

3 Rs Handbook

Student Rights, Responsibilities and Regulations

Sumner School District Student Discipline Policies & Regulations

This handbook outlines rights and responsibilities of students regarding conduct and discipline actions. The regulations reflect state and federal laws, the Superintendent of Public Instruction's rules governing student discipline actions, and the policies of the Sumner School District Board of Directors. These rights, responsibilities and regulations may be supplemented or revised at any time by the District.

Individual schools may also establish more specific standards for student conduct, consistent with these general rights and responsibilities, in student handbooks or other written communications to students.

RIGHTS OF STUDENTS

1. Receive a meaningful education, consistent with district and state goals that will be of value to them for the rest of their lives.
2. Expect the maintenance of high educational standards in the district.
3. Physical safety, safe building, sanitary facilities and protection of personal property.
4. Consult with teachers, counselors, administrators and other school personnel.
5. Free election of their peers in student government. All students have the right to seek and hold office subject to the provisions of A.S.B. constitutions.
6. Representation on advisory committees (A.S.B. rep assembly) affecting students and student rights.
7. Review (with authorized person) their own cumulative academic folder at reasonable times during school hours.
8. Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations.
9. A relevant education consistent with the stated district goals.
10. Know the requirements of the course of study and to know on what basis the grade will be determined.
11. Be free from unlawful interference in pursuit of an education while in the custody of the Sumner School District.

STUDENT RESPONSIBILITIES

1. Pursue their course of studies.
2. Attend school daily and to be on time to all classes.
3. Be aware of all rules governing student behavior and conduct themselves accordingly.
4. Express their opinion and ideas in a respectful manner so as not to libel or slander others.
5. Dress in a manner appropriate for the school setting.
6. Conduct themselves in a manner that will not disrupt their education or the education of others around them.
7. Respect the rights of others and exercise self-discipline in observing and adhering to established rules and regulations.
8. Follow established procedures in seeking changes in those policies, rules or regulations which affect them and with which they disagree.
9. Identify themselves upon request to any school district personnel or authorities in the school building, on school grounds, at school-sponsored events or on school buses.
10. Comply with reasonable requests of school employees in the performance of their duties.



SUMNER SCHOOL DISTRICT

1202 Wood Avenue
Sumner, WA 98390

253.891.6000

www.sumnersd.org

Student Regulations

NON-DISCRIMINATION IN EDUCATIONAL PROGRAMS/ACTIVITIES 3115

The Sumner School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees are designated to handle questions and complaints of alleged discrimination: District Title IX Coordinator, Section 504/ADA Coordinator or Compliance Coordinator for 28A.640 and 28A.642 RCW, in writing at 1202 Wood Avenue, Sumner WA 98390 or by telephone at 253.891.6000.

The Sumner School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the Special Education Director.

ATTENDANCE 3120

The primary responsibility for school attendance rests with students and their parents. The school's responsibility is to join with the parents in teaching students the value and importance of regular attendance. Through the combined efforts of parents and the school staff, it is intended that students will develop constructive attendance habits and attitudes.

Regular and punctual daily attendance is required in accordance with state law (Ch 28A-225 RCW) and this policy. The Board of Directors and the Sumner School District staff believe that regular attendance has a positive effect on student learning and achievement.

Students are required to attend all scheduled classes unless officially excused.

- All absences shall require a notification from the parent or guardian.
- Mastery of course content and instructional objectives through participation in class activities and student/teacher interaction are of paramount importance for success at school.
- Teachers shall establish and communicate their grading system to students and parents, including the extent to which absenteeism or tardiness impacts course grades.

Schools shall provide firm, fair and consistent administration of consequences for non-attendance.

ATTENDANCE PROCEDURES

Good attendance is of greatest importance for a student's academic and occupational success. Responsibility for attendance lies with the student. Most classroom experiences cannot be duplicated on an individual basis; an absent student loses the experience of lecture, discussion and participation forever.

Absences

Absence from school shall be classified as either an excused absence or an unexcused absence/truancy.

Excused Absences

An absence is granted for personal illness or injury, serious family illness, quarantine, death in the family, or absences which are due to extraordinary or unusual circumstances, after the parent/guardian provides notification of the dates and reasons for the missed days. Suspension from school is an excused absence. Court appearance, religious observance and school-related field trips are also excused absences. It shall be the responsibility of the parent and/or student to schedule medical, dental, or legal appointments during non-school hours whenever possible. However, if attending a medical appointment, bring verification from the medical provider. Excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student's educational progress. (RCW 28A.225.010 (d))

Certain educational experiences are unique and it may not be possible to replicate them. An alternative assignment of equal value may be provided if possible. Make-up work will be provided by the teacher for an excused absence at the request of the student or parent/guardian.

Excused absences shall require notification from the parent or guardian by phone or written note within 48 hours of the student's return to school.

Unexcused Absences (Truancy)

Students are expected to attend assemblies, class meetings, and all scheduled classes or events each day. A student whose absence is not excused shall experience the school consequences of his/her unexcused absence, and teachers are not obligated to provide make-up work. A student is considered truant if he/she misses any part of period, a whole period, or all or part of a school day without the school's permission and without the parent's prior knowledge.

Becca Bill

After seven unexcused absences in one month or ten in one school year, we are required by the state to file a truancy petition with the Juvenile Court System. A pattern of truancy is considered a criminal offense by the courts and consequences can include time at Remann Hall, a fine of \$25.00 for each absence, and/or required community service for both the parent and student.

Late Arrival/Early Dismissal

Because schools are held liable for student safety, any time a student arrives late to school or leaves early from school, he/she must check in and out through the office. Students cannot be excused to leave campus and return for lunch. Students may not leave campus without prior approval.

Tardies

It is vital to a good education that students are in class on time. A student will be marked as tardy if he/she arrives at the workstation after class begins. Excessive tardiness will be cause for disciplinary action. Teacher will notify parents/students if additional tardy expectations are in place. Tardiness may negatively affect the student's grade in a particular class. A student who arrives 10 or more minutes after class begins is considered absent rather than tardy and will receive discipline.

Prearranged Absences

In some cases, certain experiences may provide students with valuable educational exposure which the school cannot duplicate and should not be denied the student. In all such cases, prior arrangements with the school, a minimum of 24 hours, are to be made for the length of the absence and the student is required to complete coursework for credit or grade. Students must have a note from their parent/guardian in order to pick up a Prearranged Absences Form from the Attendance Office.

Assignments During Illness

Students who need to collect assignments due to a short-term absence should contact the office, which will request work from the student's teachers. Assignments can be picked up 24 hours after the request in the Main Administrative Office before 3:30 PM. If a student becomes seriously ill or homebound, the parent/guardian must contact their counselor, who will notify teachers and help the parent arrange for home tutoring.

Home Hospital: If a student is confined to home or hospital for an extended period, whenever practical, the school will arrange for the student to complete assignments off campus upon request.

Excused Absence Pattern

Doctor's notes may be required if a student does not attend school regularly. A parent conference with the student, counselor, and an administrator will be scheduled to develop an Attendance Contract.

Make Up Work

It is the responsibility of the student to request make up work from each teacher regarding work missed during an excused absence. Parents may call the school on the students THIRD consecutive day of an excused absence to request makeup work.

STUDENT RECORDS: PROTECTION OF THE RIGHTS AND PRIVACY OF STUDENTS AND PARENTS 3200

It is the policy of the Sumner School District to maintain student records as required by law for the orderly and efficient operation of the schools, and as necessary for the educational progress of each student. Records shall be kept in a manner that assures the rights and privacy of students and parents. Access to student records will be granted only in accordance with the procedures established for this policy. The custodians of the records shall be principals, counselors, and special service personnel designated by the superintendent of schools.

FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Sumner School District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, it is permissible to disclose designated information without written consent, unless the District has been advised otherwise. The District may include directory information about your child in certain school publications including: listing their name on a playbill showing your student's role in a drama production; in the annual yearbook; on Honor Roll or other recognition lists; in graduation programs; and on athletic team rosters. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require the District to provide military recruiters, upon request, with three directory information categories names, addresses and telephone listings unless parents have advised the high school that they do not want their student's information disclosed without their prior written consent.

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING 3207

The Sumner School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentionally written message or image, including those that are electronically transmitted verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

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

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

BEHAVIORS/EXPRESSIONS

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

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Training

This policy is a component of the District's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff and volunteers; as well as in coordination with prevention, intervention, crisis response and recovery plans.

Prevention

The District will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement, and other community agencies. The District shall make available to parents and guardians materials and information resources regarding the recognition and prevention of cyberbullying, electronic harassment, intimidation and bullying.

Interventions

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

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

Compliance Officer

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

Summary of Procedures:

Recognize, Report, Response and Resources

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

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

INCIDENT REPORTING FORM: May be used by students, families, or staff to report incidents of harassment, intimidation, or bullying. An incident reporting form is posted on the Sumner School District Web site at www.sumnersd.org.

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

OPTIONS FOR REPORTING:

a. Anonymously

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

b. Confidentially

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report.

c. Non-confidentially

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

RESPONSE: All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation, or bullying, may require no further action under this procedure. All staff are responsible for receiving oral and written reports.

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a District Incident Reporting Form, submitted to the principal or designee, (unless the designee is the subject of the complaint) and investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

The District will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation, or

bullying. Corrective measures for a student who commits an act of harassment, intimidation, or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement. Corrective measures that involve student discipline will be implemented according to District Policy 3310—Student Discipline.

RESOURCES: Students and families should use the District's complaint and appeal procedures as a first response to allegations of harassment, intimidation, and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. A harassment, intimidation, or bullying complaint may also be reported to the following state or federal agencies. A list of these agencies is found on the District Web site at www.sumnersd.org.

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

STUDENT DISCIPLINE 3310

I. Student Conduct

Any student who willfully performs any act which materially interferes with or is detrimental to the orderly operation of a school, a school sponsored activity or any other aspect of the educational process within the School District shall be subject to discipline, suspension, or expulsion. Such acts shall include, but not be limited to, those enumerated below. The following acts by a student on school premises (or in reasonable proximity thereto) or off school premises at any school sponsored activity shall constitute sufficient cause for discipline, suspension or expulsion: disruptive conduct; disobedience of reasonable instructions of school authorities; refusal to identify oneself; truancy or unauthorized absence from class; cheating; sexual harassment, unauthorized disclosure of examination questions; immoral conduct; vulgarity or profanity; insulting or abusing teachers; use or possession of tobacco; use or possession of steroids; refusal to leave school buildings, grounds, or vehicles when ordered to do so by a school official; use or possession of alcoholic beverages, or drugs or narcotics not prescribed by a physician; destruction or defacing of school property or property belonging to a school contractor, employee, or another student; willful creation of a disturbance on school premises; extortion or intimidation of another student or a staff member; assault of another student or staff member; stealing, possession or use of any dangerous weapons or objects, including but not limited to air guns; display of a firearm look-alike in a malicious way; gang membership and engaging in gang activity; misuse of lasers, and the commission of any criminal act as defined by law.

In imposing discipline, school authorities will not discriminate on the basis of race, color, creed, national or ethnic origin, sex, or mental or physical disability.

II. Rights, Responsibilities and Authority of Teachers

A. TEACHER RESPONSIBILITIES Teachers and other nonsupervisory certificated personnel (collectively referred to as "teachers" in this section) shall have the following responsibilities with respect to the discipline of students:

1. Each teacher shall enforce the prescribed School District rules for student conduct.
2. Each teacher shall comply with School District and building rules and guidelines relating to the discipline of students.
3. Each teacher shall maintain good order and discipline in the classroom, in the hallways and on the playgrounds or other common areas of the school.
4. Each teacher assigned to classroom duties shall keep and maintain accurate attendance records of students.
5. Each teacher shall set an appropriate example of personal conduct and shall avoid making any statement which may be demeaning or personally offensive to any student or group of students.
6. Each teacher shall make and retain a record of all disciplinary actions taken that involve students over which the teacher has supervision.

B. TEACHER AUTHORITY Subject to the limitations set forth below in connection with the exclusion, the emergency removal and corporal punishment of students, all teachers shall have the authority to discipline any student for any disruptive or disorderly conduct or other violation of rules for student conduct which may occur in the presence of the teacher or when the student is under the teacher's supervision. Teachers may also recommend the suspension or expulsion of students to the proper school authorities.

C. TEACHER RIGHTS Teachers shall have the following rights with respect to the discipline of students:

1. Each teacher shall be entitled to appropriate assistance and support from building administrators in connection with discipline problems relating to students.
2. Each teacher shall be promptly advised of any complaint made to the principal or other school district administrator regarding the teacher's discipline of students. The teacher shall be given the opportunity to present his or her version of the incident and to meet with the complaining party in the event that a conference with the complaining party is arranged.
3. Each teacher is entitled to take disciplinary action to correct a student who disrupts normal classroom activities, abuses or insults a teacher, willfully disobeys a teacher, uses abusive or foul language directed at a school district employee, school volunteer, or another student, violates school rules, or who interferes with the orderly education process. Disciplinary action may include, but is not limited to, oral or written reprimands, and written notification to parents of disruptive behavior (a copy of which must be provided to the principal).

III. Rights, Responsibilities and Authority of Principals

A. PRINCIPAL RESPONSIBILITIES Principals and other building administrators (collectively referred to as "principals" in this section) shall have the following responsibilities with respect to the discipline of students.

1. Each principal shall be responsible for the enforcement of the prescribed school district rules for student conduct and for the compliance with school district and building guidelines relating to the discipline of students.

2. Each principal may develop such guidelines relating to student discipline as may be consistent with School District rules and the Sumner Education Association Bargaining Agreement relating to student discipline.

3. Principals or their designees may search the locker of a student if there are reasonable grounds to suspect that a student has illegally possessed a firearm in violation of RCW 9A.1.280.

4. At the beginning of each school year, principals shall make available to each certificated staff member, student and parents or guardians of students a copy of this policy (or summary thereof) together with any building guidelines developed pursuant to paragraph III.A.2. hereof.

5. Each principal shall set an appropriate example of personal conduct and shall avoid making any statement to any student which may be demeaning or personally offensive to any student or group of students.

6. Each principal shall provide appropriate assistance and support to teachers in connection with discipline problems relating to students.

7. Each principal shall collect data on disciplinary actions taken in his or her school. This collection of data shall not include personally identifiable information, including a student's social security number, name, or address.

8. Each principal shall inform staff members who refer students for disciplinary action of what disciplinary action is taken.

B. PRINCIPAL AUTHORITY Subject to the limitations set forth below, in connection with the suspension or expulsion of students, all principals shall have the authority to discipline, suspend, or expel any student for any violation of rules for student conduct.

C. PRINCIPAL RIGHTS Each principal shall be promptly advised of any complaint made to any other school district administrator regarding the principal's discipline of students. The principal shall be given the opportunity to present his or her version of the incident and to meet with the complaining party in the event that a meeting is arranged.

IV. Methods of Student Control

DISCIPLINE "Discipline" shall mean all forms of correction other than expulsion and suspension and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not to exceed the balance of the immediate class, provided that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or on behalf of a school district. No form of discipline shall be administered in such a manner as to:

- prevent a student from accomplishing specific academic grade, subject or graduation requirements; or
- adversely affect a student's academic grade or credit in a subject or course because of tardiness or absences, except to the extent that the student's attendance and/or participation is related to the instructional objective of the subject or course and such attendance and/or participation has been identified pursuant to a school district policy as a basis for grading.

The forms of discipline set forth below are not intended to preclude the imposition of other appropriate forms of disciplinary action.

A. EXCLUSION

1. Notwithstanding any provision of this policy, each teacher is empowered to exclude any student who creates a disruption of the educational process in violation of the building disciplinary standards while under the teacher's immediate supervision from his or her individual classroom and instructional or activity area for all or any portion of the balance of the school day or up to the following two days, or until the principal or designee and teacher have conferred, whichever occurs first. Except in emergency circumstances, the teacher first must attempt one or more alternative forms of corrective action. In no event without the consent of the teacher may an excluded student return to the class during the balance of that class or activity period or up to the following two days, or until the principal or his or her designee and the teacher have conferred.

2. A student committing an offense of assault as defined in Chapter 9A.36 RCW; kidnapping, unlawful imprisonment, or custodial interference as defined in Chapter 9A.40 RCW; harassment as defined in Chapter 9A.46 RCW; or arson, reckless burning, and malicious mischief as defined in Chapter 9A.48 when the activity is directed towards a teacher shall not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned.

3. A student who commits any of the offenses listed in the above paragraph, when directed toward another student, may be removed from the classroom of the victim for the duration of the student's attendance at the school or any other school where the victim is enrolled.

B. EMERGENCY REMOVAL Notwithstanding any other provision of this policy, a student may be removed immediately from a class, subject or activity by a teacher or administrator and sent to the principal or designated school authority, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school. The removal shall continue only until:

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

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

C. CORPORAL PUNISHMENT Employees of the Sumner School District shall not utilize corporal punishment.

D. DETENTION Teachers and other certificated employees shall have the authority to detain students under their supervision for up to forty (40) minutes after the regular hour for student dismissal.

Detention will not extend beyond the time of departure of the bus upon which the student rides unless prior arrangements have been made with the student's parents or guardian.

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

1. Short-term suspension shall mean a suspension for all or any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

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

b. No student in the grade five and above program shall be subjected to a short-term suspension for more than a total of fifteen (15) school days during any single semester or ten (10) school days during any single trimester, as the case may be.

c. Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests if:

(1) Such assignments or tests have a substantial effect upon the student's trimester/semester grade or grades; or

(2) Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

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

2. Long-term suspension shall mean a suspension which exceeds a short-term suspension as defined in paragraph IV.E.1. above.

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

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

c. All long-term suspensions and the reasons therefor shall be reported in writing to the school district superintendent or his/her designee within twenty-four (24) hours after the imposition of the suspension.

3. The nature and circumstances of the violation must be considered and must reasonably warrant a suspension and the length of the suspension imposed. As a general rule, no student shall be suspended unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is a good reason to believe that other forms of corrective action or punishment would fail if employed. The School District may, however, establish the nature and extent of corrective actions and/or punishments which, as a general rule, must be imposed as a consequence of certain proscribed misconduct. A suspension may not be established as the punishment for

a first-time offense unless the offense involves exceptional misconduct, as defined in Section IV.E.4. below.

4. **Exceptional Misconduct** The term "exceptional misconduct" as used in this Handbook shall mean conduct which is

a. Of such frequent occurrence, notwithstanding past attempts of school district personnel to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to suspension, and/or

b. 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 suspension.

"Exceptional misconduct" includes but is not limited to weapons violations, possession of drugs/alcohol or drug paraphernalia, being under the influence of drugs or alcohol, fighting, intimidation, harassment, extortion, gang activities, refusing to comply with a reasonable request, interference by force or violence with any school employee, use or possession of tobacco, possession of incendiary devices, disrupting the educational process or violation of Title 9 or 9A of the Revised Code of Washington.

5. No student subject to compulsory attendance laws shall be suspended by reason of one or more unexcused absences from school unless School District officials have first imposed an alternative corrective action or punishment reasonably calculated to modify his or her conduct and, in addition have:

a. provided notice to the student's parent(s) or guardian(s) in writing in English or the primary language of the parent(s), guardian(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact,

b. scheduled a conference or conferences with the parent(s) or guardian(s) and the student and time and place reasonably convenient to all persons included to analyze the causes for the student's absence; and

c. taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials, adjustments of the student's school program or school or course assignment, or assisting the student or parent to obtain supplementary services that might remedy the cause(s) for the student's absence from school.

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

1. The nature and circumstances of the violation must reasonably warrant the harshness of expulsion. With the exception of firearms violations, for which an immediate expulsion of not less than one year shall be imposed, no student shall be expelled unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail, if employed.

No student subject to compulsory attendance laws shall be expelled by reason of one or more unexcused absences from school unless School District officials have first imposed an alternative corrective action or punishment reasonably calculated to modify his or her conduct and, in addition, have:

(1) Provided notice to the student's parent(s) or guardian(s) in writing in English or the primary language of the parent(s), guardian(s) that the student has failed to attend school without

valid justification, and by other means reasonably necessary to achieve notice of such fact.

(2) Scheduled a conference or conferences with the parent(s) or guardian(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence; and

(3) Taken steps to reduce the student's absence which include, where appropriate in the judgment of the local school officials, adjustments of the student's school program or school or course assignment, or assisting the student or parent to obtain supplementary services that might remedy the cause(s) for the student's absence from school.

2. All expulsions and the reasons therefor shall be reported in writing to the Superintendent of the School District or to his or her designee within twenty-four (24) hours after the imposition of the expulsion.

3. Appropriate legal and state authorities, including juvenile authorities, acting pursuant to RCW 13.04, shall be notified of any expulsion in order that such authorities may address the student's educational needs.

G. EMERGENCY EXPULSION Emergency expulsion shall mean the immediate denial of the right of school attendance for a student prior to the opportunity for a hearing pursuant to the provisions of paragraph VIII hereof. An emergency expulsion may only be imposed if the expelling authority has good and sufficient reasons to believe that the student is an immediate danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process. Such emergency expulsion shall continue until the student is reinstated by the expelling authority or until a hearing is held and a final determination reached.

H. DELEGATION OF AUTHORITY TO EXPEL AND SUSPEND
The following school district personnel are delegated the authority to expel, suspend, or order the emergency expulsion of students subject to the right of any such student to a conference pursuant to paragraph VII hereof, or a hearing pursuant to paragraph VIII hereof: superintendent, principals, and any other certificated administrator to whom such authority has been delegated in writing by the Superintendent.

To the extent that the School District has established the nature and extent of corrective actions and/or punishments which, as a general rule, must be imposed as a consequence of proscribed misconduct, any person authorized to impose discipline or any hearing officer acting pursuant to the hearing procedures set forth in this Handbook, shall have the authority to grant exceptions to such established corrective actions and/or punishments in cases involving extenuating and/or exceptional circumstances.

V. Procedures for Short-Term Suspension

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

B. Prior to the short-term suspension of any student a conference shall be conducted with the student as follows:

1. An oral or written notice of the alleged misconduct and violation(s) of school district rules shall be provided to the student.
2. An oral or written explanation of the evidence in support of the allegation(s) shall be provided to the student;

3. An oral or written explanation of the corrective action or punishment which may be imposed shall be provided to the student; and

4. The student shall be provided the opportunity to present his or her explanation.

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

VI. Procedures for Long-Term Suspension and Expulsion

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

1. School District personnel authorized to suspend or expel students shall be responsible for the preparation and delivery of notices of suspension or expulsion.

2. Written notice of the suspension or expulsion shall be delivered to the student and to his or her parent or guardian by certified mail or in person. Such notice shall:

a. Be provided in the predominant language of a student and/or parent who predominantly speak a language other than English, to the extent feasible.

b. Specify the alleged misconduct and the school district rule(s) alleged to have been violated.

c. Set forth the corrective action or punishment proposed.

d. Set forth the right of a student and/or the parent or guardian to a hearing for the purpose of contesting the allegation(s) and/or sanction.

e. State that a written request for a hearing must be received by the designated school authority on or before the expiration of the third school business day after the receipt of the notice of opportunity for a hearing, and further, that the right to a hearing may be deemed waived, and the proposed sanction imposed without further opportunity to contest the matter, if such a request is not received within the prescribed period of time; and

f. Include a schedule of the school business days applicable to the exercise of the right to request such a hearing.

B. **SPECIAL NOTICE REQUIREMENTS FOR EMERGENCY EXPULSION** If an emergency expulsion has been imposed on a student, the notice requirements set forth in paragraph VI.A. shall apply except as follows:

1. The student and parent or guardian shall be notified of the emergency expulsion of the student and of the opportunity for a hearing in one of two ways:

a. By hand delivering written notice to the parent or guardian within 24 hours of the expulsion and documenting delivery by obtaining the parent's or guardian's signature acknowledging receipt or the written certification of the person making the delivery; or

b. By certified letter deposited in the United States mail, within 24 hours of the expulsion. In addition, if the notice is by certified letter, reasonable attempts shall be made to notify the student and parent or guardian by telephone or in person as soon as reasonably possible.

2. If the emergency expulsion is based upon a failure to comply with the state immunization law, the notice must be received by the student's parent or guardian prior to the emergency expulsion of the student, regardless of the delivery method.

3. The student and parent or guardian shall have ten (10) school business days in which to reply in writing to the notice of opportunity of a hearing.

VII. Grievance Procedure— Informal Conference

A. Any student, parent, or guardian who is aggrieved by any disciplinary action, or by the imposition of a short-term suspension has the right to an informal conference with the principal or his or her designee and any other staff member involved. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible.

B. At such informal conference the student, parent or guardian shall be subject to questioning by the principal or his or her designee and shall be entitled to question school personnel involved in the matter being aggrieved.

C. Any student, parent or guardian who may be aggrieved following the informal conference may, upon two (2) school business days' prior notice, present a written and/or oral grievance to the Superintendent or his or her designee. If the grievance is not resolved, the student, parent, or guardian, upon two (2) school business days' prior notice may present a written and/or oral grievance to the Board of Directors at its next regularly scheduled meeting.

D. Grievances before the Board of Directors shall be heard in an open meeting unless a closed meeting is specifically requested by the student and/or parent or guardian.

E. The Board of Directors shall notify the student and the student's parent(s) or guardian(s) in writing of its decision within ten (10) school business days following the meeting.

F. The disciplinary action or short-term suspension shall continue notwithstanding the implementation of the grievance procedure unless the principal or his or her designee elects to postpone such action.

VIII. Hearing Procedures

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

B. The hearing shall be conducted by a hearing officer designated for such purposes by the Superintendent. The hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence which the student and parent or guardian intend to introduce at such hearing.

C. The student and parent or guardian shall be permitted to inspect in advance of such hearing documentary and physical evidence which the School District intends to introduce at the hearing. The designated school authority assigned to present the District's case shall likewise be permitted to inspect documentary and physical evidence which the student and parent or guardian intend to introduce at such hearing.

D. At any hearing conducted in accordance with this paragraph, the student shall have the following rights:

1. The student shall have the opportunity to be represented by counsel.

2. The student shall have the opportunity to present his or her explanation of the alleged misconduct.

3. The student shall have the opportunity to make a relevant showing by way of witnesses and the introduction of such documentary and physical evidence as he or she desires.

4. The student shall have the opportunity to cross-examine witnesses presented by the District.

E. A tape recording shall be made of the Hearing by the District.

F. A written decision setting forth findings of fact, conclusions, and the nature and duration of the suspension or expulsion or lesser form of corrective action or punishment to be imposed, if any, shall be provided to the student's legal counsel, if any, or to the student and parent or guardian. If a student is in an emergency expulsion status, the decision shall be rendered within one (1) school business day after the date upon which the hearing concludes, and shall be communicated to the student's legal counsel, or if none, the student and parent or guardian by depositing a certified letter in the United States mail.

G. If the hearing officer imposes a sanction of a long-term suspension or expulsion, the student or the student's parents or guardians shall have the right to appeal such decisions to the Board of Directors by filing a written notice of appeal at either the office of the Superintendent or at the office of the hearing officer within three (3) school business days after the date of the receipt of the decision.

H. If the long-term suspension or expulsion is appealed to the Board of Directors, the Superintendent or the Superintendent's designee may impose the sanction during the pendency of the appeal, subject to the following limitations:

1. The long-term suspension or a nonemergency expulsion may be imposed while the appeal is pending for no more than ten consecutive school days or until the appeal is decided, whichever is the shortest period;

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

I. If at the time of the appeal to the board of directors, the student is in an emergency expulsion status, the emergency expulsion may be continued during the pendency of the appeal as long as the student continues to pose an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process of the student's school.

J. If an appeal is not taken, the sanction shall take effect on the school day following the expiration of the three school business day period.

K. APPEAL TO THE BOARD OF DIRECTORS If a timely appeal is taken to the Board of Directors, the Board shall schedule and hold a meeting to review the matter within ten (10) school business days from receipt of such appeal. At that time, the student and parent or guardian or legal counsel shall be granted the opportunity to present such witnesses and testimony as the Board deems reasonable. Prior to adjournment, the board shall agree to one of the following procedures:

1. Study the hearing record and other material submitted and render its decision within ten (10) business days; or
2. Schedule and hold a special meeting to hear further arguments based on the record and render its decision within fifteen (15) school business days; or
3. Hear and try the case de novo within ten (10) school business days and in accordance with the applicable hearing provisions of paragraph VIII above.

L. SCHOOL BOARD DECISIONS Any decision by the Board of Directors to impose or to affirm, reverse, or modify the imposition of discipline, suspension, or expulsion upon a student shall be made:

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

M. APPEAL TO SUPERIOR COURT Within thirty (30) days of receipt of the Board of Director's final decision, any student or parent or guardian desiring to appeal any decision upon the part of the Board to impose or to affirm a long-term suspension or an expulsion shall be to the courts. Whether or not the decision of the Board shall be postponed pending an appeal to the superior court shall be discretionary with the Board except as ordered otherwise by a court.

IX. Re-admission

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

B. The Superintendent may designate an individual or committee to consider the application and make recommendations concerning such re-admission.

C. The Superintendent shall, in writing, advise the student and the student's parents or guardians of the superintendent's decision within thirty (30) days of the receipt of such application.

X. School Business Day

As used in this policy "school business day" shall mean any calendar day, exclusive of Saturdays, Sundays, and any federal and school holidays, upon which the office of the Superintendent is

open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day.

XI. Riding School Buses

While riding buses to and from school, students shall comply with the rules of conduct set forth in this policy in addition to those rules adopted by the District's Board of Directors pursuant to WAC 392-145-035. School bus drivers shall possess the authority to discipline students for misconduct which violates any of such rules.

XII. Corrective Action or Punishment—Special Education

A special education student is granted the same rights and is subject to the same rules as a nondisabled student. However, special education students should be recognized as having a disabling condition before discipline is imposed on them. Before imposing long-term suspension (more than ten days in a row) or expulsion upon a disabled student, the school principal and multidisciplinary team members who have knowledge of the student's disabling condition must determine if there is a causal relationship between the disabling condition and/or program services/placement, and the misconduct. If the school principal finds it is appropriate to suspend or expel a disabled student. The parents will be notified, in writing, of the proposed discipline and an IEP meeting will be convened. The parent/ adult student has the right to request a due process hearing in the event the parent/adult student disagrees with the proposed change. If the parent/adult student appeals the proposed action, the district will continue to provide educational services during the appeal process.

GANG ACTIVITY 3313

Students will not engage in gang activity on school grounds. A "gang" is a group of three or more persons which has identifiable leadership and on an ongoing basis conspires and acts in concert mainly for criminal purposes.

PERSONAL PROTECTION SPRAY DEVICES 3315

The Sumner School District forbids students under the age of fourteen from possessing a personal protection spray device, including mace, pepper mace, or pepper gas, while at school or at school sponsored activities. Students who are fourteen through seventeen years of age may possess a personal protection spray device only if they have written parental permission to do so on record with the Sumner School District. Students eighteen years of age and older may possess a personal protection spray device. Every student lawfully possessing a personal protection spray device may use the device only in the event that the student or another person is about to be injured or as otherwise authorized by law. Students who unlawfully possess, discharge, or distribute a personal protection spray device will be subject to discipline.

Safe & Drug-Free Schools

- The unlawful possession, use or distribution of illicit drugs and alcohol by students on school grounds and school transportation, or as part of any school activities—including field trips—is prohibited.
- Disciplinary sanctions which will be imposed.

- Counseling is available through our District's Student Assistance Program. Please contact your guidance counselor for assistance.
- Compliance with these standards of conduct is mandatory.

SMOKING OR USE OF TOBACCO 3320

Use or possession of tobacco and tobacco products by students is not permitted on school property or at school-sponsored activities or events. By order of RCW 70.155.080, use and/or possession of tobacco in any form is not permitted on school campus or school property, including the bus loading zone. Tobacco paraphernalia will not be allowed. Disciplinary sanctions will be imposed on students who use, possess, transmit or sell tobacco products (any form) or tobacco paraphernalia (including lighters).

1. In the case of the first violation an administrator has three options:
 - a. Confer with the pupil and notify his/her parents.
 - b. Require a pupil to participate in an educational program concerned with the health hazards of smoking.
 - c. Suspend the pupil pending a conference with student and his/her parents.

In any case the pupil and the parents must be advised, in writing, of the results of a second violation.

Regulation 3320.2 begins at Step 2 for all violations for high school students.

2. A second violation will result in a suspension of not less than three nor more than ten days and a conference with the pupil and his/her parents. In this conference, it may be recommended that the pupil participate in an educational program concerned with the health hazards of smoking. The pupil and his/her parents will also be advised, in writing, of the results of a third violation.
3. The student's third and each subsequent violation of Policy 3320.2 will result in:
 - a. Suspension from school for a period of time not to exceed nine weeks for a high school student.
 - b. Suspension from school for two weeks for a middle school student.
 - c. Suspension from school for one week for an elementary student.

Tobacco Free School Policy

Use of tobacco is prohibited on school grounds. Disciplinary sanctions will be imposed on students who use and/or possess tobacco on school grounds or at school events.

SUBSTANCE MISUSE/ABUSE 3320.2

Students will not possess, use, or be under the influence of alcohol, drugs, controlled substances of any kind (other than those obtained and properly used pursuant to a valid prescription); or those purported to be the same including but not limited to imitation controlled substances and/or related drug paraphernalia on school grounds, at school sponsored activities either on or off school

grounds, in route to and from school, as well as while students are or should be in attendance during the school day.

VIOLATIONS:

Any violation of Policy 3320.2 may justify an emergency expulsion in addition to the actions set forth below:

FIRST OFFENSE:

- (1) Long-term suspension up to 10 days from school and school sponsored activities may be imposed depending on the nature and circumstances of the offense.
- (2) Student Assistance assessment and family conference will occur prior to re-entry; and
- (3) Legal authorities may be notified.

SECOND OFFENSE:

- (1) Long-term suspension up to 90 days from school and school sponsored activities or expulsion may be imposed.
- (2) Legal authorities may be notified.

SUBSTANCE TRAFFICKING 3320.3

Students will not traffic (buy, sell, trade or distribute) or attempt to traffic any alcohol, drugs, controlled substances of any kind or those purported to be the same, including but not limited to imitation controlled substances on school grounds, at school sponsored activities either on or off school grounds, in route to and from school, as well as, while students are or should be in attendance during the school day.

Any violation of Policy 3320.3 may justify an emergency expulsion, in addition to the actions set forth below.

FIRST OFFENSE:

- (1) Long-term suspension up to 90 days from school and school-sponsored activities may be imposed, or expulsion may be imposed.
- (2) Student Assistance assessment and family conference will occur prior to re-entry; and
- (3) Legal authorities may be notified.

SECOND OFFENSE:

- (1) Expulsion may be recommended; and
- (2) Legal authorities may be notified.

CONDUCT AT OFF-CAMPUS SCHOOL SPONSORED EVENTS 3320.4

Attendance at off-campus school sponsored events is conditioned upon the pupil's observance of District policies and school rules and regulations.

1. Violators of this rule will be ordered to leave the event. In case of a serious violation involving alcohol, drugs, fighting, etc., parents will be contacted and law enforcement officers may be notified.
2. Continued violation of this rule is grounds for denial of admission to future school sponsored events and disciplinary action up to and including suspension from school.

CLOSED CAMPUS 3320.5

All schools in the Sumner School District will have a closed campus requiring all students to remain on the school grounds from the time of arrival until the close of school unless officially excused.

PROFANITY AND VULGARITY 3320.6

The use of vulgar or profane language by students on school property or at school sponsored activities or events is prohibited.

DISRUPTION 3320.7

Disruption of the educational program will not be permitted.

CELL PHONES and other ELECTRONIC DEVICES

Electronic devices include, but are not limited to iPods, Droids, MP3s, any kind of cameras, headphones, Bluetooth earpieces, etc. Calculators being used for anything other than calculation will be considered an electronic device. The school will not assume responsibility if electronic devices are damaged, lost or stolen at any time. School district personnel will not be able to investigate damage, lost or stolen personal electronic devices.

Sumner High School students may not use cell phones or other electronic devices during school hours, except before the school day, after the school day and during their assigned lunch period. Electronic devices must be turned off and properly stored prior to the beginning of the class period. Any cell phone or other electronic devices seen, heard or being used during school hours will be confiscated. Appropriate disciplinary action will follow. To protect student's privacy cell phones or other electronic devices may not be used or seen in the locker rooms at any time.

Bonney Lake High School students may not use cell phones or other electronic devices during school hours, except during their assigned lunch period. Electronic devices must be turned off and stored prior to the beginning of the school day. Any cell phone or other electronic devices seen, heard or being used during school hours will be confiscated. Students may not use their electronic devices while upstairs before school or during the school day. To protect students' privacy, cell phones or other electronic devices may not be used or seen in the locker rooms at any time. Confiscated items will be released only to the parents/guardian of the owner of the phone. Appropriate disciplinary action will follow.

Middle school students may only use cell phones and other electronic devices before and after school. Students may not use cell phones, electronic communication and/or entertainment devices during the school day. Cell phones must be turned off and out of sight. Progressive discipline up to and including confiscation and/or suspension will apply.

At the elementary level, although the use of cell phones at school is strongly discouraged, in some cases students with prior approval from the principal are allowed to carry a cell phone in their backpack for use before and after school. The phone must be turned off during the school day and remain in the backpack. The use of other electronic devices such as iPods, MP3, palms, headphones, Bluetooth earpieces, etc., is not allowed at elementary school.

DRESS and PHYSICAL APPEARANCE 3321

Students' appearance should be neat and clean. Dress and appearance which cause disruption of the educational process or present health or safety problems shall not be permitted; otherwise, dress and appearance are the responsibility of the parent.

APPROPRIATE ATTIRE

In order to facilitate learning for all students, we require that student dress and appearance follow minimum health and safety standards and not cause disruption to the learning environment. Appropriate headwear may be worn for after school events. All dress requirements must be met in all positions (sitting, standing, bending, reaching) while on district property or at district sponsored activities or events.

- Undergarments must be covered.
- Holes, tears, mesh or other see through materials in garments may not be in areas that clothing is required to cover.
- Clothing that promotes drugs, alcohol, tobacco, weapons, violence, is sexually suggestive, displays inappropriate pictures or writing, or is worn in a manner identified as gang related is prohibited. Sleep/beach wear is not appropriate school dress.
- Jewelry that can pose a safety hazard is prohibited.
- Wearing of sunglasses is not permitted in the school building.

Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home if necessary. Further disciplinary action may follow for repeated offenses. Student handbooks provide more specific standards for appropriate dress.

ATHLETICS 3323.2

No student in the Sumner School District No. 320 shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another person, or otherwise be discriminated against in any interscholastic, club or intramural athletics or recreational activity offered by the Sumner School District No. 320. The Sumner School District No. 320 shall not provide any athletic or recreational activity separately, except as permitted under applicable state and federal law and WAC 392-190-025.

DEFACING OR INJURING PROPERTY 3324

Students will not deface or otherwise injure any school property or property belonging to a school contractor, employee or another student.

1. Any student who is determined to have defaced or injured any school property belonging to a school contractor, employee or another student is subject to suspension and punishment.

2. In addition, the school district may withhold the grades, diploma, and transcripts of the pupil responsible for the damage or loss until the pupil or the pupil's parent or guardian has paid for the damages.

3. If the student is suspended, the student may not be readmitted until the student or parents or legal guardian has made payment in full or until directed by the superintendent of schools. If the property damaged is a school bus owned and operated by or contracted to any school district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed by the superintendent. When the pupil and parent or guardian are unable to pay for the damages, the school district shall provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. The parent or guardian of such pupil shall be liable for damages as otherwise provided by law.

ASSAULT OR CAUSING PHYSICAL INJURY 3324.2

A student shall not intentionally cause, nor attempt to cause physical injury, nor intentionally behave in a way that could reasonably cause physical injury to another student or district employee.

FIREARMS AND WEAPONS 3325

Students will not carry onto or possess on school premises, school-provided transportation, or at school sponsored activities any firearm, nun-chu-ka sticks, throwing stars, air gun of any type, or any other dangerous weapon as defined by law. Students will also not display firearm look-alikes.

It is prohibited for any person to carry onto school premises, school transportation, or areas or facilities being used for school purposes, any firearms or dangerous weapons as defined in RCW 9.41.250 and RCW 9.41.280.

(1) Any student who is determined to have carried a firearm onto, or to have possessed a firearm on, school premises, school-provided transportation, or at areas or facilities where school-sponsored activities are taking place shall be expelled from school for not less than one year. The superintendent may modify the expulsion on a case-by-case basis.

(2) Any student found to be in violation of any prohibition in this policy other than the "firearms" prohibition may be expelled, subject to applicable due process.

(3) School officials will search the locker of a student if there are reasonable grounds to suspect that the student has illegally possessed a fire-arm in violation of RCW 9.41.280.

(4) The school district will notify law enforcement authorities and the student's parent or guardian of any allegation or indication of violation of this policy.

(5) Any violation of Policy 3325 may justify an emergency expulsion in addition to other appropriate disciplinary action.

(6) Any student found to have displayed a firearm look-alike in a malicious way may be suspended or expelled for up to one year.

Exceptions

The prohibitions in this policy shall not apply to the following:

- (a) A person engaged in law enforcement or authorized school district security activities;
- (b) A person involved in a showing, demonstration, or lecture, or firearms safety course authorized by school authorities in which the firearms of collectors or instructors are handled or displayed;
- (c) A person who possesses nun-chu-ka sticks, throwing stars, or other dangerous weapons to be used in martial arts classes authorized to be conducted on the school premises;
- (d) A person who is participating in a firearms or air gun competition approved by the school or school district;
- (e) A person who has been issued a license under RCW 9.41.070, only while picking up or dropping off a student;
- (f) A person legally in possession of a firearm or dangerous weapon that is secured within an attended vehicle or concealed from view within a locked unattended vehicle while conducting legitimate business at school.

Gun Free Schools Policy

Firearms/weapons, explosives, or items that could be used as weapons, are not allowed in school, at school-sponsored activities, on school grounds, facilities, or school provided transportation. This includes knives of any kind, guns of any type, or simulated guns, numchucks and brass or metal wrist/arm covers. Demonstration speeches in classes cannot include showing any of the above and use of any weapon in a school play (i.e. drama) must be cleared with the principal. Students may not possess mace or pepper spray products unless they have previously submitted the completed Personal Protection Spray form to their counselor. Those students who unlawfully possess or discharge a personal protection device will be subject to discipline for weapons.

Gun Free Schools Notification

In the event a student brings a firearm to school (anywhere on school grounds, school provided transportation or at any school event) a one-year mandatory expulsion will be imposed. Expulsions may be modified on a case-by-case basis by the Superintendent. Law enforcement and parents will be notified when any firearm incident occurs.

SEARCH AND SEIZURE 3327.2

The personal property assigned to a student shall be free from unreasonable search.

General search of school property can be conducted at any time without notice as authorized by the building principal if he has reasonable cause to believe that the student lockers or other intended object of the search is being used for some purpose inconsistent with school policy, regulation or rule.

Firearms or other dangerous weapons or other possessions that could reasonably be determined to be a threat to the safety or security of others shall be seized by school authorities and transmitted to the proper law enforcement agency.

Items of personal property shall be removed from the possession of a student when the school authority has reason to believe possession of such item constitutes a crime, rule violation, or a danger to the student or others in the school community. In such instances, the appropriate law enforcement agency shall be involved as deemed proper by the building administrator.

Items used to disrupt or interfere with the educational process may be removed from the student's possession temporarily.

CHILD ABUSE AND NEGLECT 3425

Pursuant to RCW 26.44.010/080, it is the policy of the Sumner School Board that any case of suspected child abuse shall be immediately reported as provided in State law, and that appropriate follow-up measures will be taken by the superintendent or designated representative.

CHILD CUSTODY 3426

In cases related to child custody, the school will respond consistently with statutes, court orders, and the best interest of the students. In all cases involving contentions between parents and guardians for custody, the school will maintain a position of neutrality.

INTERVIEW AND APPREHENSION OF STUDENTS 3428

On occasion it is necessary for enforcement officers to interview students or take them into custody during the school hours. In such instances district employees will cooperate with enforcement personnel in accordance with established administrative regulations and procedures.

NONDISCRIMINATION-STUDENTS 3512

Students shall not be unlawfully denied equal educational opportunities or be lawfully discriminated against because of national origin, race, religion or economic status. (WAC 180-40-215)

EQUAL EDUCATION 3513

The Sumner School District is committed to providing equal educational opportunity for all persons between the ages of three and twenty-one, without regard to sensory, mental or physical handicap in its educational programs, activities and policies. Any person having an inquiry regarding the appropriateness of placement, instruction, programming or provision of services for any handicapped student should refer such concern to the superintendent or designated compliance officer. (WAC 180-40-215)

VISITORS TO THE SCHOOLS 4310

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. The superintendent shall establish guidelines governing school visits to ensure orderly operation of the educational process.

1. All visitors to a school shall obtain the approval of the principal.

a. If the visit is to a classroom the time will be arranged after the principal has conferred and received approval of the employee for a mutually agreeable time.

b. The employee shall be afforded the opportunity to confer with the classroom visitor before and/or after the visitation.

NOTIFICATION OF THREATS OF VIOLENCE OR HARM 4314

Staff, students, volunteers, and others involved in school activities have the responsibility to report any threats of violence or harm. The report will be made to the school official most readily available. Based on the significance and credibility of the threat, it may be reported to law enforcement. State law provides the district, school district directors and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline policies, and may be referred for prosecution. Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means. Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property (e.g. bomb threats) or to harm students, employees, volunteers, patrons, or visitors. The District will address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans.

THREATS

Threats of violence or destruction, whether verbal, nonverbal, in writing, electronic or graphic, are not allowed and may result in expulsion.

SAFE SCHOOLS LIFELINE

Keep Schools Safe. Report unsafe or threatening activity by calling the toll-free SafeSchools LifeLine anonymous tip line: 1-866-LIVE TIP ext. 161

A SAFETY LINE FOR OUR DISTRICT

As a student or parent, you have the power to keep our school district safe. Administrators rely on you to be their eyes and ears letting them know when a member of our schools or a district building is in danger.

The SafeSchools LifeLine is a completely anonymous, toll-free tip line that students and parents can access 24/7/365 any time you need to tip off school administration about a potential crisis, such as:

- School Violence (weapons, bomb threats)
- Fights
- School Damage (vandalism, theft)
- Suicide
- Physical and Sexual Abuse or Harassment
- Gang Activity
- Drug & Alcohol Issues
- Discrimination

HARASSMENT/SEXUAL HARASSMENT 5113

The Sumner School District is committed to maintaining an environment that is free of discrimination. In keeping with this commitment, the Sumner School District prohibits harassment, as defined below, of Sumner School District employees, volunteers, parents, or students by anyone, including administrators, supervisors, co-workers, patrons, visitors, or students. In addition, the Sumner School District will not tolerate harassment of or retaliation or reprisal against any person who makes an harassment complaint in good faith.

A. Prohibited harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's religion, race, creed, color, national origin, age, sex, marital status, sexual orientation, disability, or any other status or condition protected by local state or federal law. Prohibited harassment can occur adult to students, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female. Prohibited harassment includes comments, slurs, jokes, innuendoes, cartoons, pranks, physical harassment, etc., which are derogatory on the basis of, or directed to an employee, because of an employee's protected status. Harassment also includes negative actions based on an employee's participation in activities identified with or promoting the activities of the protected group.

B. Employees have the right to be free from such harassment on the job. Harassment is prohibited by state and federal anti-discrimination laws where:

1. Such conduct is derogatory on the basis of protected status or directed to an employee because of protected status;
2. Such conduct is severe and pervasive; and

3. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;

4. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual; or

5. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

C. All employees are prohibited from engaging in unlawful harassment of any other employee and all employees, particularly supervisors and managers, are responsible to report any unlawful harassment they observe.

D. SEXUAL HARASSMENT

In addition to the behavior listed above, sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Sexual harassment has serious consequences, not only for the employees involved, but for the entire company. All employees, managers and supervisors in particular, are responsible for assuring that the work place is free from sexual harassment. Because of the District's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct that could be viewed as sexual harassment.

E. REPORTING RESPONSIBILITIES

District employees, students, parents, and volunteers are required to report any incidents of behavior that they consider to be sexual harassment, whether the behavior was directed at them or was observed to have been directed at another individual. All employees who receive informal complaints or reports of possible unlawful harassment are required to inform appropriate district personnel of the complaint or report.

All employees are expected to cooperate fully with the investigation of any complaints of possible unlawful harassment, and to provide complete and truthful information to the District's investigative team. Each employee bears part of the responsibility for ensuring a working and educational environment free of sexual harassment by promptly reporting any violation of this policy and not condoning unlawful harassment in the district.

F. REPRISALS, RETALIATION, AND FALSE COMPLAINTS OR ACCUSATIONS PROHIBITED

Reprisals or retaliation against anyone who makes a complaint of discrimination or unlawful harassment is prohibited and will result in appropriate disciplinary action or other corrective sanctions.

Filing of any knowingly false accusation or complaint of unlawful harassment is prohibited and will result in appropriate disciplinary action or other corrective sanctions.

TRANSPORTATION- STUDENT DISCIPLINE 8123

Students shall obey the written rules and regulations established for the safe transportation of all students to and from school and school sponsored activities or events and shall obey all reasonable requests and directions of the bus driver.

Refusal to comply with written rules and regulations or the reasonable requests of the driver while loading, unloading, or riding a school district bus shall constitute sufficient cause for discipline under policies 3110.2/.3/.4/.5.

BUS RULES & REGULATIONS

Our goal is to provide safe transportation to all students. In order to accomplish this goal there are certain rules that must be followed by all bus passengers. Failure to do so may result in suspension of bus riding privileges. Behavior that causes the driver to be distracted from the road puts all students in danger.

Conduct Rules for Bus Riders

The driver is in full charge of the bus and passengers at all times. Students must give their correct names when asked. Students may be assigned seats. In the event of an emergency, students must follow emergency exit procedures. Students must remain seated and face forward. Walking or standing is not permitted while the bus is moving. Quiet conversation with your immediate neighbor is permitted. Disruptive conduct, including aggressive play is not permitted. Improper language is not acceptable. Eating, drinking, and gum chewing are not permitted. Tampering with any bus controls or equipment is prohibited. Disciplinary procedures include, but are not limited, to the following:

VERBAL WARNINGS

- The first bus misconduct slip is a written warning;
- The second slip may result in a suspension of bus riding privileges from all buses;
- The third slip may result in a progressive suspension of days from all buses;
- The fourth slip may result in a suspension for up to 90 school days from all buses.

Exceptional misconduct may result in an automatic five (5) day minimum suspension from the bus. Exceptional misconduct includes but is not limited to: weapon violations, possession of drugs/alcohol or drug paraphernalia, being under the influence of drugs or alcohol, fighting, intimidation, harassment, extortion, gang activities, refusing to comply with a reasonable request, possession of tobacco or possession of incendiary devices. Verbal abuse directed at the driver or refusing to cooperate with the driver will result in an exceptional misconduct.

Information for Bus Riders

BUS PASSES (obtained from the school office) are required for leaving the bus at a stop other than the student's regular stop, or for riding a bus other than the student's regular bus.

PLAYING IN THE ROADWAY IS PROHIBITED. Students should remain at least six (6) feet from the bus until it is completely stopped. Students must cross only in front of the bus and only when the driver has given consent. Students shall respect private property at bus stops.

BUS WINDOWS SHOULD BE LEFT CLOSED unless the driver gives permission to open them. Students should not extend their heads, hands, or arms out of the bus windows. Nothing should be thrown out the windows.

BUS AISLES SHOULD BE KEPT CLEAR AT ALL TIMES. Gym bags, musical instruments, etc., should be placed under the seat or carried on the student's lap. All playground or athletic balls must be in bags. Items that may cause injury to others, such as breakable containers, sharp objects, and pins extending from clothing are not allowed on the bus. No glass containers allowed.

- No animals (including insects, reptiles, fish and birds) are permitted on the bus, with the exception of service dogs.
- No skateboards or scooters are permitted.
- Improper language or gestures are not acceptable.

GOING HOME FROM SCHOOL Because of the increase in the number of requests for individualized transportation schedules, the Transportation Department requests that you choose one AFTERNOON address for each child. If a student goes to childcare daily and the parent wants him to go home instead, the parent must make arrangements to pick up the student at childcare or at the school.

EXCEPTIONS TO THIS WOULD BE

- an occasional request for a student to visit another student's house,
- or an emergency

ELECTRONIC RESOURCES: ACCEPTABLE USE POLICY 2022

The Sumner School District promotes positive and effective digital citizenship among students and staff. It is the District's goal to provide electronic resources and intentional staff development that support innovative teaching and learning in order for our students to become globally aware, civically engaged and prepared to succeed in a digital world.

Technology Rules of Conduct

- Use of Internet/e-mail should promote education and research and be consistent with the mission of the Sumner School District.
- Students and staff are responsible for all content that they store or send over the Sumner School District Internet/e-mail system.
- All communications sent by students and staff must be appropriate, professional and comply with this and other Sumner School District policies and may not disclose any confidential or proprietary Sumner School District information.

Staff will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material is deliberate and consistent monitoring of student access to district computers. It is your responsibility to notify your teacher, another adult, or supervisor whenever you come across information or messages that are dangerous, inappropriate or make you feel uncomfortable.

Unacceptable Use

- Accessing district computers, networks and information systems in an unauthorized way is not permitted. Unacceptable network use by District students and staff may include:
- Using District technology for personal gain or commercial solicitation of any kind
- Supporting or opposing any political or religious activity
- Downloading, installing or using any files or other applica-

- tions (including shareware or freeware) without permission
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material
- Hacking, vandalizing, or making changes to hardware, software and monitoring tools
- Knowingly attempt to bypass the firewall
- Cyberbullying, hate mail, defamation or harassment of any kind
- Posting, sending, or storing information online that could endanger others
- Attaching unauthorized equipment to the District network

Summary

All users must abide by Sumner School District's policy and State and Federal laws

Users who violate the Sumner School District's electronic resources policy and procedure may face disciplinary action. The Sumner School District may notify appropriate legal officials of any illegal violations when appropriate

In order to have access to the Internet, all users must agree to the Acceptable Use Policy.

All families can participate in student learning through volunteering in schools or helping out with schoolwork at home. The Sumner School Web site offers convenient online resources for students and families.

Online Resources for Families

Now available online:

- Attendance Reports in Family Access
- Athletic Program Information & Schedules
- Budget and Finance Information
- Bus Transportation Schedules
- Emergency Preparedness Plans
- Events Calendar
- Facility Use Application
- Forms and Student Registration Materials
- High School Course Catalog
- Lunch and Breakfast Menus
- School Messages
- Scholarship Applications & Information
- Senior Project Manual
- Student Progress Reports and Grades