants, skirts and shorts are to be worn at the waistline and not sagging.
- D. Belts are to be appropriate length based on student waistline and are to be threaded through belt loops.
- E. Jewelry, pins, buttons, pictures or other items that display illegal, lewd, profane, sexual or drug/tobacco/alcohol, actions or symbols are not permitted. Jewelry, pins, buttons, pictures or other items that signify membership in a gang or hate group are not permitted. Chains, studs that could be used as a weapon, wristbands, necklaces, rings, hoods, jackets, coats, bandannas, "do-rags", plastic hair bags, sweat bands, stocking hats, gloves or any perceived gang related apparel or accessories are not permitted.
- F. Sunglasses are allowed outside only – not in the building. (Unless a doctor's prescription allowing them indoors is on file with the school nurse).

If the student's dress or grooming is objectionable under these provisions, the following disciplinary steps will be followed:

- A. The building administrator or staff member shall request the student to make appropriate corrections.
- B. If the student refuses to comply, the building administrator/designee shall notify the parent, if reasonably possible, and request the parent to make the necessary corrections.
- C. If the appropriate corrections are not made, the building administrator/designee shall impose in-school discipline (e.g. exclusion from class, lunchroom, etc.).
- D. Students may be suspended, with continued refusal and or disruptive behavior per policy 3241- Classroom Management, Corrective Actions or Punishment.

Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the building administrator/designee may determine. All students shall be accorded due process safeguards before any corrective action is taken.

***Reference: School Board Policy 3220—Freedom of Expression; School Board Policy 3224—Student Dress; RCW 28A.320.140—Schools with Special Standards***

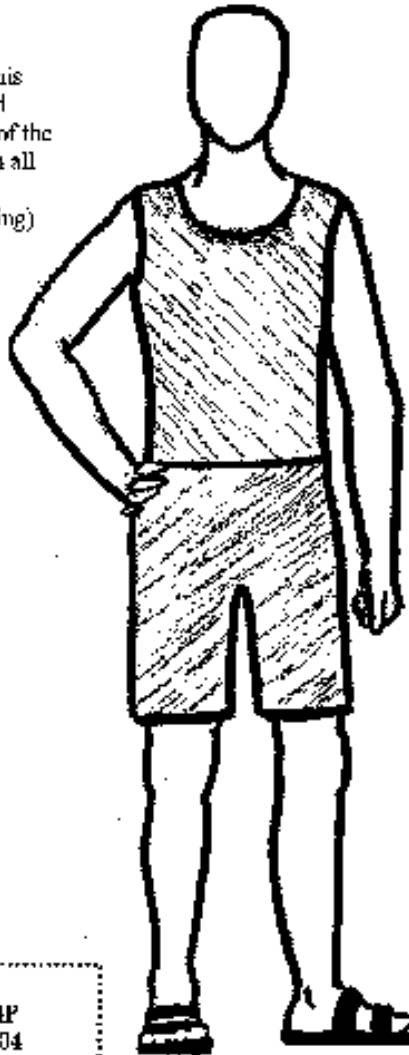


# Battle Ground Public Schools

PO Box 200 • Battle Ground, WA 98604-0200 • Office Location: 11101 NE 149th Street • Brush Prairie, Washington  
District Switchboard: (360) 835-5100

## NO BARE ZONE

The shaded portions of this figure represent front and back views. These parts of the body must be covered (in all positions e.g., sitting, standing, bending, reaching) while attending school.



- No cleavage or undergarments showing.

- Skirt, shorts, or dress length must be longer than mid-thigh.

- Footwear must be worn at all times appropriate to activity.

Referenced to:  
Policy 3224 and 3224P  
Adopted: June 22, 2004

## **ELECTRONIC DEVICES/TELECOMMUNICATIONS**

All students are strongly encouraged not to possess any electronic or telecommunication device that may interfere with the creation and existence of a positive learning atmosphere while on school district property. The district, however, recognizes that many parents and students view these devices as valuable safety and communication aids. To reconcile the district's desire to foster a positive learning environment with parental and student concerns for safety and communication, the district has implemented the following policy.

While on school property or while attending school sponsored or school-related activities students may possess and use personal telecommunication/electronic devices only in accordance with this policy. These telecommunication/electronic devices include, but are not limited to, MP3 players and cellular phones. These devices must not be used in a manner that threatens academic integrity, disrupts the learning environment, violates the privacy rights of others, or harasses other students or staff.

Students possessing telecommunications or other electronic devices shall observe the following conditions:

- A. All telecommunication/electronic devices may not be in visible sight or operated during school hours. Telecommunication/electronic devices may be displayed and/or operated only before and after the regular school day, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.
- B. At the high school level only, a student may use a telecommunication/electronic device during his/her designated lunch period in an area (e.g., the cafeteria) designated by the school for such purposes. Use is not permitted in common areas, such as hallways or outside of the building, that have not been designated for such use. In addition, use in the designated area outside of the lunch period is not permitted.
- C. Students may not photograph, videotape, or otherwise record anyone without their explicit permission.
- D. Students who violate this policy will be subject to **progressive disciplinary** action up to and including confiscation of the device and/or losing the privilege of bringing the device onto school property, unless the violation constitutes exceptional misconduct. A device which has been confiscated shall only be returned to the student's parent/guardian.
- E. Violations of this policy that constitute **exceptional misconduct**, such as use that threatens academic integrity, harasses other students or staff, or violates the privacy rights of others, may result in immediate suspension or expulsion. (See district policy 3241, Classroom Management, Corrective Actions or Punishment)
- F. Teachers may allow the use of telecommunications/electronic devices in their own classrooms if such use contributes to instructional or educational purposes. Prior to allowing such use, teachers will notify principals of this allowable use. In addition, the teacher will include the details of this allowable use in the syllabus of the course, so that all students and parents/guardians will be aware of the allowable use.
- G. Students are responsible for telecommunication/electronic devices they bring to school. The district shall not be responsible for loss, theft or destruction of such devices brought onto school property, even when confiscated.

***Reference: School Board Policy 3245—Electronic Devices/Telecommunications; RCW 28A.320.135—Telecommunication devices—Limits on possession—Policies***

## **EMERGENCY PROCEDURES:**

A plan has been developed which will ensure the maximum efficiency and safety for evacuating the building during drills or any real emergency. Instructions are posted in each room to follow during such emergencies. Staff will direct students in the proper emergency reaction (i.e. shelter in place, evacuation, and drop-hold-cover), and should evacuation be ordered, to the assembly point where roll will be taken. Any drills for emergencies are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill/emergency.

***Reference: School Board Policy 3432—Emergencies***

## **EXPLOSIVE DEVICES:**

Students who possess, traffic in, or detonate any explosive device or incendiary components (such as explosive materials, blasting caps, fireworks, gasoline, other flammable liquids, ammunition, or any combination of these items—generally referred to as a bomb or look-a-like explosive device), which by themselves or in conjunction with other items can result in an explosion or fire on school property or at school sponsored activities, will be subject to suspension or expulsion. Students who are involved with or threaten to use a look-a-like explosive device will be

subject to suspension or expulsion. Law enforcement agencies will be notified.

**Reference:** *School Board Policy 3240—Student Conduct; RCW 9.41.270—Weapons Apparently Capable of Producing Bodily Harm -- Unlawful Carrying or Handling -- Penalty -- Exceptions; RCW 9.61.160—Threats to Bomb or Injure Property – Penalty; RCW 9.61.140—Endangering Life and Property by Explosives*

### **EXTORTION/BLACKMAIL:**

Defined as when a student obtains money or property by violence, or by forcing someone to do something against his/her will by force, or threat of force. Consequence for this offense will be suspension.

**Reference:** *RCW 9A.56.120—Extortion in the First Degree; RCW 9A.56.130—Extortion in the Second Degree*

### **FALSE ALARMS:**

Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled, transmitted, caused or permitted to be given, signaled or transmitted in any manner. Under the law, false alarms are misdemeanors subject to a maximum fine of \$250. Such actions or involvement by a student will result in discipline and/or suspension from school. Return to school may be contingent on a satisfactory conference with the Fire Marshall.

**Reference-** *School Board Policy 3240—Student Conduct; RCW 9.40.100—Tampering with Fire Alarm or Fire Fighting Equipment; WAC 148-120-100—Conduct Violations*

### **FEES AND FINES:**

The district shall provide an educational program for the students as free of costs as possible. The superintendent/designee may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials, students are free to purchase them elsewhere, or provide reasonable alternatives, and a proper accounting is made of all money received by staff for supplies and materials.

A student shall be responsible for the cost of replacing school district materials or property that is lost or damaged due to negligence. Fines may be levied for lost or damaged text books, library books or equipment. In the event the student does not make proper restitution, grades, transcripts and/or diplomas will be withheld.

**Reference:** *School Board Policy 3520—Student Fees, Fines, Charges; RCW 28A.225.330—Enrolling Students from Other Districts; RCW 28A.320.230—Instructional Materials—Instructional Materials Committee; RCW 28A.330.100—Additional Powers of the Board; RCW 28A.635.060—Defacing or Injuring School Property; RCW 28A.220.040—Fiscal Support—Reimbursement to School Districts—Enrollment Fees—Deposit*

### **FIELD TRIPS:**

Field trips are an extension of the regular classroom curriculum. All school rules apply on field trips. Students must have shown a pattern of responsible behavior at school in order to attend with their peers. If financial assistance is needed, please contact your child's teacher. Students are not permitted to ride in private vehicles that are not owned and operated by their parent or legal guardian without administrative approval and unless the appropriate Risk Management criteria have been met.

**Reference:** *School Board Policy 2320—Field Trips, Excursions and Outdoor Education; RCW 28A.330.100—Additional Powers of the Board; RCW 67.20.020—Parks – Contracts for Cooperation*

### **FIGHTING:**

Fighting is defined as a physical altercation causing a disruption of the educational process. A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Fights are cumulative throughout the student's secondary school years. Fighting may constitute a crime and legal authorities may be notified. Students will be suspended for fighting. Repeated incidents of fighting and/or encouraging fighting will be grounds for long-term suspension or expulsion.

**Reference:** *School Board Policy 3240—Student Conduct; RCW 28A.600.040—Pupils to Comply with Rules and Regulations*

### **FLAGRANT DISRESPECT:**

Insult or abuse of a teacher anywhere on school premises while the teacher is carrying out his/her official duty will result in a suspension or expulsion.

**Reference: School Board Policy 3240—Student Conduct; RCW 28A.600.040—Pupil to Comply with Rules and Regulations; RCW 28A.635.010—Abusing or Insulting Teachers, Liability for -- Penalty**

### **FREEDOM OF EXPRESSION:**

The free expression of one's thoughts and ideas is an important part of a democratic society. Students' written and verbal expressions of their own opinions on school premises is encouraged so long as it does not substantially disrupt the educational process and operation of the school. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings. The principal shall have the authority to monitor student verbal and written expression. Students who violate the standards for verbal and written expression shall be subject to corrective action and punishment.

In order to prevent the disruption of classroom instruction, the principal or staff member may restrict the distribution of any publication at school and school-related activities to reasonable times and places. In addition, principals may prohibit the distribution of a publication that is considered obscene, libelous, lewd, vulgar, indecent, or contains threatening or abusive words. This includes any material that is deemed to be disruptive of schoolwork or activities.

**Reference: School Board Policy 3220—Freedom of Expression; WAC 329-400-215—Student Rights**

### **GAMBLING**

Participating in games of chance for the purpose of exchanging money will be referred to as gambling. Discipline for this offense will be in a range from student conference to a suspension.

**Reference: School Board Policy 3240—Student Conduct; RCW 28A.600.040—Pupil to Comply with Rules and Regulations**

### **GANGS:**

A gang is defined (RCW 28A.600.455) as a group of people (3 or more) who interact among themselves; have identifiable leadership; take upon themselves an identity and/or a group name; claim a physical territory; and/or engage in one or more forms of antisocial behavior and/or criminal activity on a regular or ongoing basis. Student behavior, dress, signing or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school activities. These symbols change from time to time and include such items as hats, bandanas of any color, chain ornaments, clothing, and/or colors. Attributes that denote membership in a gang may include the presence of types of apparel, jewelry, accessories, graffiti, grooming, and tattoos. Behavior on or about school premises or at school sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger, or disrupts the orderly operation of school is prohibited. When an issue of concern is present, student(s) involved will be notified and asked not to display such symbolism. Subsequent violation of this policy will result in discipline, suspension or expulsion. Such decisions will be based upon knowledge of current practices and trends.

Students identified as being gang involved, influenced or affiliated shall be provided assistance and or/ programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and authorized school organizations.

**Reference: School Board Policy 3240—Student Conduct; RCW 28A.600.455—Gang Activity -- Suspension or Expulsion; WAC 392-400-215—Student Rights; WAC 392-400-225—School District Rules Defining Misconduct - Distribution of Rules**

### **HARASSMENT, INTIMIDATION AND BULLYING:**

The district is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written message or images, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 (3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other

distinguishing characteristics, when the intentional written, verbal, or physical act:

- A. Physically harms a student or damages the student's property; or
- B. Has the effect of substantially interfering with a student's education; or
- C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- D. 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, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the *Comprehensive Safe Schools Plan* that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The superintendent/designee is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 6590, Sexual Harassment.

***Reference: School Board Policy 3207—Prohibition of Harassment, Intimidation and Bullying***

### **Procedure - Informal Complaint Process**

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. 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 designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator 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 harassment, intimidation and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

### **Procedure - Formal Complaint Process**

Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer's possession.
- C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation, or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- D. When the investigation is completed, the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction the superintendent/designee shall take further action on the report.
- E. The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
  1. That the district intends to take corrective action; or
  2. That the investigation is incomplete to date and will be continuing; or
  3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent/designee'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/designee'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.

A fixed component of all district orientation sessions for employees, students and regular volunteers shall introduce the elements 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 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 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 including electronically transmitted messages or images.

***References: School Board Policy 3200—Rights and Responsibilities; School Board Policy 3210—Nondiscrimination; School Board Policy 3240—Student Conduct; School Board Policy 3241—Classroom Management, Corrective Action and Punishment; School Board Policy 6590—Sexual Harassment; RCW28A.300.285—Harassment, Intimidation and Bullying Prevention Policies***

## **SCHOOL HEALTH SERVICES**

Battle Ground School District is committed to the safety, health and well-being of all students. Parents and students are vital to this endeavor. With everyone's efforts, we can achieve these goals through planning, prevention, and education.

### **Life Threatening Health Conditions\***

According to Washington State Law, students with a potentially life threatening health condition cannot attend school until the following conditions are met:

- A. A current medication and/or treatment order from a licensed health care provider, along with authorized medication and/or equipment to carry out the order, must be on file with the School Nurse.
- B. An Emergency Action Care Plan written in cooperation with parent/guardian and licensed health care provider, when indicated, must be in place prior to student's first day of school attendance,
- C. If you feel your child's health condition is not life threatening and does not require such emergency preparation, you will need to provide a statement, in writing, from your licensed health care provider in order to circumvent exclusion from school as mandated by law,
- D. Current students who do not meet the above conditions will be excluded until conditions of enrollment are met.

\*Life Threatening Health Conditions may include, but are not limited to, serious allergic conditions (i.e., insect stings, foods), asthma, diabetes, seizures, and hemophilia.

**Reference: School Board Policy 3412—Life Threatening Health Conditions; RCW 28A.210.320—Health Measures; Ch. 101, Laws 2002—Children with Life-Threatening Health Conditions; WAC 329-380—Immunization Requirements and Life-Threatening Health Conditions**

### **Medications**

Battle Ground School District recognizes that for certain situations, oral medication may need to be administered during school hours.

- A. When a health condition requires that a student receive a prescription or over-the-counter medication during school hours, authorization must be given by parent/legal guardian and accompanied by a legal written order and signature of the licensed health care provider.
- B. Medications must be in original container, properly labeled by the pharmacist, manufacturer, or licensed health provider. Medication is to be brought in to school by parent/legal guardian and signed in to school.
- C. Only licensed district school nurses and non-licensed school staff under the supervision of the school nurse, are authorized to administer and monitor oral medication dispensed at school.

By adhering to the above conditions, the safety of all students and staff is protected.

**Reference: School Board Policy 3416—Mediation at School; RCW 28A.210.260—Administration of Oral Medication by Conditions; RCW 28A.210.270—Administration of Medication by Immunity from Liability**

### **Immunizations**

In order to protect all students and staff from a number of communicable diseases, Washington State Law requires all students to be fully immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and Hepatitis B. Effective July 2006, chickenpox immunity will be required for all incoming kindergarteners and 6th graders. Washington State Law (RCW 28A.31.118) also requires parent/guardian to provide proof of immunization status on or before entry to school. Parents/guardians of students who are exempt from immunizations for medical, religious or personal reasons are required to submit a signed Certificate of Immunization exemption form to school authorities before entry. Students who do not meet state requirements will not be enrolled in classes until conditions are met. Current students who are enrolled and do not meet state requirements will be excluded from school until conditions of enrollment are met.

**Reference: School Board Policy 3413—Student Immunization; RCW 28A.210—Health Screening and Requirements; WAC 246-100-166—Immunization of Child Care and School Children against Certain Vaccine-Preventable Diseases**

**Illness:** If a student becomes ill during school hours, school staff are able to provide initial basic care until parent/guardian arrives. However, there are not sufficient facilities or staff supervision and care for students for

extended periods of time (this includes recess). Minor injuries requiring basic first aid can be managed at school. In the event of a more serious injury or illness, parents/guardians are notified for directions and, if not available, emergency medical assistance may be sought if conditions warrant.

Students with signs or symptoms of illness and infection should be kept at home until the illness has improved and the student is non-contagious. The following criteria should be used as a guideline for keeping students at home:

- A. If student has vomiting and/or diarrhea within the last 24 hours
- B. If student has a fever or fever-like symptoms in the last 24 hours
- C. A rash, especially one in conjunction with fever, non-identifiable cause, or creating discomfort for the student at school.
- D. Pain that is persistent, unresolved and causing discomfort at school (i.e., toothache, ear pain, pain related to injury).
- E. Moderate to severe "colds" and coughs, with or without fever.
- F. Students with any infectious diseases (ie. chickenpox, strep throat, pink eye) should be at home until considered non-contagious according to communicable disease guidelines, and/or local health authorities, and state/district guidelines.

**Insurance:** Schools do not carry individual insurance on students; however accident insurance is available for purchase. An information folder or similar brochure is available at school offices.

**Reference:** *School Board Policy 3412—Life Threatening Health Conditions; RCW 28A.210.320—Ch. 101, Laws 2002—Children with Life-Threatening Health Conditions; WAC 392.380—Immunization Requirements and Life-Threatening Health Conditions*

### **INAPPROPRIATE LANGUAGE/GESTURES**

Students are required to use language and gestures appropriate to the school setting. Profane, vulgar, obscene and other types of inappropriate language and gestures that may be interpreted as vulgar or lewd are considered a disruption to the educational environment.

**Reference:** *School Board Policy 3240—Student Conduct; RCW 28A.600.040—Pupils to Comply with Rules and Regulations*

### **INSUBORDINATION, INSULTS or ABUSE:**

Students are required to obey the reasonable requests of all staff members. Willful disobedience will incur penalties ranging from student conference to expulsion. Students are required to identify themselves to all staff members. Failure to do so shall be construed as insubordinate and a threat to school security. Students are required to show respect for authority and any verbal abuse of staff will incur penalties ranging from student conference to expulsion.

**Reference:** *School Board Policy 3240– Student Conduct; RCW 28A.600.040—Pupils to Comply with Rules and Regulations; RCW 28A.600.460—Classroom Discipline – Policies – Classroom Placement of Student Offenders – Data on Disciplinary Actions*

### **LASER LIGHTS:**

Laser lights are not allowed at school or school activities. Having or using a laser light will be considered a disruption to the educational environment, which would result in a confiscation of the light until a parent/guardian picks it up. Consequences will range from conference to suspension.

**Reference:** *School Board Policy 3240—Student Conduct; RCW 9A.49—Lasers; RCW 9A.46.060—Crimes Included in Harassment*

### **LOCKERS:**

Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school district. No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with district policy. (See Search and Seizure section for additional information.)

No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited

by law or school rules, or which poses a threat to the health, safety or welfare of the occupants of the school or the building itself. Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker shall be conducted according to board policy governing personal searches.

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to board policy governing personal searches.

**Reference: School Board Policy 3240P—Student Conduct**

### **LOITERING:**

Loitering is not allowed on campus (including the parking lot) during the day or before or after school hours. After meeting with their teacher/advisor, and completing the tests, labs, exercises, or directed study sessions, students are expected to leave. Students are welcome to use the study areas to complete school work, but students not appearing to be engaged in productive work will be asked to leave. Failure to comply will result in disciplinary action.

**Reference: School Board Policy 3240—Student Conduct**

### **NONDISCRIMINATION STATEMENT:**

The Battle Ground School District provides equal opportunity in programs and employment and does not discriminate on the basis of race, color, national origin/language, creed/religion, sex, sexual orientation-including gender identity, disability, or the use of a service animal by a person with a disability, age, marital status, honorably discharged veteran or military status and HIV/Hepatitis C status. Pam Judd and Jane Mercier have been designated to handle questions and complaints of alleged discrimination. They can be reached as follows:

#### **Title IX Equity Coordinator**

Pam Judd  
360.885.5395  
judd.pam@bgsd.k12.wa.us  
Battle Ground School District  
PO Box 200  
Battle Ground, WA 98604

#### **Section 504/ADA Coordinator**

Jane Mercier  
360.885.5334  
mercier.jane@bgsd.k12.wa.us  
Battle Ground School District  
PO Box 200  
Battle Ground, WA 98604

### **OVERT AFFECTION: (PDA-Public Display of Affection)**

Students should refrain from any lewd, indecent or obscene act or expression including but not limited to kissing, hugging, and sitting on laps, etc. Students will be subject to a minimum consequence of a conference with an administrator to a maximum consequence of suspension.

**Reference: School Board Policy 3240P—Student Conduct: Vulgar or Lewd Conduct**

### **PARENT EDUCATION RESOURCE CENTER (PERC):**

Battle Ground Public Schools has PERC centers or Community Rooms at Yacolt Primary, Captain Strong Primary, Glenwood Heights Primary, Maple Grove Primary, Pleasant Valley Primary, and Tukes Valley Primary. The centers/rooms have books, games, computers and software and are open after school hours for parents and children.

### **PERSONAL ITEMS/VALUABLES:**

Students should only bring personal items to school when said items are necessary for the completion of school work. **Please do not allow students to carry large amounts of money to school.** Students should be reminded to mark all of their personal items, preferably with a permanent marker. The school is not in any way responsible for loss, damage, or theft of personal items. Found items will be available in the lost and found area of the student's respective school.

### **PHONE USE:**

The school office phones are primarily for school business purposes and are only made available to students in the case of an emergency. If you desire at any time to reach your student or send them a message, you may call the front office and we will contact them.

### **RECKLESS ENDANGERMENT:**

Students who create a hazardous condition which may result in damage to persons or property will face disciplinary action.

*Reference: School Board Policy 3240—Student Conduct; RCW 9A.36.050—Reckless Endangerment*

### **SAFETY:**

While the school district will take all reasonable and necessary measures to insure the safety and security of their students, there are measures each student can also take to further provide their own protection.

- A. Students should always be in a supervised area while on campus.
- B. Students leaving school for the day must sign out at the front office.
- C. All visitors must first sign in and pick up a visitor badge at the front office. Students should report any suspicious or unauthorized activity on campus to a staff member immediately.

### **SCHOOL CLOSURE:**

In the event of severely inclement weather, school may be closed or start two and one half hours late. Information will be announced over the local radio/television stations starting at approximately 6:00 AM. For the most up-to-date information on school closure, call the BGS D info-line 885-5343 or check the website at [www.bgsd.k12.wa.us](http://www.bgsd.k12.wa.us). You may use the district website to sign up for **Flash Alert**. With Flash Alert you can register up to five email addresses and/or cell phone text message addresses to receive emergency information right away. Please do not call the office of your respective school.

### **SEARCH AND SEIZURE:**

The following guidelines shall be observed to assure the privacy of individuals and the safety and welfare of all students. Failure to comply may result in disciplinary action.

- A. A student shall be free from searches by school officials of his/her clothing and other personal property or automobile unless there is reasonable cause to believe that something is concealed that may be of immediate danger or threat to the student or to other students. School officials may request a student to remove all items from pockets or other personal affects. Failing compliance by the student, and in the absence of immediate danger, the school officials shall refrain from searches and call in the parents or, in the possibility of criminal activity, the police.
- B. Student lockers remain the property of the school district and school officials retain the right and the ability to inspect lockers. However, school authorities may inspect student lockers in the absence of students only:
  1. When it occurs as part of a general inspection of all lockers for the purpose of returning school property such as library books.
  2. When school authorities have reasonable cause to believe that conditions or circumstances exist which threaten the health or safety of those in the school.
  3. When school authorities have reasonable cause to believe that items which violate school rules or the law are concealed in a school locker, they shall inspect the locker, but only with the affected student present. If the student refuses to reveal the contents of his/her personal belongings within the locker, the parent/legal guardian shall be called.
- C. A student's automobile might be subject to search if there is a reasonable cause to believe that something is concealed that might be of an immediate danger or threat to the student or to other students.

*Reference: School Board Policy 3230—Student Privacy and Searches; RCW 28A.600.210—School locker searches – Findings; RCW 28A.600.220—School Locker Searches -- No Expectation of Privacy; RCW 28A.600.230 - School Locker Searches; RCW 28A.600.240 - School Locker Searches -- Notice and Reasonable Suspicion Requirements*

### **SELLING ITEMS AT SCHOOL:**

The conducting of private business or selling unauthorized items is prohibited on the school grounds. Property may be confiscated and law enforcement authorities contacted. Discipline may be assigned.

*Reference: School Board Policy 3240—Student Conduct; RCW 28A.600.040—Pupils to Comply Rules & Regulation*

## **SEXUAL HARASSMENT:**

**No student, employee, volunteer, or outside provider of the Battle Ground School District  
Shall harass a student, an employee, volunteer, or outside provider  
through conduct or communication of a sexual nature.**

**If you feel you are being sexually harassed, tell a teacher or the principal.  
If you want to talk to someone at the district office, you can call or mail your concern to the  
Title IX Sexual Harassment Officer, Marcia Christian at PO Box 200, Battle Ground, WA 98604  
(360) 885-5415**

*The above is posted at each school in the Battle Ground School District*

### **Sexual Harassment School Board Policy 6590:**

The Battle Ground School District recognizes its responsibility to provide a working and learning environment that is free from malicious and sexual harassment. The district prohibits harassment or intimidation of its employees, whether committed by a co-worker, supervisor, subordinate, contractor or volunteer and finds such behavior just cause for disciplinary action.

### **Malicious Harassment**

Malicious harassment is prohibited and may be defined as any derogatory action or intimidation of another person:

- A. In a way that is related to a person's race; religion; national origin; gender; sexual orientation; physical, mental or sensory disability or condition; and/or
- B. That places that person in reasonable fear of harm to his/her person or property, including professional standing, or disrupts the learning environment; and/or
- C. Such harassment may include but is not limited to slurs, remarks, words, jokes, pictures or gestures.

### **Sexual Harassment**

Sexual harassment is prohibited and is defined as unwelcome or uninvited sexual advances, requests for sexual favors, sexual comments, cartoons, innuendoes and other verbal or physical conduct of a sexual nature when:

- A. Submission to the harasser's sexual demands is stated or implied as a term or condition of obtaining an education or work opportunity or other benefit; and/or
- B. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; and/or
- C. Such behavior or communication interferes with an individual's performance or creates an intimidating, hostile or offensive educational or work 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 or female to female. The range of prohibited behaviors include: leering, pinching, grabbing, suggestive verbal comments, pressure for sexual activity, or other verbal or physical conduct that is gender-based and could be offensive. Such conduct is explicitly prohibited by the district.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging harassment that comes to the attention of the district, either formally or informally. Any employee, parent, volunteer or student who believes that he/she has been subjected to sexual or malicious harassment should report the alleged harassment to his/her supervisor or the district's Title IX Compliance Officer. If a report is made to a supervisor, the supervisor will report the allegation to the district's Title IX Compliance Officer.

Those who engage in harassment on or adjacent to school property or at school functions shall be prohibited from further participation at the school(s). The individual may also be subject to criminal prosecution and/or personal liability in the event of a complaint or lawsuit.

Coercion, discrimination or reprisals taken against persons filing complaints or persons acting as witnesses to complaints shall result in appropriate disciplinary action or sanctions according to district policy or other agreements.

Persons who knowingly file false allegations or reports, or corroborate false allegations, shall be subject to appropriate disciplinary actions or sanctions according to district policy or other agreements.

Employees will be provided with appropriate information on the recognition and prevention of harassment and their rights and responsibilities under this policy. Copies of this policy and regulation and appropriate materials on the recognition and prevention of harassment shall be made available to parents.

The superintendent/designee is directed to develop procedures that provide for receiving and investigating a complaint from any employee, volunteer or parent who alleges that he/she has been subjected to sexual harassment.

## **Procedures**

**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, although staff shall always inform complainants of their right to and the process for filing a formal complaint. 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, especially when the complaint is beyond their training to resolve or alleges serious misconduct. 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, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

**Formal Complaint Process:** Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in his or her possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- B. All formal complaints shall be in writing; shall be signed by the complainant; and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent/designee shall take further action on the report.
- D. The superintendent/designee shall respond in writing to the complainant and the accused within thirty days stating:
  1. That the district does not have adequate evidence to conclude that harassment occurred;
  2. Corrective actions that the district intends to take;
  3. That the investigation is incomplete to date and will be continuing.
- E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent/designee'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

If a student remains aggrieved by the superintendent/designee's response, he or she may pursue the complaint as one of sexual discrimination pursuant to Policy 3210, Nondiscrimination. Similarly staff may pursue complaints further through the appropriate collective bargaining agreement process or anti-discrimination policy.

A fixed component of all district 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 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/designee shall prepare a report to the board including, if necessary, any recommended policy changes. The superintendent/designee shall consider adopting changes to this procedure if recommended by the committee.

***Reference: School Board Policy 3210—Nondiscrimination; School Board Policy 3240—Student Conduct; School Board Policy 3421—Child Abuse, Neglect and Exploitation Prevention; School Board Policy 5010—Nondiscrimination, and Affirmative Action; School Board Policy 5281—Disciplinary Action and Discharge; RCW 28A.640.020—Regulations, Guidelines to Eliminate Discrimination – Scope, WAC 392-190-056 – 058—Sexual Harassment; RCW 9A.36.080—Malicious Harassment***

## **STUDENT VEHICLES**

The student use of vehicles is a privilege, not a right. BGSD provides transportation for students to and from school at no cost to the student/parent. Student vehicles operated on school premises are subject to the following regulations as summarized here:

- A. School rules and local and state traffic laws must be followed.
- B. Vehicles driven to school must be registered, and a parking permit must be showing on the vehicle. Permits are not transferable.
- C. Vehicles not displaying a parking permit are subject to a warning and/or being placed on the fine list for a parking permit. Repeat violations may result in disciplinary action and/or loss of parking privileges.
- D. Students must park in designated student parking areas on the school grounds. Students parked in staff, visitor parking, or handicapped zones may lose parking privileges or face discipline.
- E. The driver of the vehicle is held accountable for the conduct of anyone in the vehicle, or for items that are in the vehicle.
- F. The school district is not responsible for any damages/theft which may occur to/in vehicles.
- G. Any student in the parking lot or in someone's vehicle without permission is subject to discipline.

H. Students are not allowed to drive other students' vehicles without the registered owner's permission and the student's own parent's permission.

Additional information on regulations and policies can be found on the document "Vehicle Registration Agreement".

**Reference: School Board Policy 3240—Procedure Students**

### **TECHNOLOGY POLICY:**

All use of technology must be in the support of education and research and consistent with the district mission and standards of conduct. Students must have a signed technology use form on file and approval from a parent or legal guardian before being issued internet access. The following are prohibited:

- A. Use of the system to transmit material likely to be offensive or objectionable to others.
- B. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors.
- C. Use of the system to access, store, or transmit obscene or pornographic material.
- D. Use of the district equipment for non-educational games, whether online or on a single workstation.

Misuse of technology may result in loss of computer privilege along with a minimum consequence of a conference with an administrator to maximum consequence of suspension.

**Reference: School Board Policy 2022—Electronic Information System**

### **THEFT OR POSSESSION OF STOLEN PROPERTY:**

Theft or possession of stolen property may result in suspension from a single class or from a full schedule of classes for a period up to ninety (90) school days with possible loss of credits for a semester. The student will be required to replace or pay for the stolen item(s). Appropriate law enforcement authorities may be contacted.

**Reference: School Board Policy 3240—Student Conduct; RCW 9A.56—Theft and Robbery**

### **THREATS:**

A person shall not communicate to any person any actions s/he shall take to punish or harm another person. Students threatening others may be subject to discipline, suspension, or expulsion.

**Reference- School Board Policy 3240 – Student Conduct; RCW 9A.36.080 Malicious Harassment**

### **TOBACCO PRODUCTS**

The school district fully enforces the law that states students of any age are prohibited from smoking or using tobacco products or having tobacco products in their possession at any time during the school day. Before or after school, students are not to use tobacco products on or adjacent to the school grounds and/or visual distance of any school grounds. Violations of tobacco regulations are cumulative on a one-year basis.

#### **First Offense**

- A. Will result in a one-day suspension.
- B. Parent(s) and/or guardian(s) will be notified of the offense and the action taken.
- C. A satisfactory conference may be held regarding the violation.
- D. Enrollment in a district approved tobacco cessation class may be substituted in lieu of suspension.
- E. A citation by law enforcement may be issued.

#### **Second Offense**

- A. Will result in a short-term suspension up to ten (10) days from school.
- B. Parent(s) and/or guardian(s) will be notified of the offense and the action taken.
- C. A satisfactory conference may be held regarding the violation.
- D. Enrollment in a district approved tobacco cessation class may be substituted in lieu of suspension.
- E. A citation by law enforcement may be issued.

#### **Third Offense**

- A. May result in a long-term suspension from school.
- B. Parent(s) and/or guardian(s) will be notified of the offense and the action taken.
- C. A satisfactory conference may be held regarding the violation.
- D. Enrollment in a district approved tobacco cessation class may be substituted in lieu of suspension.
- E. A citation by law enforcement may be issued.

#### **Subsequent Offenses**

- A. Will result in a long-term suspension from school consisting of up to ninety (90) school days with the possibility of loss of credit for that semester.
- B. Parent(s) and/or guardian(s) will be notified of the offense and the action taken.
- C. Enrollment in a district approved tobacco cessation class may be used to reduce the suspension.
- D. Referral to law enforcement for citation.

**Reference: School Board Policy 3240P Student Conduct; - Alcohol, Chemical Substances and Tobacco Products; RCW 28A.210.310 Prohibition on use of Tobacco Products on School Property.**

### **TRESPASS:**

Students are not to enter without proper authorization, or loiter, on any Battle Ground School District campus or property. A charge of trespass, with notice to police authorities, may be given to any person who creates a disturbance on school property and whose continued or reoccurring presence may result in a real and substantial disruption to the school environment or pose a threat to the safety and well being of property or person. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

**Reference: School Board Policy 3240—Student Conduct; RCW 9A.52.090—Criminal Trespass – Penalty -- Defense; RCW 28A.635.020—Willfully Disobeying School Administrative Personnel or Refusing to Leave Public Property, Violations, When – Penalty**

### **UNLAWFUL INTERFERENCE WITH SCHOOL EMPLOYEES:**

To interfere with administrators or staff by using force or violence will result in an immediate suspension or expulsion.

**Reference: RCW 28A.635.090—Interference by Force or Violence -- Penalty**

### **UNLAWFUL INTIMIDATION OF SCHOOL AUTHORITIES:**

To interfere with administrators or staff by intimidation with threat of force or violence will result in suspension or expulsion.

**Reference: RCW 28A.635.100—Intimidation any Administrator, Teacher, Classified Employee, or Student by Threat of Force or Violence – Penalty**

### **VANDALISM:**

All students are expected to respect and care for all school property, including building facilities, desks, boards, books, lavatories, etc. Any student or students found damaging or defacing school, student or staff property will be required to pay for the damage or loss. Willful destruction or defacement of School District property, student, or staff property at any time is cause for suspension or expulsion. Law enforcement may be contacted. Student grades and transcripts will be withheld until all costs from damages have been paid. When the pupil and parent(s) and/or legal guardian(s) are unable to pay for damages, a program of repayment will be developed to allow the student to satisfy their debt.

**Reference: School Board Policy 3240– Student Conduct; RCW 4.24.190 - Action Against Parent for Willful Injury to Person or Property by Minor -- Monetary Limitation -- Common Law Liability Preserved; RCW 28A.635.060 - Defacing or Injuring School Property -- Liability of Pupil, Parent, or Legal Guardian -- Withholding Grades, Diploma, or Transcripts -- Suspension and Restitution -- Voluntary Work Program as Alternative -- Rights Protected**

### **VOLUNTEERS:**

Parent volunteers are an essential part of the Battle Ground School District and can assist in a variety of ways. Volunteers must submit a completed Volunteer form and a copy of their driver’s license to the office or classroom teacher at least ten working days prior to working in the classroom or attending a field trip. Forms may be picked up in the office or from your student’s homeroom teacher.

**Reference: School Board Policy- 5630 – Volunteers**

### **WEAPONS (DANGEROUS) ON SCHOOL PREMISES:**

The Battle Ground School District Board of Directors recognizes the expectation of students, staff, parent(s) and patrons to be safe on School District premises and at School District activities. It is a violation of District policy for

any person (with the exception of sworn police officers) to carry onto school premises, school provided transportation, or other facilities being used for school activities:

- A. Any firearm; or
- B. Any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, sand club, blackjack, billy club, metal knuckles, any pocketknife, any double-bladed knife, spring or mechanically loaded knife such as a switchblade, any knife having a blade which opens by force of gravity or centrifugal thrust such as a butterfly knife, any knife with a fixed blade of any length, or any saber-sword dagger or dirk; or
- C. Any device commonly known as “nunchaku sticks” consisting of a length of wood, metal, plastic, or similar substance attached to wire, rope, or other means; or
- D. Any device commonly known as “throwing stars” which are multi-pointed objects designed to embed upon impact from any aspect; or
- E. Any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- F. Any disabling or incapacitating items such as electronic stunning/shocking devices or any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly weapon, such as a starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor, or other disabling agents; or
- G. Any object which looks like a weapon, such as a toy or “dummy” gun, knife or grenade.

The Superintendent or designee shall promptly notify law enforcement and the student’s parent(s) and/or legal guardian(s) regarding any allegation or indication of such violation. Unless otherwise provided by law, in cases involving the possession of a firearm or an air gun, the principal/designee shall, without exception, expel the student. In cases involving other weapons, the principal/designee shall place the student on suspension, unless expulsion is warranted under the circumstances. Students who make threats with or use a weapon, described above, will be expelled.

***Reference: School Board Policy 3240—Student Conduct; RCW 28A.600.010—Enforcement of rules of conduct -- Due process guarantees - Computation of days for short-term and long-term suspensions; RCW 9.41.280—Possessing dangerous weapons on school facilities -- Penalty – Exceptions; RCW 28A.600.420—Firearms on School Premises***

## SECTION TWO

### STUDENT CONDUCT AND DISCIPLINE

#### 2009-2010 BGSD Discipline Guidelines

<b>Infraction</b>	<b>Definition</b>	<b>Minimum</b>	<b>Maximum</b>
Alcohol/Drugs	<ul style="list-style-type: none"> <li>• Possession (of any alcoholic beverages/illegal drugs/drug paraphernalia on or about the school premises or at any school sponsored activity (includes look a likes)</li> <li>• Evidence of sale/trafficking</li> <li>• Enticement</li> <li>• Under the influence of alcohol/drugs</li> </ul>	Suspension*	Expulsion*
Arson	Using fire to destroy or attempt to destroy property	Suspension	Expulsion*
Assault	Physical Attack	Suspension	Expulsion*
Bus Misconduct	Disregard of state bus regulations -See bus regulations	Student Conference	Suspension
Cheating, Lying, Forgery, Plagiarism	Producing false or misleading information	Student Conference	Suspension
Classroom Disruption/ Inappropriate Behavior	Conduct (including language) that deprives others of their rights or that disrupts educational procedures and environment	Student Conference	Suspension
Computer Trespass (See also Technology Misuse)	Intentional access to teacher or school computer system or electronic data base	Student Conference Loss of use	Expulsion
Copyright Compliance	Unauthorized duplication of copyrighted materials	Student Conference	Expulsion
Defiance	Willful disobedience, insubordination	Student Conference	Expulsion
Disregard School Rules and Regulations	Failure to follow school rules as out lined in Student Rights and Responsibilities or classroom rules as determined by teacher	Student Conference	Suspension
Dress Code	Appropriate student dress in school or while engaging in extracurricular activities. See policy 3224 and NO BARE ZONE	Corrective Action	Suspension
Disruption of the Educational Process	Conduct that deprives others of their rights or that disrupts educational procedures and environment	Student Conference	Suspension
Explosive Devices	Use, threat to use, possession or sale of explosive device	Suspension	Expulsion*
Fake Alarm	False alarm given, signaled or transmitted in any manner	Student Conference	Suspension
Extortion/ Blackmail	Obtaining money or property by violence; causing someone to do something against their will by force or threat of force	Suspension	Expulsion*
Fighting/ Encouraging the Act of Fighting	<ul style="list-style-type: none"> <li>• Physical contact with intent to inflict harm</li> <li>• Standing around watching and/or cheering on fight; or being involved with anyone seeking to fight another student</li> </ul>	Suspension	Expulsion*
Flagrant Disrespect	Swearing, vulgarity, profanity or words symbols or gestures directed to a staff member/adult	2 Days Suspension	Expulsion
Gambling	Participating in games of chance for purpose of exchanging money	Student Conference	Suspension*

<b>Infraction</b>	<b>Definition</b>	<b>Minimum</b>	<b>Maximum</b>
Gangs/Gang Related Activities	The use of colors, insignia, dress, gestures, actions, and/or language to create reasonable belief that a student is involved in gang activities.	Student Conference	Expulsion*
Harassment, Intimidation and Bullying	Statements or actions that harm or damage or that interfere with or create a threatening environment or disrupt the orderly operation of the school	Student Conference	Expulsion
Inappropriate Language/ Gestures	Vulgar, profane or obscene language or gestures, symbols or writings, spitting	Student Conference	Expulsion
Insubordination, insults or abuse	Willful disobedience of reasonable requests of staff members; showing disrespect for authority	Student Conference	Expulsion
Laser Lights	Device used to amplify electro-magnetic radiation by simulated emission which is visible to the naked eye	Student Conference	Suspension
Loitering	On school campus without a school related purpose	Student Conference	Suspension
Overt Affection (PDA)	Any lewd, indecent or obscene act or expression including but not limited to kissing, hugging, sitting on laps, etc.	Student Conference	Suspension
Reckless Endangerment	Creating a hazardous conditions which may result in damage to persons or property	Suspension	Expulsion*
Skateboards, Bikes, Roller Blades	Use of public property for recreational purpose, without written permission is prohibited	Student Conference	Suspension
Sexual/Malicious Harassment Title VII Civil Rights Act 1964	Any derogatory action or intimidation of another person; unwelcome or uninvited sexual advances, requests for sexual favors, sexual comments, cartoon, innuendoes and other verbal or physical conduct of a sexual nature	Suspension	Expulsion*
Tardiness	Late arrival to class or school	Student Conference	Suspension
Technology and/or Internet Misuse	Accessing, transmitting, sharing or storing of materials likely to be offensive or objectionable to others – including but not limited to pornography, hate mail, discriminatory remarks, non-educational game playing	Student Conference	Suspension
Theft	<ul style="list-style-type: none"> <li>• Sale, possession of items not belonging to you.</li> <li>• Encouraging the act</li> </ul>	Suspension Restitution	Expulsion* Restitution
Tobacco	Possession/use of tobacco in any form	Suspension	Long Term Suspension
Trespass	Loitering or presence in unauthorized places or without legitimates reason. Refusal to leave school property	Suspension	Expulsion*
Unexcused Absence or Truancy	Absence not excused by the school	Parent Conference	Juvenile Court
Vandalism	Intentional destruction of property	Suspension Restitution	Expulsion* Restitution
Vehicle Misuse	Inappropriate use of vehicle (including parking)	Student Conference Possible Loss of Driving Privileges	Suspension*
Weapons	<ul style="list-style-type: none"> <li>• Possession or use of dangerous object which is meant to inflict harm</li> <li>• Possession of Gun on Campus, includes look-alikes</li> <li>• Possession of any knife</li> </ul>	Parent Conf. Expulsion* Conference/ confiscation	Expulsion* Expulsion* Expulsion*

\*REMEMBER: If an infraction violates the law, a Law Enforcement Agency will be contacted.

## **DISCIPLINE CODE:**

The goal of discipline is twofold: to provide a safe and healthy atmosphere for students and staff, and to develop student growth in a positive direction. We have developed a code that is progressive in nature, follows due process, and allows for student growth in making appropriate behavior choices. Students must comply with all district policies and procedures in terms of their conduct. Some of these rules contain recommended penalties. Depending on the circumstances of the student's violation, school authorities may, in compliance with state law and the rules of the State Board of Education, *Chapter 392-400 WAC- Pupils*, impose discipline which may be progressive, including short-term suspension, long-term suspension or expulsion. For students in middle school and high school extended/alternate day (Thursday School, Saturday School) may be used as an option for a discipline consequence.

## **DEFINITION OF DISCIPLINARY TERMS:**

**Discipline** means all forms of corrective action or punishment other than suspension and expulsion, and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate appointment, class, subject, or activity period. The student shall be under the supervision of a school district employee for the remainder of such period and may be placed in a semi-private, alternative space that can be observed by staff. Discipline shall also include the exclusion of a student from any activity conducted by or in behalf of the District. Discipline consequences can be progressive depending upon the behavior.

*Reference: School Board Policy 3241—Classroom Management, Corrective Actions or Punishment; WAC 392-400-205—Definitions (Pupils)*

**Suspension** means a denial of attendance (other than for the balance of the immediate appointment or class for discipline purposes) at any single subject or class, or full schedule of classes or subjects, or at any other type of activity conducted by or in behalf of the District, and any combination of the foregoing for a stated period of time. The building administrator may elect to suspend a student "in school." In such cases, the student shall be placed in a semi-private, alternative space that can be observed by staff. Suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

*Reference: School Board Policy 3241—Classroom Management, Corrective Actions or Punishment; WAC 392-400-205—Definitions (Pupils)*

**Short-term Suspension** means a suspension for any portion of a school day up to and not exceeding ten (10) consecutive school days. Students will have the opportunity to complete work missed.

*Reference: School Board Policy 3241—Classroom Management, Corrective Actions or Punishment; WAC 392-400-205—Definitions (Pupils)*

**Long-term Suspension** means a suspension, which exceeds a short-term suspension as defined above. Students will have the opportunity to complete work missed during the appeal process.

*Reference: School Board Policy 3241—Classroom Management, Corrective Actions or Punishment; WAC 392-400-205—Definitions (Pupils)*

**Expulsion** means a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the School District.

*Reference: School Board Policy 3241—Classroom Management, Corrective Actions or Punishment; WAC 392-400-205—Definitions (Pupils)*

**Emergency Expulsion** means an immediate expulsion of a student when the superintendent or designee believes that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

*Reference: School Board Policy 3241—Classroom Management, Corrective Actions or Punishment; WAC 392-400-315—Definitions (Pupils)*

**Exceptional Misconduct** means misconduct other than absenteeism which a school district has judged to be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school as to warrant an

immediate resort to short-term or long-term suspension (for example, misconduct judged by a School District to be the same nature as a violation of the state's drug or controlled substances law or extortion).

**Relevant federal and state law:**

This law requires that the rules of a District governing pupil conduct and discipline be interpreted to insure an optimum-learning atmosphere in the classroom. Optimum learning atmosphere shall be defined as the climate in which each student has the maximum opportunity to learn, and the conduct of students that interferes with that climate is kept at an absolute minimum as determined by the classroom leader. This law:

- A. Requires students to comply with the rules established for the governing of schools.
- B. Requires a student to pursue his or her course of study and make reasonable progress.
- C. Requires students to submit to the authority of teachers, subject to such disciplinary action as school officials shall determine.
- D. Empowers each teacher to hold pupils strictly accountable for disorderly or antisocial conduct while under the teacher's supervision, and to make recommendations for the suspension of a student for cause.
- E. Makes it a crime to willfully create a disturbance on school premises during school hours or at school activities or meetings.
- F. Provides that students who damage property at school or while under school jurisdiction may be suspended and punished. The student, parent(s) and/or legal guardian(s) shall be liable for damages. Allows teachers to temporarily exclude students from classroom instructional or activity areas.
- G. Prohibits harassment on the basis of race, national origin, gender, age, religion, marital status, sexual orientation or disability.
- H. *RCW 28A.635.090—Interference by force or violence -- Penalty* makes it a crime to interfere by force or violence with any staff member or student who is in the peaceful discharge of his or her duties or studies.
- I. *RCW 28A.635.100—Intimidating any administrator, teacher, classified employee or student by threat of force or violence unlawful – Penalty* makes it a crime to intimidate or use threat of violence against any staff member or student in the peaceful discharge of his or her duties or studies. Violations of this policy will be subject to disciplinary action or suspension.

**DUE PROCESS:**

Students will be expected to follow the laws of the state and the rules of the District. Students at school and students attending off-campus, school sponsored activities shall be governed by School District rules and regulations. Constitutionally and legally sound procedures of due process as outlined below and specified in *Chapter 392-400 WAC - Pupils* will be followed in the administration of discipline:

- A. Disciplinary authority shall be exercised with fairness.
- B. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent(s) and/or legal guardian(s).
- C. In cases of the application of disciplinary action or recommended short-term suspensions (defined as a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days) that exceed one school day, the student and parent(s) and/or legal guardian(s) shall be notified of the suspension.
- D. If the student and parent(s) and/or legal guardian(s) desire, they may request an informal conference concerning the discipline with the building principal/designee. The employee whose action is being appealed shall be notified of the initiation of the appeal as soon as possible. During the conference, the student, parent(s) and/or legal guardian(s) shall be subject to questioning by the principal/designee and shall be entitled to question school personnel involved in the matter being appealed. Should further appeal beyond the building level be desired by the student or her/his parent(s) and/or legal guardian(s), the following procedure will be carried out:
  - 1) Subsequent to this conference, the party disciplined by the imposition of the short-term suspension, upon two (2) school business days' prior notice, shall have the right to present an appeal to the district office.
  - 2) If the appeal is not resolved, the student, parent(s) and or legal guardian(s), upon two (2) school business days prior notice, shall have the right to present a written appeal to the Board of Directors at the next regular meeting.
  - 3) During this process the student will remain out of school.
  - 4) Any student who has been suspended shall be allowed to make application for admission anytime.

In cases where the long-term suspension (a suspension which exceeds a short-term suspension) is recommended, a written notice of the long-term suspension, and of the opportunity for a hearing shall be delivered by hand to the student and his/her parent(s) and/or legal guardian(s), or by certified and regular mail deposited in the United States mail within twenty-four (24) hours of the long-term suspension. The notice shall:

- A. Be provided in the predominant language of the student and/or parent(s) and/or legal guardian(s) to the extent feasible.
- B. Specify the alleged reason(s) for the suspension.
- C. Set out the corrective action or punishment taken and proposed.
- D. Set out the facts that:
  1. In the case of a long-term suspension, a written/verbal request for a hearing must be received by the district office on or before the expiration of the third school business day after receipt of the notice of opportunity for a hearing.
  2. If such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived, and the parent(s) and/or legal guardian(s) will not have further opportunity to contest the matter. A schedule of school business days applicable to the exercise of such hearing rights should be included with the notice.

In cases where an expulsion (indefinite time period) is recommended, the student and parent(s) and/or legal guardian(s) shall be notified of the expulsion and of their opportunity for a hearing by hand delivery to the parent(s) and/or legal guardian(s), or by certified and regular mail, deposited in the United States Mail. In addition, reasonable attempts shall be made to notify the student, parent(s), and/or legal guardian(s) as soon as reasonably possible by telephone or in person of this action. **An expulsion may not go into effect until the time for appeal has lapsed. However, if an emergency expulsion has also been issued, the student may be excluded from school immediately.**

The notice shall:

- A. Be provided in the predominant language of the student and/or parent(s) and/or legal guardian(s) to the extent feasible.
- B. Specify the alleged reason(s) for the expulsion.
- C. Set out the corrective action or punishment taken and proposed.
- D. Set out the right of the student and his/her parent(s) and/or legal guardian(s) to a hearing for the purpose of contesting the allegation as soon as reasonably possible.
- E. Set out the facts that:
  1. In the case of an expulsion, a written/verbal request for a hearing must be received by the district office on or before the expiration of the third school business day after receipt of the notice of opportunity for a hearing. If the expulsion is of an emergency nature, a written/verbal request for a hearing must be received by the district office on or before the expiration of the tenth school business day.
  2. If such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the parent(s) and/or legal guardian(s) will not have further opportunity to contest the matter. A schedule of school business days applicable to the exercise of such hearing rights should be included with the notice.

If the student requests a hearing, the following procedural guidelines will govern the hearing:

- A. Parent(s) and/or legal guardian(s) shall be present at the hearing.
- B. Counsel may represent the student, parent(s) and/or legal guardian(s).
- C. The student shall be permitted to inspect in advance of such hearing, any affidavits or exhibits that school authorities intend to submit at the hearing.
- D. The district has the same opportunity to inspect affidavits or exhibits students intend to submit at the hearing.
- E. The student shall have the opportunity to present his/her version as to the charges, and make such showing by way of affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses. No right to directly question or confront a witness exists, however, if a school district witness does not appear and the hearing officer, for good cause, excuses the nonappearance. To show good cause, the district must either show that it made a reasonable effort to have the witness appear to testify but was unable to produce the witness at the hearing, or that it is not advisable for the witness to appear, based on an expectation and fear by responsible district official(s) or the student witness of retaliation.
- F. Either a tape-recorded or verbatim record shall be made of the hearing.

- G. The hearing officer shall state in writing findings as to the facts, conclusions, and the disposition to be made, if any, by way of disciplinary action within two school business days.
- H. The student and his/her parent(s) and/or legal guardian(s) shall be made aware of their right to appeal the decision of the hearing officer, within three (3) school business days to the School Board. If the hearing officer upholds a long-term suspension or expulsion and no appeal is filed within the three-day period, the long-term suspension or expulsion may be imposed. If an appeal is filed, the student may be excluded from school for up to ten (10) school days during the appeal period or until the Board acts on the appeal, whichever occurs first. If the hearing officer upholds an emergency expulsion, the student shall remain out of school during the appeal process.
- I. The student and his/her parent(s) and/or legal guardian(s) shall be made aware of their right to appeal the decision of the School Board to the Superior Court within thirty (30) days of the Board's decision.
- J. Any student who has been placed on a long-term suspension or on expulsion may make a written application to be readmitted to school. The application is to be made through the District Superintendent of Schools or the designated representative.

***Reference: School Board Policy 3241—Classroom Management, Corrective Actions or Punishment; WAC 392-400-310-415— Appeals – Long Term Suspension and Expulsion***

## **SECTION THREE**

### **TRANSPORTATION GUIDELINES:**

#### **Student Conduct on Buses**

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus, shall be sufficient cause for the principal to suspend the transportation privilege.

#### **Rules of conduct for students riding buses:**

- A. Students shall obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey both the driver and the teacher, coach or other staff member.
- B. Students shall ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
- C. Students shall not be permitted to leave the bus except at their regular stop unless written permission to do otherwise is received by school officials.
- D. Students who are assigned seats shall use only that seat unless permission to change is authorized by the driver and/or school principal.
- E. Students shall observe rules of classroom conduct while riding on buses. Noise shall be kept down to avoid distracting the driver. Students shall refrain from the use of obscene language or gestures. Students shall respect the rights and safety of others on the bus.
- F. Students shall not smoke or ignite lighters, matches or any other items on the bus. Students shall not use tobacco, alcohol, drugs or any controlled substance on the bus.
- G. Students are to assist in keeping the bus clean by keeping trash off the floor. Students must also refrain from throwing refuse out of the windows. Eating or drinking is not allowed except when specifically authorized and supervised by an accompanying teacher, coach or other assigned staff member.
- H. Students shall not open bus windows without the driver's permission.
- I. Students shall not extend any part of their body out of bus windows at any time.
- J. Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to: sticks, breakable containers, weapons or firearms, straps or pins protruding from clothing, laser lights of any kind, large, bulky items which cannot be held or placed between legs, etc. Books and personal belongings shall be kept out of aisles. Inflated balloons shall not be transported on a bus.
- K. Students shall not have animals on buses, except a **certified** dog providing assistance to a disabled student. (Examples include "seeing eye" and "hearing" dogs.)
- L. Students shall not sit in the driver's seat or to the immediate right or left of the driver.
- M. Students shall refrain from talking to the driver unless necessary.
- N. Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
- O. Students must leave the bus in an orderly manner and must obey the orders of school officials on bus duty. They must not cross the roadway until given consent by the driver. When boarding or leaving the bus, students should be in view of the driver at all times. There shall be no pushing and shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.
- P. Students shall never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
- Q. 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. Children should arrive at their stop at least 5 minutes prior to pick up.
- R. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students. Students who have to walk some distance along the roadway to the bus-loading zone, where practicable, must walk (on the left-hand side) facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the afternoon. Students shall go directly home after leaving the bus.
- S. Students shall use lap belts on buses when available.
- T. Students shall follow emergency exit drill procedures as prescribed by the driver.

- U. Students shall not tamper with emergency doors or equipment.
- V. Students shall remain quietly seated, not exhibit disruptive behavior and turn off all noise-making devices at **railroad** crossings.
- W. Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
- X. Student misconduct shall constitute sufficient reason for suspending transportation privileges.

### **Disciplinary Actions for Misbehavior on School Bus**

The bus driver has the following discipline options available for inappropriate behavior on any school bus trip. Generally, bus drivers are to follow these in sequential order, but serious infractions of safety rules and discipline can lead to more serious consequences immediately.

- A. Verbal instructions
- B. Special seat assignments
- C. Student citation for repeated infractions
- D. Student citation and recommendation for suspension/denial of transportation for severe infractions.

### **Citation Procedures**

If discipline problems occur on a school bus, the bus driver will write the student a citation. Depending on the number of citations issued previously, or the severity of the infraction, consequences are determined from any of those listed below.

- 1st citation: Warning notice/citation sent home
- 2nd citation: Warning notice/citation sent home
- 3rd citation: One-week suspension from bus, parent conference
- 4th citation: Four-week suspension from bus, parent conference
- 5th citation: Suspension from bus for the remainder of the year, parent conference
- Severe Infraction: Immediate suspension from bus and loss of bus-riding privileges

If discipline problems occur on the school bus the driver either writes out a citation or notifies the student that a citation is forthcoming.

### **DISCIPLINARY PROCEDURES**

Principals are responsible for correcting students whose abusive behavior results in a bus-incident report or violates the rules above. The principal shall provide supervision during bus arrival and departure times and receive reports (written and oral) from the drivers.

The principal shall insure that students comply with the specified regulations. Principals must maintain open lines of communication among school officials, bus drivers and the transportation department.

When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity. Failure to adhere to these standards may result in formal complaints by citizens which may be forwarded to principals for possible corrective action.

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

Abusive behavior on the part of a student riding a bus may result in a written bus citation when, in the opinion of the bus driver or bus supervisor, there has been an infraction of the rules applicable to student conduct. The written bus citation is the primary means by which a driver or bus supervisor communicates a student's conduct to the school and transportation department. The bus citation, in most cases, reflects an infraction of rules which is repeated by the student after his/her having received previous oral warnings from the driver or bus supervisor. In order for drivers and bus supervisors to effectively maintain control on their buses, it is expected that action be exercised by principals when receiving such a report.

When a student's conduct constitutes an infraction of the rules, the bus driver or bus supervisor shall complete a bus

citation on the student describing the incident or damage that occurred. The driver or bus supervisor shall provide the student with a copy of the bus citation, hand the original citation to the principal and submit a copy to the bus supervisor. The copy of the citation concerning special education students shall be given to the principal for disposition.

The principal upon receiving the citation shall investigate the circumstances surrounding the incident and take action according to the procedures set forth in the district's policies pertaining to corrective action and punishment. When investigating the incident, the primary concern must be with respect to the safe transport of students. Corrective action, if necessary, should be consistent throughout the district as follows:

- A. **Warning:** When a student's misconduct is of a minor nature which does not jeopardize the safety or welfare of other students or the operation of the bus.
- B. **Suspension:** When a student's misconduct is deemed to jeopardize the safety of bus passengers and operation, or when repeated warning notices fail to correct abusive behavior, or when a student incurs damage to the bus.
- C. **Expulsion:** When a student's misconduct is of such nature that the safety of the bus operation and/or of the occupants was willfully and seriously threatened (i.e., student assaulting the driver).

The action taken by the principal shall be annotated on the citation and forwarded to the student's parent for signature. The transportation department and contractor shall be notified.

Drivers shall be advised to file assault and battery charges against students who physically assault them. Under no circumstances shall the driver retaliate in kind and physically assault the student as this conduct may subject him/her to legal action.

The student or parent of a student who has been suspended from receiving transportation entitlements may appeal the principal's decision by submitting a written statement to the superintendent. The superintendent shall render a decision after evaluating the issues and facts involved. If the decision is based on issues unrelated to those described in the district's rules of conduct for students riding buses, the decision shall require board concurrence before implementation.

**Reference:** *School Board Policy 6606—Student Safety Walking to School and Riding Buses; School Board Policy 6608—Video Cameras on School Buses; RCW 28A.600.010—Enforcement of rules of conduct -- Due process guarantees -- Computation of days for short-term and long-term suspensions; WAC 392-400-225—School district rules defining misconduct -- Distribution of rules; WAC 392-145-035—Rules for students riding school buses*

# **SECTION FOUR**

## **ANNUAL NOTIFICATIONS**

### **ASBESTOS NOTIFICATION:**

Dear Parents, Teachers, Building Occupants, and Employees Organizations:

In compliance with the AHERA regulations, we had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of asbestos containing building materials (ACBM) in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose an imminent health threat to students, faculty or employees.

With confirmation of the presence of ACBM, an Asbestos Management Plan was developed for our schools by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACBM. Every three years, a re-inspection by an accredited inspector must be conducted on all friable and non-friable known or assumed asbestos-containing materials to determine whether the condition of the ACBM has changed and to make recommendations on managing or removing the ACBM.

The following buildings have no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required in these buildings: Captain Strong Elementary, CASEE, Maple Grove Middle, Daybreak Primary, Daybreak Middle, Tukes Valley Primary, Tukes Valley Middle, and Chief Umtuch Middle.

During the school year, we conduct a periodic inspection every 6 months to check the condition of the remaining asbestos and to determine if any action is needed. An EPA accredited management planner conducted the three year inspection in October 2007.

For further details on the locations of the remaining ACBM or on the asbestos activities, you are welcome to review a copy of the Asbestos Management Plan in our administrative office during regular office hours. David Klemetsrud, Maintenance Supervisor, is our designated asbestos program coordinator, and all inquiries regarding the plan should be directed to him at (360) 885-6589.

### **DIRECTORY INFORMATION:**

Educational institutions may release “directory information” without the consent of parents, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

Directory Information is defined as: the parent’s name(s), address(as), the student’s name, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, major field of study, and the most recent school attended. This information shall not be released for commercial reasons.

In response to the No Child Left Behind Act by President George W. Bush, Battle Ground School District will provide military recruiters a list of all juniors and seniors. This list will include your student’s name, address, telephone number and school they are currently attending. The No Child Left Behind Act states that high schools must provide student information to the Defense Department upon request unless parents/guardians object in writing. This requirement applies to all public and private schools that receive federal funding. Schools that fail to comply with this Act risk losing their funding. Parents are notified annually of this requirement.

Any parent (or student at least 18 years of age) who does not want the school district to include information must so notify the principal of the school within 10 days of the receipt of this notice. This written notification by the parent must be submitted initially and annually to the principal’s office.

***Reference- School Board Policy 3231—Student Records; 20 U.S.C. et seg 1232g Family Education Rights and Privacy Act***

## **PESTICIDE POLICY AND PROCEDURE COMMUNICATION:**

Battle Ground School District (BGSD) is providing this communication stating the School Board Policy and the procedures of the district related to pesticide control to comply with the RCW 17.21. This communication will be distributed to students and staff at the start of each school year and upon enrollment of new students or hire of new employees that occur after the starting date of school in the fall. Schools will instruct students to deliver this communication to their parents or guardians.

The Superintendent is directed to develop procedures to assure that the District complies with the requirements of law regarding pesticide notification, posting, and record keeping. This includes procedures for annual notification of staff and parents of pesticide applications; posting of sites of pesticide applications; and record keeping, including an annual summary report of pesticide usage. References: RCW 17.21; Pesticide Application Act

Battle Ground School District will provide written notification to all parents and guardians of students, and school district employees at least forty-eight hours before any scheduled pesticide application is to occur. The notification will also be posted in a prominent place in the main office of the school. A pesticide application must be made within forty-eight hours following the intended date and time stated in the notification or the notification process shall be repeated. The notification shall include the heading, "Notice: Pesticide Application" and shall include the following information: The product name of the pesticide to be applied, the intended date and time of application, the location to which the pesticide is to be applied, the pest to be controlled, and the name and phone number of a contact person in the school district who can answer questions about the application.

Notification signs for applications made to school facilities, other than school grounds, will be posted at the location of the application. The signs will be eight and one-half inches by eleven inches and shall include the heading "Notice: Pesticide Application" and shall state: the product name of the pesticide applied, the date and time of application, the location to which the pesticide was applied, the pest to be controlled, and the name and phone number of a contact person in the school district who can answer questions about the application.

Notification signs for applications made to school grounds will be placed at the location of the application and at each primary point of entry to the school grounds. The posting signs will be four inches by five inches and will state, "THIS LANDSCAPE HAS BEEN RECENTLY SPRAYED OR TREATED WITH PESTICIDES BY YOUR SCHOOL. FOR MORE INFORMATION PLEASE CALL: "The sign will give the name and telephone number of a contact person in the school district who can answer questions about the application.

The school district will post location notification signs for chemical applications just before the application is made. Notification signs will remain in place for at least twenty-four hours from the time the application is completed. In the event the pesticide label requires a restricted entry interval greater than twenty-four hours, the notification sign shall remain in place consistent with the restricted entry interval time as required by the label.

A school facility application does not include the application of antimicrobial pesticides (i.e. disinfectant cleaners) and or the placement of insect or rodent baits that are not accessible to children. Since these situations are not considered to be school facility applications, they do not require posting or pre-notification. The pre-notification requirements of this section do not apply if a school facility application is made when the school is not occupied by students for at least two consecutive days after the application. The pre-notification requirements do not apply to any emergency school facility application for control of any pest that poses an immediate human health or safety threat, (i.e. an application to control stinging insects). When an emergency school facility application is made, notification consistent with the school's notification system shall occur as soon as possible after the application.

Pesticide applications to Battle Ground School District facilities are performed by maintenance and custodial staff, agricultural instructors, and through contracted services.

Battle Ground School District will make the records of all pesticide applications to school facilities and grounds, including an annual summary of the records, readily accessible to interested persons. The annual summary will be available on August 15 for the applications of the preceding year. Please contact the Battle Ground School District Maintenance Office at (360) 885-6589 for information about pesticide application records and the annual pesticide application summary.

## BGSD Pesticide Use Inventory

Pesticide Name	Type	Target Use
Round Up Pro	Herbicide	Non-selective weed control in garden beds, hard surface cracks, lawn edges, infields, and play areas.
Crossbow	Herbicide	Brush and broadleaf weed control on borders of wooded areas and meadows.
Trimec	Herbicide	Turf broadleaf weed control in athletic fields and lawns.
Casoron 4G	Herbicide	Pre-emergent weed control in garden beds.
Endeavor	Insecticide	Insects in greenhouses.
Tristar	Insecticide	Insects in greenhouses.
Wasp, Bee, Hornet	Insecticide	Wasps, bees, hornets, yellow jackets.
Blitz	Insecticide	Residual crack and crevice spray for crawling insects.
Home Defense	Insecticide	Residual crack and crevice spray for crawling insects.
Phantom	Insecticide	Residual crack and crevice spray for crawling insects.
Talprid	Rodenticide	Moles in athletic fields.
Chase Mole Bait	Rodenticide	Moles in athletic fields.
Fumatoxin	Rodenticide	Moles in athletic fields.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Battle Ground School District is required to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities follow the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. Subsection 1232h, and may include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or the use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The Battle Ground School District will provide parents with notification when planning any surveys and activities that include any part of the eight criteria above. Parents will also be provided an opportunity to review the surveys within a reasonable period of time prior to administration. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

If you have any questions regarding your rights or the content of this letter, please call your building administrator or Pam Judd at 885-5395

## **STUDENT RECORDS**

### **Notification of Rights under the Family Educational Rights and Privacy Act (FERPA):**

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

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.\*  
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of any portion of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Battle Ground School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing her or his tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

\*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a "public records" request within 5 business days.

***Reference - RCW 42.56.520—Prompt responses required***

### **TITLE I / LEARNING ASSISTANCE PROGRAM DISTRICT PARENT INVOLVEMENT POLICY AVAILABLE FOR REVIEW**

Interested parents are invited to review the Title I / Learning Assistance Program District's Parent Involvement Policy. The Policy may be found on the District Website (<http://www.bgsd.k12.wa.us>). Parents and community members may also request a copy at any school office. Comments and suggestions are always welcome; sent to Dr. Jill C. Smith, Director of Instructional Programs, P.O. Box 200, Battle Ground, WA 98604 ([smith.jill@bgsd.k12.wa.us](mailto:smith.jill@bgsd.k12.wa.us)) or call 885.5414.

## **Parents Right to Know**

By Washington State Law all teachers and paraprofessionals at a Title I building currently meet the highly qualified requirements of No Child Left Behind. Parents have the right to request information on the professional qualifications of their children's classroom teachers. They may request information on:

- Whether the teacher is teaching the subject and grade levels in which s/he is qualified and licensed;
- Whether the teacher is not highly qualified but is teaching in an emergency where qualifications have been set aside temporarily;
- What degrees and certification the teacher holds and in what subject areas; and
- Whether the child receives services by paraprofessionals and, if so, their qualifications.

## **Parent Involvement:**

Parents are involved at each school to provide on-going direction for the Title I and Learning Assistance Program (LAP). Parent involvement activities target parent training in the areas where parents have identified a need. Strategically located Parent Education Resource Centers (PERC's)/Community Rooms are open after school to provide resource materials, computer labs, educational games, and learning aids focusing on grades K-6. Also included are non-English materials to address the needs of families that lack English proficiency.

## **TECHNOLOGY (K-20 NETWORK):** (Student Acceptable Use Guidelines)

### **Computers and Network Connection**

All use of the system must be in support of education and research and consistent with the mission of Battle Ground Public Schools, ESD 112 and the K-20 Network. Use of BGSD provided computers, software, email and internet access, and file storage by BGSD students or staff is permitted and encouraged where such use is suitable for educational purposes and supports the goals and objectives of Battle Ground School District. District computer systems and the internet are to be used in a manner that is consistent with Battle Ground School District standards of conduct and as part of the normal execution of a student's or staff member's responsibilities.

Any use of the system must be in conformity to state and federal law, K-20 Network provider policies, and district policy. Students and employees may not use the system for commercial purposes. Students and employees may not offer, provide, or purchase products or services through the system. Use of the system for charitable purposes must be approved in advance by the superintendent or the superintendent's designee.

Any use of the system for political lobbying is prohibited. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.

No use of the system shall serve to disrupt the use of the system by others; hardware or software shall not be destroyed, modified, or abused in any way. Use of the system to transmit material likely to be offensive or objectionable to recipients is prohibited. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are expressly prohibited.

Use of the system to access, store, or transmit obscene or pornographic material is prohibited. Use of district equipment for non-educational games, whether online or on a single workstation, is prohibited. Educational software that has been recommended by the Curriculum Council or by the respective content area curriculum committee is not included.

No staff member shall have unsupervised internet, network, or e-mail access to the system without having signed and received approval in the form of an Individual User Release Form which will be on file with the district.

Students must have the approval of a parent or guardian before they may be issued internet access for supervised use of the system. All student use of the internet and network shall be supervised by a staff member in accordance with district policy and procedure.

### **Security**

System accounts are to be used only by the authorized owner of the account for the appropriate purposes. Users may not share their account name and password with another person or leave an open file unattended or unsupervised. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system.

Communications may not be encrypted so as to avoid security review, and users may not conceal or disguise websites visited by individual users, or tamper with the logs maintained by the district to track websites visited by individual users. Users shall not intentionally attempt to circumvent district filtering or security measures, firewall, or password protection. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

### **District Internet Content Filtering**

To reduce the risk of students accessing inappropriate material and to comply with the requirements of federal legislation, the Battle Ground School District has installed technology protection measures designed to block or filter all internet access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. Educational staff will, to the best of their ability, monitor minors' use of the internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the internet and the World Wide Web and restrict their access to materials harmful to minors.

All internet access must be filtered, regardless of whether students or adults are using the computer. If students or employees are prevented from accessing sites for valid education research, they should contact the teacher or the site's technology coordinator for verification and to have the restrictions on that site removed. All attempts at disabling the district's technology protection measures are strictly prohibited.

### **Personal Security**

Personal information such as complete names, addresses, telephone numbers, and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent or guardian.

Students should never make appointments to meet people in person whom they have contacted on the system without district and parent permission.

Students should notify their teacher or other adult whenever they come across information or messages they deem dangerous, inappropriate or that make them feel uncomfortable.

### **Copyright**

The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the K-20 Network shall comply with current copyright laws. Material posted by district users on the internet through the district's K-20 Network access system is not protected for individual copyright. Staff work is usually a work for hire with the copyright belonging to the district, and all users must waive their copyright interest in their materials posted on-line through the district's K-20 Network system.

### **E-Mail**

District provided e-mail may be used for personal communication, but is still subject to all other district-related rules and regulations. Correspondence via e-mail is not guaranteed to be private. Staff should consider whether or not to use this medium for personal communication. Use of the internet/intranet and e-mail may be subject to monitoring for security and/or network management reasons. Use of the internet for appropriate, education-related reasons during off-hours is allowed for staff of Battle Ground School District.

Diligent effort must be made to delete e-mail daily from personal mailboxes to conserve file space. Soliciting e-mails that are related to business activities, or soliciting business for personal gain or profit is prohibited. Sending and receiving unusually large e-mails or attachments, sending or forwarding electronic chain letters, and spamming (sending an annoying or unnecessary message to a large number of people) is prohibited.

### **Privacy**

Students and employees should expect only limited privacy in the contents of personal files or record of internet activities on the network. Routine maintenance and monitoring of the network may lead to discovery that students or employees have violated district policy, the school or district's discipline code, or the law. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the network.

## **Permission to Publish**

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Dear Parents/Guardians:

As part of your child's educational program, your child may have the opportunity to publish work and participate in projects on the internet. This work might include written documents they have done, artwork, photographs, music, quotes from your child, or even details on projects they are involved in, including a photo of the child. Additionally, your child may have the opportunity to participate in a live videoconference with another school. The district believes that this is an exciting and enriching opportunity for our students. However, the district is also aware that there are significant risks involved with allowing students to be identified on the internet. Therefore, the district has established the following guidelines to minimize the risk that students will be identified. The district will use the following guidelines for the publication of student information. Thank you for your cooperation.

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### **BGSD Guidelines:**

Only first names and last initials will be used. In addition, published work or videoconferences will not include a child's phone number, home address or box number, or names (other than first names) of other family members.

Published work or videoconferences will not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.

Pictures that are a part of a student work will not include identifying information.

If replies to a published work are appropriate, the sponsoring teacher's address should be the e-mail address displayed not any student's e-mail address.

Published works or videoconferences may not contain inappropriate material or point directly or indirectly to inappropriate material.

Published works must conform to school board policies and established school procedures.

Additionally, work to be published on the internet must be approved by the sponsoring teacher and school principal before publication.

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**Parent/Guardian Signature:** Please note that by signing this form, you are requesting that your child **NOT** be allowed to publish information to the internet or be identified on the internet.

I *do not* want my child, \_\_\_\_\_ to publish information to the internet or be identified on the internet.

Parent/Guardian signature: \_\_\_\_\_

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



The Battle Ground School District provides equal opportunity in programs and employment and does not discriminate on the basis of race, color, national origin/language, creed/religion, sex, sexual orientation-including gender identity, disability, or the use of a service animal by a person with a disability, age, marital status, honorably discharged veteran or military status and HIV/Hepatitis C status. Pam Judd and Jane Mercier have been designated to handle questions and complaints of alleged discrimination. They can be reached as follows:

Title IX Equity Coordinator

Pam Judd  
360.885.5395  
judd.pam@bgsd.k12.wa.us  
Battle Ground School District  
PO Box 200  
Battle Ground, WA 98604

Section 504/ADA Coordinator

Jane Mercier  
360.885.5334  
mercier.jane@bgsd.k12.wa.us  
Battle Ground School District  
PO Box 200  
Battle Ground, WA 98604

# Battle Ground Public Schools

PO Box 200 • Battle Ground, WA 98604-0200 • Office Location: 11104 NE 149<sup>th</sup> St., Brush Prairie, Washington  
District Switchboard: (360) 885-5300 • Fax (360) 885-5351

September 2009

Dear Parent

Please review the district handbook with your student. It contains important information that will assist and support your success in the Battle Ground School District.

Please sign the form below and have your student return it to his/her classroom or homeroom teacher within fifteen days of receiving the district handbook.

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## Battle Ground School District Student Handbook Parent/Student Signature Form

I have reviewed the Battle Ground School District Student Handbook and have discussed it with my student. I will support the school in the enforcement of these policies.

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

**Student's Name:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

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Battle Ground, WA 98604

**Battle Ground Public Schools**  
**Electronic Information System (Networks)**  
**Individual User Access Release Form**  
**\*\*STUDENT\*\***

Last

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Battle Ground School District #119, the K-20 network, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's or my use, or inability to use, the K-20 Network including, without limitation, the type of damages identified in the Battle Ground School District's Acceptable Use Policies and Procedures. Further, my child and I agree to abide by the District's Policy and Procedures for Electronic Information Systems, which we have reviewed and understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges as well as further disciplinary action as may be appropriate. My child and I acknowledge and agree that Battle Ground School District has the right to review or remove any materials installed, used, stored or distributed on or through the network or District's system including e-mail or other electronic messages and attached documents and we hereby acknowledge that we do not have an expectation of privacy in such material.

**PARENT/GUARDIAN: Choose ONE Access Option:**

- Allow my student access to the District Network AND Internet.
- Allow my student access to the District Network ONLY. No Internet access.

**Fill In ALL Information** Clearly Print your last and first name. Use blue or black ink only.

First

\_\_\_\_\_  
Location – School

\_\_\_\_\_  
Student Grade Level / Graduation Year

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Required Signature of Parent/Guardian

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Home Phone Number (with area code)

\_\_\_\_\_  
Home Phone Number (with area code)

Grad