

**PUYALLUP SCHOOL DISTRICT STUDENT
RIGHTS AND RESPONSIBILITIES
2021-2022 School Year**

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PUYALLUP SCHOOL DISTRICT

STUDENT RIGHTS AND RESPONSIBILITIES 2021-2022 SCHOOL YEAR

This document may also be found online at [https://www.puyallup.k12.wa.us/Departments/Student Services](https://www.puyallup.k12.wa.us/Departments/Student%20Services)

I. INTRODUCTION

Section I. This handbook explains the rights and responsibilities of Puyallup School District (“district”) students regarding student conduct and student discipline. It also provides general information about school operations.

Section II explains terms and procedures related to student discipline.

Section III describes general behavioral expectations for students and specific definitions of misconduct.

Section IV provides general information about school procedures.

Defined Grade Levels:

Elementary = grades K - 6

Junior High = grades 7 - 9 High

School = grades 10 - 12

Secondary = grades 7 - 12

These rights and responsibilities implement various state and federal laws, the Superintendent of Public Instruction’s rules governing student discipline actions, [Chapter 392-400 WAC](#) of the Washington Administrative Code (WAC), and the policies of the Puyallup School District Board of Directors. Consistent with such laws, rules, and policies, these rights and responsibilities may be supplemented or revised at any time by the administration of the district. Such changes will be made available to students and parents in writing and online at www.puyallup.k12.wa.us.

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.

All students are expected to conduct themselves in a polite, courteous, and safe manner while at school, on the way to and from school, and at any time they are representing their school. All students will be treated with respect by adults, and students are expected to treat others with respect. These are your rights as well as your responsibilities.

II. STUDENT DISCIPLINE TERMS AND PROCEDURES

A. Definitions

For purposes of the student disciplinary policy and procedures, the following definitions will apply:

- **“Behavioral violation”** means a student’s behavior that violates the district’s discipline policies.
- **“Best practices and strategies”** refers to other forms of discipline the district identified that school personnel should administer to support students in meeting behavioral expectations.
- **“Classroom exclusion”** means the exclusion of a student from

a classroom or instructional or activity area for behavioral violations, subject to the requirements of WAC [392-400-330](#) and [392-400-335](#). Classroom exclusion does not include actions that result in missed instruction for a brief duration when:

- (a) a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and
- (b) the student remains under the supervision of the teacher or other school personnel during such brief duration.

- **“Culturally responsive”** has the same meaning as “cultural competency” in RCW [28A.410.270](#), which states “cultural competency” includes knowledge of student cultural histories and contexts, as well as family norms and values in different cultures; knowledge and skills in accessing community resources and community and parent outreach; and skills in adapting instruction to students’ experiences and identifying cultural contexts for individual students.
- **“Discipline”** means any action taken by a school district in response to behavioral violations.
- **“Disruption of the educational process”** means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.
- **“Emergency expulsion”** means the removal of a student from school because the student’s presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in WAC [392-400-510](#) through [392-400-530](#).
- **“Expulsion”** means a denial of admission to the student’s current school placement in response to a behavioral violation, subject to the requirements in WAC [392-400-430](#) through [392-400-480](#).
- **“Length of an academic term”** means the total number of schooldays in a single trimester or semester, as defined by the board of directors.
- **“Other forms of discipline”** means actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW [28A.165.035](#).
- **“Parent” has the same meaning as in WAC [392-172A-01125](#),** and means (a) a biological or adoptive parent of a child; (b) a foster parent; (c) a guardian generally authorized to act as the child’s parent, or authorized to make educational decisions for the student, but not the state, if the student is a ward of the state; (d) an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student’s welfare; or a surrogate parent who has been appointed in accordance with WAC [392-172A-05130](#). If the biological or adoptive parent is attempting to act as the parent and more than one party meets the qualifications to act as a parent, the biological or adoptive parent must be presumed to be the parent unless he or she does not have legal authority to make educational decisions for the student. If a judicial decree or order identifies a specific person or persons to act as the “parent” of a child or to make educational decision on behalf of a child, then that person or persons shall be determined to be the parent for purposes of this policy and procedure.
- **“School board”** means the governing board of directors of the local school district.
- **“School business day”** means any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the office of the Superintendent is open to the public for

business. A school business day concludes or terminates upon the closure of the Superintendent's office for the calendar day.

- **“School day”** means any day or partial day that students are in attendance at school for instructional purposes.
- **“Suspension”** means the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the district.
- **In-school suspension** means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days, subject to the requirements in WAC [392-400-430](#) through [392-400-475](#).
- **Short-term suspension** means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC [392-400-430](#) through [392-400-475](#).
- **Long-term suspension** means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in WAC [392-400-430](#) through [392-400-475](#).
- **“Appeals Administrator”** means the district employee designated to receive grievance or appeal communications. The Appeals Administrator may be reached at (253) 435-6515 by phone or at the following address:

Puyallup School District Appeals Administrator
302 2nd Street S.E.
Puyallup, WA 98372

B. Discipline Procedures

Students are responsible for following applicable laws and the rules and policies of the district. Students at school (on or off-campus), and while on district property, are subject to the discipline authority of district officials. Students suspended or expelled from any district school may be denied attendance at any other school in the district during the period of suspension or expulsion.

Students and parent(s)/guardian(s) have certain rights to have student discipline reviewed. The district will implement student discipline procedures in accordance with [Chapter 392-400 WAC](#), and students and families are encouraged to familiarize themselves with any specific appeal right they may have under the law.

Students may be detained after the regular time for school dismissal as a disciplinary measure or due to a safety concern. Every effort will be made to inform a student's parent(s)/guardian(s) via telephone if a student is kept after school. Parents will need to arrange for the student's transportation home in this scenario.

In general, the district will administer student discipline in a fair and equitable manner.

Every effort will be made by administrators and staff to address problems through effective utilization of district resources in cooperation with the student and his/her parent(s)/guardian(s). The following rules stem from [Chapter 392-400 WAC](#).

Classroom exclusions—Conditions and limitations.

(WAC 392-400-330)

(1) Authority to administer classroom exclusions.

(a) **Teacher authority.** A teacher may exclude a student from the teacher's classroom or instructional or activity area for behavioral violations that disrupt the educational process while the student is under the teacher's immediate supervision, subject to the requirements in this section and [WAC 392-400-335](#).

(b) **Other school personnel authority.** The district may authorize other school personnel to exclude a student from a classroom or instructional or activity area for behavioral violations of the district's discipline policy adopted under [WAC 392-400-110](#) or [392-400-225](#), subject to the requirements in this section and [WAC 392-400-335](#).

(c) **Other forms of discipline.** The teacher or other school personnel must first attempt one or more other forms of discipline to support the student in meeting behavioral expectations, unless the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process. When administering other forms of discipline, the teacher or other school personnel may consider using best practices and strategies included in the state menu for behavior developed under [RCW 28A.165.035](#).

(2) Limitations on classroom exclusion.

(a) **Duration of classroom exclusion.** A classroom exclusion may be administered for all or any portion of the balance of the school day in which the student was excluded from the student's classroom or instructional or activity area. When a student is excluded from the student's classroom or instructional or activity area for longer than the balance of the school day, the school district must provide notice and due process for a suspension, expulsion, or emergency expulsion under [Chapter 392-400 WAC](#).

(b) **Removal from school.** A student may not be removed from school during a classroom exclusion unless the school district provides notice and due process for a suspension, expulsion, or emergency expulsion under [Chapter 392-400 WAC](#).

(3) **Assignments and tests.** The school district will provide the student an opportunity to make up any assignments and tests missed during the classroom exclusion.

Classroom exclusion—Notice and procedure.

(WAC 392-400-335)

Following a classroom exclusion under [WAC 392-400-330](#):

(1) **Notice to principal.** The teacher or other school personnel must report the classroom exclusion, including the behavioral violation that led to the classroom exclusion, to the principal or designee as soon as reasonably possible.

(2) **Notice to parents.** The teacher, principal, or designee must notify the student's parents regarding the classroom exclusion as soon as reasonably possible. The school district must ensure that this notification is in a language the parents understand, which may require language assistance for parents with limited English proficiency under Title VI of the Civil Rights Act of 1964.

(3) **Emergency circumstances.** When a teacher or school personnel administers a classroom exclusion on the grounds that the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process:

- (a) The teacher or other school personnel must immediately notify the principal or designee; and
- (b) The principal or designee must meet with the student as soon as reasonably possible and administer appropriate discipline.

Suspensions and expulsions—General conditions and limitations. (WAC 392-400-430)

The district may administer suspensions and expulsions for behavioral violations, subject to the following requirements:

- (1) **Parent involvement.** The district will:
 - (a) Provide for early involvement of parents in efforts to support students in meeting behavioral expectations; and
 - (b) Must make every reasonable attempt to involve the student and parent(s) in the resolution of behavioral violations.
- (2) **Considerations.** Before administering any suspension or expulsion, the district will consider the student's individual circumstances and the nature of the violation to determine whether the suspension or expulsion, and the length of the exclusion, is warranted.
- (3) **Completing academic requirements.** The district will not:
 - (a) Suspend the provision of educational services to a student in response to behavioral violations; or
 - (b) Administer discipline in a manner that would prevent a student from completing subject, grade-level, or graduation requirements.
 - (c) Administer any discipline, including suspension and expulsion, in a manner that would result in the denial or delay of a nutritionally adequate meal to a student.
- (4) **Opportunity to receive educational services.** The district will provide an opportunity for students to receive educational services during a suspension or expulsion in accordance with [WAC 392-400-610](#).
- (5) **Reporting.** The principal or designee must report all suspensions and expulsions, and the behavioral violation that led to each suspension or expulsion, to the school district superintendent or designee within twenty-four (24) hours after the administration of the suspension or expulsion.
- (6) **Reentry.** After suspending or expelling a student, the district will:
 - (a) Make reasonable efforts to return the student to the student's regular educational setting as soon as possible.
 - (b) Allow the student to petition for readmission at any time.
- (7) **Absences and tardiness.** The district will not suspend or expel a student from school for absences or tardiness.
- (8) **Access to school district property.** When administering a suspension or expulsion, the district may deny a student admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the district.
- (9) **End date.**
 - (a) An expulsion or suspension of a student may not be for an indefinite period of time and must have an end date.
 - (b) If the district enrolls a student in another program or course of study during a suspension or expulsion, the district may not preclude the student from returning to the student's regular educational setting following the end date of the suspension or expulsion, unless:
 - (i) The school district superintendent or designee grants a petition to extend a student's expulsion under [WAC 392-400-480](#);
 - (ii) The change of setting is to protect victims under [WAC 392-400-810](#); or
 - (iii) Other law precludes the student from returning

to their regular educational setting.

In-School and Short-term suspensions—additional conditions and limitations. (WAC 392-400-435)

- (1) **Other forms of discipline.** Before administering an in-school or short-term suspension, the district must first attempt one or more other forms of discipline to support the student in meeting behavioral expectations. Administering other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior developed under [RCW 28A.165.035](#).
- (2) **Length of suspension.** The district may not administer an in-school or short-term suspension beyond the school year in which the behavioral violation occurred.
- (3) **Grade-level limitations.**
 - (a) The district may not administer an in-school or short-term suspension for a student in kindergarten through fourth grade for more than ten (10) cumulative school days during any academic term; and
 - (b) The district may not administer an in-school or short-term suspension for a student in grades five through twelve:
 - (i) For more than fifteen (15) cumulative school days during any single semester; or
 - (ii) For more than ten (10) cumulative school days during any single trimester.
- (4) **In-School Suspension and personnel.** When administering an in-school suspension, the school district will ensure school personnel:
 - (a) Are physically in the same location as the student to provide direct supervision during the duration of the in-school suspension; and
 - (b) Are accessible to offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes as required under [WAC 392-400-610](#).

Long-term suspensions—Additional conditions and limitations. (WAC 392-400-440)

- (1) **Other forms of discipline.** Before administering a long-term suspension, the district must consider other forms of discipline to support the student in meeting behavioral expectations. Administering other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior developed under [RCW 28A.165.035](#).
- (2) **Limitations on long-term suspensions.** The district may only administer a long-term suspension. For behavioral violations under [RCW 28A.600.015](#) (6)(a) through (d); and
 - (a) After the school district has determined that, if the student returned to school before completing a long-term suspension:
 - (i) The student would pose an imminent danger to students or school personnel; or
 - (ii) The student would pose an imminent threat of material and substantial disruption of the educational process.
- (3) **Length of suspension.**
 - (a) A long-term suspension may not exceed the length of an academic term.
 - (b) The district may not administer a long-term suspension beyond the school year in which the behavioral violation occurred.
- (4) **Grade-level limitations.** Except for a violation of [WAC 392-400-820](#), the district will not administer a long-term suspension for any student in kindergarten through fourth grade.

Expulsions—Additional conditions and limitations.

(WAC 392-400-445)

(1) **Other forms of discipline.** Before administering an expulsion, the district must consider other forms of discipline to support the student in meeting behavioral expectations. Administering other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior developed under [RCW 28A.165.035](#).

(2) **Limitations on expulsions.** The district may only administer an expulsion:

(a) For behavioral violations under [RCW 28A.600.015](#) (b)(a) through (d); and

(b) After the school district has determined that if the student returned to school before completing an expulsion, the student would pose an imminent danger to students or school personnel.

(3) **Length of expulsion.** An expulsion may not exceed the length of an academic term, unless the principal or designee petitions the school district superintendent for extension of an expulsion under [WAC 392-400-480](#), and the petition is granted.

(4) **Grade-level limitations.** Except for violations of [WAC 392-400-820](#), the district may not administer an expulsion for any student in kindergarten through fourth grade.

Suspensions and expulsions—Initial hearing with student.

(WAC 392-400-450)

(1) **Initial hearing.** Before administering any suspension or expulsion, the principal or designee will conduct an informal initial hearing with the student for the purpose of hearing the student's perspective. At the initial hearing, the principal or designee must provide the student:

(a) Notice of the student's violation of the school district's discipline policy;

(b) An explanation of the evidence regarding the behavioral violation;

(c) An explanation of the discipline that may be administered; and

(d) An opportunity for the student to share the student's perspective and provide explanation regarding the behavioral violation.

(2) **Parent participation.**

(a) **In-School and Short-term suspensions.** At an initial hearing in which the principal or designee is considering administering an in-school or short-term suspension, the principal or designee must provide the student an opportunity for the student to contact the student's parents.

(b) **Long-term suspensions and expulsions.** At an initial hearing in which the principal or designee is considering administering a long-term suspension or expulsion, the principal or designee must make a reasonable attempt to contact the student's parents to provide an opportunity for the parent(s) to participate in the initial hearing in person or by telephone.

(3) **Administrative decision.** Following the initial hearing, the principal or designee will inform the student of the decision regarding the behavioral violation, including the date on which any suspension or expulsion will begin and end.

(4) **Language assistance.** The school district will ensure that the initial hearing is held in a language and form the student and parent(s) will understand, which may require language assistance for students and parents with limited English proficiency under Title VI of the Civil Rights Act of 1964.

Suspensions and expulsions—Notice to student and parents.

(WAC 392-400-455)

(1) **Initial notice.** Before administering any suspension or expulsion, the district will attempt to notify the student's parent(s), as soon as reasonably possible, regarding the behavioral violation.

(2) **Written notice.** No later than one (1) school business day following the initial hearing with the student in [WAC 392-400-450](#), the district will provide written notice of the suspension or expulsion to the student and parent(s) in person, by mail, or by email. The written notice must include:

(a) A description of the student's behavior and how the behavior violated the school district's discipline policy;

(b) The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end;

(c) The other forms of discipline that the school district considered or attempted, and an explanation of the district's decision to administer the suspension or expulsion;

(d) The opportunity to receive educational services during the suspension or expulsion under [WAC 392-400-610](#);

(e) The student's and parents' right to an informal conference with the principal or designee under [WAC 392-400-460](#);

(f) The student's and parents' right to appeal the suspension or expulsion under [WAC 392-400-465](#), including where and to whom the appeal must be requested; and

(g) For a long-term suspension or expulsion, the opportunity for the student and parents to participate in a reengagement meeting under [WAC 392-400-710](#).

(3) **Language assistance.** The school district must ensure the initial and written notices required under this section are provided in a language and form the student and parent(s) understand, which may require language assistance for students and parents with limited-English proficiency under [Title VI of the Civil Rights Act of 1964](#).

Suspensions and expulsions—Optional conference with principal.

(WAC 392-400-460)

(1) **Requesting a conference.** If the student or parents disagree with the school district's decision to suspend or expel the student, the student or parent(s) may request an informal conference with the principal or designee to resolve the disagreement. The request for an informal conference may be made orally or in writing.

(2) **Time limit.** The principal or designee must hold the conference within three (3) school business days after receiving the request, unless otherwise agreed to by the student and parent(s).

(3) **Conference.** During the informal conference, the principal or designee will provide the student and parent(s) the opportunity to:

(a) Share the student's perspective and explanation regarding the behavioral violation;

(b) Confer with the principal or designee and school personnel involved in the incident that led to the suspension or expulsion; and

(c) Discuss other forms of discipline that may be administered.

(4) **Language assistance.** The school district must ensure the conference is held in a language and form the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under [Title VI of the Civil Rights Act of 1964](#).

(5) **Right to appeal.** An informal conference will not limit a student's or parent(s) right to appeal the suspension, expulsion or emergency expulsion under [WAC 392-400-465](#), participate in a reengagement meeting under [WAC 392-400-710](#), or petition for

readmission.

Suspensions and expulsions—Appeal.

(WAC 392-400-465)

The appeal provisions for in-school and short-term suspension differ from those for long-term suspension and expulsion. The appeal provisions for long-term suspension or expulsion and emergency expulsion have similarities but the timelines differ.

(1) **Requesting an appeal.** A student or the parent(s) may appeal a suspension or expulsion to the school district superintendent or designee orally or in writing.

(2) **Time limit.** Any appeal by a student or parent(s) must be made within five (5) school business days from the date the school district provides written notice under [WAC 392-400-455](#).

(3) Short-term and in-school suspensions.

(a) **Appeal.** The superintendent or designee will provide the student and parent(s) the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing.

(b) **Appeal decision.** The superintendent or designee will deliver a written appeal decision to the student and parents in person, by mail, or by email within two (2) school business days after receiving the appeal. The written decision must include:

- (i) The decision to affirm, reverse, or modify the suspension;
- (ii) The duration and conditions of the suspension, including the dates on which the suspension will begin and end;
- (iii) The educational services the school district will offer to the student during the suspension under [WAC 392-400-610](#); and
- (iv) Notice of the student's and parent(s) right to request review and reconsideration of the appeal decision under [WAC 392-400-470](#), including where and to whom to make the request.

(4) Long-term suspensions and expulsions.

(a) **Appeal.** Within one (1) school business day after receiving the appeal request, unless otherwise agreed to by the student and parent(s), the superintendent or designee will provide the student and parent(s) written notice in person, by mail, or by email of:

- (i) The time, date, and location of the appeal hearing;
- (ii) The name(s) of the official(s) presiding over the appeal;
- (iii) The student's and parents' rights to inspect the student's education records under (e) of this subsection;
- (iv) The student's and parents' rights to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing under (e) of this subsection;
- (v) The student's and parents' rights under (f) of this subsection; and
- (vi) Whether the district will offer to hold a reengagement meeting under [WAC 392-400-710](#) before the appeal hearing.

(b) **Reengagement.** Before the appeal hearing, the student, parent(s), and district may agree to hold a reengagement meeting and develop a reengagement plan under [WAC 392-400-710](#). The student, parent(s) and district may mutually agree to postpone the appeal hearing while participating in the reengagement process.

(c) **Appeal hearing.** The district must hold an appeal hearing within three (3) school business days from the date the superintendent or designee received the appeal request, unless otherwise agreed to by the student or parent(s).

(d) **Presiding officials.** The school board may designate the superintendent, a hearing officer, or a discipline appeal council, if established under [WAC 392-400-475](#), to hear and decide appeals under this section. The presiding official(s) may not be involved in the student's behavioral violation or decision to suspend or expel the student and must be knowledgeable about the rules in [Chapter 392-400 WAC](#) and of the school district's discipline policies and procedures.

(e) Evidence and witnesses.

(i) Upon request, the student, parents, and school district may inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the appeal hearing. The school district, student, or parents must make the information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.

(ii) Upon request, the student and parents may review the student's education records. The district will make the records available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.

(iii) If a witness for the school district cannot or does not appear at the appeal hearing, the presiding official(s) may excuse the witness's nonappearance if the district establishes that:

- (A) The district made a reasonable effort to produce the witness; and
- (B) The witness's failure to appear is excused by fear of reprisal or another compelling reason.

(f) **Student and parent rights.** During the appeal hearing, the student and parent(s) have the right to:

- (i) Be represented by legal counsel;
- (ii) Question witnesses;
- (iii) Share the student's perspective and provide explanation regarding the behavioral violation; and
- (iv) Introduce relevant documentary, physical, or testimonial evidence.

(g) **Recording of hearing.** The appeal hearing will be recorded by manual, electronic, or other type of recording device. The district will upon request of the student or parent(s) provide them a copy of the recording.

(h) **Appeal decision.** The presiding official(s) must base the decision solely on the evidence presented at the hearing. The presiding official(s) must provide a written decision to the student and parents in person, by mail, or by email within three (3) school business days after the appeal hearing. The written decision must include:

- (i) The findings of fact;
- (ii) A determination whether:
 - (A) The student's behavior violated the school district's discipline policy;
 - (B) The behavioral violation reasonably warrants the suspension or expulsion and the length of the suspension or expulsion; and
 - (C) The suspension or expulsion is affirmed, reversed, or modified;
- (iii) The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end;
- (iv) Notice of the student's and parents' right to request review and reconsideration of the appeal decision under [WAC 392-400-470](#), including where and to whom to make the request; and

(v) Notice of the opportunity to participate in a reengagement meeting under [WAC 392-400-710](#) and the contact information for the person who will coordinate scheduling of the reengagement meeting.

(5) **Language assistance.** The school district must ensure that the notice, appeal proceedings, and decision are in a language and form the student and parents understand, which may require language assistance for students and parents with limited English proficiency under [Title VI of the Civil Rights Act of 1964](#).

(6) **Pending appeal.** If the student or parent(s) request an appeal under this section, the school district may temporarily continue to administer the suspension or expulsion during the appeal period subject to the following requirements:

(a) The school district may temporarily continue to administer the suspension or expulsion for no more than ten (10) consecutive school days from the initial hearing under [WAC 392-400-450](#) or until the appeal is decided, whichever is earlier;

(b) Any days that the student is temporarily suspended or expelled before the appeal is decided must be applied to the term of the student's suspension or expulsion and may not extend the term of the student's suspension or expulsion;

(c) If the student who is temporarily suspended or expelled returns to school before the appeal is decided under this section, the school district will provide the student an opportunity to make up assignments and tests missed during the suspension or expulsion upon the student's return.

Suspensions and expulsions—Review and reconsideration.

[\(WAC 392-400-470\)](#)

(1) **Requesting review. Long-term suspension** -The student or parent(s) may request school board or discipline appeal council, review and reconsider the school district's appeal decision. The student or parents may request the review orally or in writing.

(2) **Time limit.** Any request for review by the student or parents must be made within ten (10) school business days from the date the school district provides the written appeal decision to the student and parents under [WAC 392-400-465](#).

(3) **Review procedure.**

(a) In reviewing the school district's decision, the school board or discipline appeal council must consider (i) all documentary and physical evidence related to the behavioral violation, (ii) any records from the appeal hearing related to the behavioral violation;

(iii) relevant state law, and (iv) the school district's discipline policy.

(b) The school board or discipline appeal council may request to meet with the student or parent(s), the principal, witnesses, and/or school personnel to hear further arguments and gather additional information.

(c) The decision of the school board or discipline appeal council will be made only by board or council members who were not involved in (i) the behavioral violation, (ii) the decision to suspend or expel the student, or (iii) the appeal decision. If the discipline appeal council presided over the appeal hearing, the school board will conduct the review and reconsideration.

(4) **Decision**

Long-Term Suspensions and expulsions. The school board or discipline appeal council will provide a written decision to the student and parent(s) in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision must identify:

(a) Whether the school board or discipline appeal council affirms, reverses, or modifies the suspension or expulsion;

(b) The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end; and

(c) For long-term suspensions or expulsions, notice of the opportunity to participate in a reengagement meeting.

(5) **Language assistance.** The school district must ensure that any review proceedings and decision are in a language and form the student and parents understand, which may require language assistance for students and parents with limited English proficiency under [Title VI of the Civil Rights Act of 1964](#).

Discipline appeal council. [\(WAC 392-400-475\)](#)

The school board may designate a discipline appeal council to hear and decide appeals under [WAC 392-400-465](#) or to review and reconsider the district's appeal decisions under [WAC 392-400-470](#). A discipline appeal council must consist of at least three persons appointed by the school board for fixed terms. All members of the discipline appeal council must be knowledgeable about the rules in this chapter and of the school district's discipline policies and procedures.

Petition to extend expulsion.

[\(WAC 392-400-480\)](#)

(1) **Petition.** When risk to public health or safety warrants extending a student's expulsion, the principal or designee may petition the district superintendent or designee for authorization to exceed the academic term limitation on an expulsion. The petition must inform the superintendent or designee of:

(a) The behavioral violation that resulted in the expulsion and the public health or safety concerns;

(b) The student's academic, attendance, and discipline history;

(c) Any nonacademic supports and behavioral services the student was offered or received during the expulsion;

(d) The student's academic progress during the expulsion and the educational services available to the student during the expulsion;

(e) The proposed extended length of the expulsion; and

(f) The student's reengagement plan.

(2) **Time limit.** The principal or designee may petition to extend an expulsion only after the development of a reengagement plan under [WAC 392-400-710](#) and before the end of the expulsion. For violations of [WAC 392-400-820](#), the principal or designee may petition to extend an expulsion at any time.

(3) **Notice.** The school district must provide written notice of the petition to the student and parent(s) in person, by mail, or by email within one (1) school business day from the date the superintendent or designee received the petition. The written notice must include:

(a) A copy of the petition;

(b) The student's and parents' right to an informal conference with the school district superintendent or designee to be held within five school business days from the date the district provided written notice to the student and parents; and

(c) The student's and parents' right to respond to the petition orally or in writing to the school district superintendent or designee within five (5) school business days from the date the district provided written notice.

(4) **Written decision.** The district superintendent or designee may grant the petition only if there is substantial evidence that, if the student were to return to the student's previous school of

placement after the length of an academic term, the student would pose a risk to public health or safety. The school district superintendent or designee must deliver a written decision to the principal, the student, and the student's parents in person, by mail, or by email within ten (10) school business days after receiving the petition.

- (a) If the petition is granted, the written decision must include:
 - (i) The date on which the extended expulsion will end;
 - (ii) The reason that, if the student were to return before the initial expulsion end date, the student would pose a risk to public health or safety; and
 - (iii) Notice of the student's or parents' right to request review and reconsideration of the appeal decision under subsection (5) of this section, including where and to whom to make the request.
- (b) If the petition is not granted, the written decision must identify the date on which the expulsion will end.

(5) Review and reconsideration.

- (a) **Requesting review.** The student or parent(s) may request that the school board or discipline appeal council, review and reconsider the decision to extend the student's expulsion. The student or parent(s) may request the review orally or in writing.
- (b) **Time limit.** Any request for review by the student or parent(s) must be made within ten (10) school business days from the date the school district superintendent or designee provides the written decision under subsection (4) of this section.
- (c) **Review procedure.**
 - (i) The school board or discipline appeal council may request to meet with the student or parent(s) or the principal to hear further arguments and gather additional information.
 - (ii) The decision of the school board or discipline appeal council may be made only by board or council members who were not involved in the behavioral violation, the decision to expel the student, or the appeal decision under [WAC 392-400-465](#).
- (d) **Decision.** The school board or discipline appeal council will provide a written decision to the student and parent(s) in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision must identify:
 - (i) Whether the school board or discipline appeal council affirms, reverses, or modifies the decision to extend the student's expulsion; and
 - (ii) The date on which the extended expulsion will end.

(6) **Duration.** Any extension of an expulsion may not exceed the length of an academic term.

(7) **Language assistance.** The school district must ensure that any petition proceedings, notices, and decisions are provided in a language and form the student and parent(s) understand, which may require language assistance for students and parents with limited English proficiency under Title VI of the Civil Rights Act of 1964.

(8) **Annual reporting.** The school district must annually report the number of petitions approved and denied to the Office of Superintendent of Public Instruction.

Emergency expulsions—Conditions and limitations. ([WAC 392-400-510](#))

The district may immediately remove a student from the student's current school placement, subject to the following requirements:

(1) **Sufficient cause.** The school district must have sufficient cause to believe that the student's presence poses:

- (a) An immediate and continuing danger to other students or school personnel; or
- (b) An immediate and continuing threat of material and substantial disruption of the educational process.

(2) **Determination of immediate and continuing threat of disruption.** For purposes of this section, an immediate and continuing threat of material and substantial disruption of the educational process means:

- (a) The student's behavior results in an extreme disruption of the educational process that creates a substantial barrier to learning for other students across the school day; and
- (b) School personnel have exhausted reasonable attempts at administering other forms of discipline to support the student in meeting behavioral expectations.

(3) **Time limit.** An emergency expulsion will not exceed ten (10) consecutive school days. An emergency expulsion must end or be converted to another form of discipline within ten (10) school days from the start of the emergency expulsion.

(4) **Conversion.** If the district converts an emergency expulsion to a suspension or expulsion, the district must:

- (a) Apply any days that the student was emergency expelled before the conversion to the total length of the suspension or expulsion; and
- (b) Provide the student and parent(s) notice and due process under [WAC 392-400-455](#) through [392-400-480](#).

(5) **Reporting.** All emergency expulsions, including the reason the student's presence poses an immediate and continuing danger to other students or school personnel, must be reported to the district superintendent or designee within twenty-four (24) hours after the start of the emergency expulsion.

Emergency expulsions—Notice to student and parents. ([WAC 392-400-515](#))

(1) **Initial notice.** After an emergency expulsion, the district will attempt to notify the student's parents, as soon as reasonably possible, regarding the reason the district believes the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.

(2) **Written notice.** Within twenty-four (24) hours after an emergency expulsion, the district must provide written notice of the emergency expulsion to the student and parent(s) in person, by mail, or by email. The written notice must include:

- (a) The reason the student's presence poses an immediate and continuing danger to students or school personnel, or poses an immediate and continuing threat of material and substantial disruption of the educational process;
- (b) The duration and conditions of the emergency expulsion, including the dates on which the emergency expulsion will begin and end;
- (c) The opportunity to receive educational services during the emergency expulsion under [WAC 392-400-610](#);
- (d) The student's and parents' right to an informal conference with the principal or designee under [WAC 392-400-520](#); and
- (e) The student's and parents' right to appeal the emergency expulsion under [WAC 392-400-525](#), including where and to whom the appeal must be requested.

(3) **Language assistance.** The school district must ensure the initial and written notices required under this section are provided in a language and form the student and parent(s) understand, which may require language assistance for students and parents

with limited English proficiency under Title VI of the Civil Rights Act of 1964.

Emergency expulsions—Optional conference with principal. (WAC 392-400-520)

- (1) **Requesting a conference.** If a student or the parent(s) disagree with the school district's decision to administer an emergency expulsion, the student or parent(s) may request an informal conference with the principal or designee to resolve the disagreement. The request for an informal conference may be made orally or in writing.
- (2) **Time limit.** The principal or designee must hold the conference within three (3) school business days after receiving the request, unless otherwise agreed to by the student and parent(s).
- (3) **Conference.** During the informal conference, the principal or designee must provide students and parents the opportunity to share the student's perspective and explanation regarding the events that led to the emergency expulsion.
- (4) **Language assistance.** The district must ensure the conference is held in a language and form the student and parent(s) understand, which may require language assistance for students and parents with limited English proficiency under Title VI of the Civil Rights Act of 1964.
- (5) **Right to appeal.** An informal conference will not limit a student's or parent(s) right to appeal the emergency expulsion under [WAC 392-400-525](#).

Emergency expulsions—Appeal. (WAC 392-400-525)

- (1) **Requesting an appeal.** A student or the parent(s) may appeal an emergency expulsion to the district superintendent or designee orally or in writing.
- (2) **Time limit.** An appeal by the student or parent(s) must be made within three (3) school business days from the date the school district provides the written notice of the emergency expulsion.
- (3) **Notice.** Within one (1) school business day after receiving the appeal request, unless otherwise agreed to by the student and parent(s), the superintendent or designee must provide the student and parent(s) written notice in person, by mail, or by email of:
 - (a) The time, date, and location of the appeal hearing;
 - (b) The name(s) of the official(s) presiding over the appeal;
 - (c) The student's and parents' rights to inspect the student's education records under subsection (6) of this section;
 - (d) The student's and parents' rights to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing under subsection (6) of this section; and
 - (e) The student's and parents' rights under subsection (7) of this section.
- (4) **Appeal hearing.** The school district will hold an appeal hearing within two (2) school business days after the date the superintendent or designee received the appeal request, unless the student and parent(s) agree to another time.
- (5) **Presiding official(s).** The school board may designate the superintendent, a hearing officer, or a discipline appeal council, if established under [WAC 392-400-475](#), to hear and decide appeals under this section. The presiding official(s) may not be involved in the student's behavioral violation or decision to emergency expel the student and must be knowledgeable about the rules in [Chapter 392-400 WAC](#) and of the district's discipline policies and procedures.
- (6) **Evidence and witnesses.**
 - (a) Upon request, the student, parent(s), and school district may

inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the appeal hearing. The school district, student, or parents must make the information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.

(b) Upon request, the student and parent(s) may review the student's education records. The district must make the records available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.

(c) If a witness for the school district cannot or does not appear at the appeal hearing, the presiding official(s) may excuse the witness's nonappearance if the district establishes that:

- (i) The district made a reasonable effort to produce the witness; and
- (ii) The witness's failure to appear is excused by fear of reprisal or another compelling reason.

(7) Student and parent rights.

The student and parent(s) have the right to:

- (a) Be represented by legal counsel;
- (b) Question witnesses;
- (c) Share the student's perspective and provide explanation regarding the events that led to the emergency expulsion; and
- (d) Introduce relevant documentary, physical, or testimonial evidence.

(8) **Recording of hearing.** The appeal hearing will be recorded by manual, electronic, or other type of recording device. The school district will provide the recording to the student or parents upon request.

(9) **Appeal decision.** The school district must provide a written decision to the student and parent(s) in person, by mail, or by email within one (1) school business day after the appeal hearing. The written decision must include:

- (a) The findings of fact;
- (b) A determination whether the student's presence continues to pose:
 - (i) An immediate and continuing danger to students or school personnel; or
 - (ii) An immediate and continuing threat of material and substantial disruption of the educational process.
- (c) Whether the district will end the emergency expulsion or convert the emergency expulsion to a suspension or expulsion. If the school district converts the emergency expulsion to a suspension or expulsion, the district must provide the student and parents notice and due process under [WAC 392-400-455](#) through [392-400-480](#); and
- (d) Notice of the student's and parents' right to request review and reconsideration of the appeal decision under [WAC 392-400-530](#), including where and to whom to make the request.

(10) **Language assistance.** The school district must ensure that any appeal proceedings, notices, and decisions are provided in a language and form the student and parent(s) understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

Emergency expulsions—Review and reconsideration. (WAC 392-400-530)

(1) **Requesting review.** The student or parent(s) may request that the school board or discipline appeal council review and reconsider the district's appeal decision under [WAC 392-400-525](#). The student or parent(s) may request the review orally or in writing.

(2) **Time limit.** Any request for review by the student or parent(s)

must be made within five (5) school business days from the date the school district provided the written appeal decision to the student and parent(s) under [WAC 392-400-525](#).

(3) Review procedure.

(a) In reviewing the district's decision, the school board or discipline appeal council must consider (i) all documentary and physical evidence related to the events that led to the emergency expulsion, (ii) any records from the appeal hearing, (iii) relevant state law, and the district's discipline policy.

(b) The school board or discipline appeal council may request to meet with the student or parents, the principal, witnesses, or school personnel to hear further arguments and gather additional information.

(c) The decision of the school board or discipline appeal council will be made only by board or council members who were not involved in the events that led to the emergency expulsion, the decision to emergency expel the student, or the appeal decision under [WAC 392-400-525](#). If the discipline appeal council presided over the appeal under [WAC 392-400-525](#), the decision must be made by the school board.

(4) Decision. The school board or discipline appeal council must provide a written decision to the student and parent(s) in person, by mail, or by email within five (5) school business days after receiving the request for review and reconsideration. The written decision must identify:

(a) Whether the school board or discipline appeal council affirms or reverses the school district's decision that the student's presence posed:

(i) An immediate and continuing danger to students or school personnel; or

(ii) An immediate and continuing threat of material and substantial disruption of the educational process.

(b) If the emergency expulsion has not yet ended or been converted, whether the school district will end the emergency expulsion or convert the emergency expulsion to a suspension or expulsion. If the school district converts the emergency expulsion to a suspension or expulsion, the district will provide the student and parent(s) notice and due process under [WAC 392-400-455](#) through [392-400-480](#) consistent with the disciplinary action to which the emergency expulsion was converted.

(5) Language assistance. The school district must ensure that any review proceedings and decision are in a language the student and parents understand, which may require language and form assistance for students and parents with limited English proficiency under Title VI of the Civil Rights Act of 1964.

Educational services during suspension, expulsion, or emergency expulsion.

([WAC 392-400-610](#))

1) Educational services.

(a) The district may not suspend the provision of educational services to a student in response to behavioral violations.

(b) During the suspension, expulsion, or emergency expulsion of a student, the district will provide the student the opportunity to receive educational services. The educational services must enable the student to:

(i) Continue to participate in the general education curriculum;

(ii) Meet the educational standards established within the district; and

(iii) Complete subject, grade-level, and graduation requirements.

(c) When providing a student the opportunity to receive educational services during exclusionary discipline, the school must consider:

(i) Meaningful input from the student, parent(s), and the student's teachers;

(ii) Whether the student's regular educational services include English language development services, special education, accommodations and related services under Section 504 of the Rehabilitation Act of 1973, or supplemental services designed to support the student's academic achievement; and

(iii) Access to any necessary technology, transportation, or resources the student needs to participate fully in the educational services.

(d) The district may provide educational services to the student in an alternative setting or modify the suspension or expulsion on

a case-by-case basis. An alternative setting should be comparable, equitable, and appropriate to the regular educational services a student would have received without the exclusionary discipline. Example alternative settings include alternative high schools, one-on-one tutoring, and online learning.

2) **Notice.** As soon as reasonably possible after administering a suspension or expulsion, the district must provide written notice to the student and parents about the educational services the district will provide. The district will provide the written notice in person, by mail, or by email. The notice will include:

(a) A description of the educational services that will be provided; and

(b) The name and contact information for the school personnel who can offer support to keep the student current with assignments and course work.

3) Suspensions or expulsions for up to five (5) days.

For students subject to suspension or emergency expulsion for up to five (5) consecutive school days, the district must provide at least the following:

(a) Course work, including any assigned homework, from all of the student's regular subjects or classes;

(b) Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes; and

(c) An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion.

4) Suspensions or expulsions for six to ten days.

For students subject to suspension or emergency expulsion for six (6) to ten (10) consecutive school days, the district must provide at least the following:

(a) Course work, including any assigned homework, from all of the student's regular subjects or classes;

(b) Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes. School personnel must make a reasonable attempt to contact the student or parents within three school business days following the start of the suspension or emergency expulsion and periodically thereafter until the suspension or emergency expulsion ends to:

- (i) Coordinate the delivery and grading of course work between the student and the student's teacher(s) at a frequency that would allow the student to keep current with assignments and course work for all of the student's regular subjects or classes; and
 - (ii) Communicate with the student, parents, and the student's teacher(s) about the student's academic progress.
- c) An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion.
- (5) **Long-term suspensions and expulsions.** For students subject to expulsion or suspension for more than ten (10) consecutive school days, the district will provide educational services in accordance with the "Course of Study" provisions of [WAC 392-121-107](#).
- (6) **Language assistance.** The school district must ensure that notices and communications required under this section are provided in a language and form the student and parents understand, which may require language assistance for students and parents with limited English proficiency under Title VI of the Civil Rights Act of 1964.

Student reengagement after long-term suspension or expulsion. ([WAC 392-400-710](#))

- (1) **Reengagement meeting.** When the district administers a long-term suspension or expulsion, the district must convene a reengagement meeting with the student and parent(s) to discuss a plan to reengage the student. Before convening a reengagement meeting, the district will communicate with the student and parents to schedule the meeting time and location. The reengagement meeting will occur:
- (a) Within twenty (20) calendar days of the start of the student's long-term suspension or expulsion, but no later than five (5) calendar days before the student returns to school; or
 - (b) As soon as reasonably possible, if the student or parent(s) request a prompt reengagement meeting.
- (2) **Reengagement plan.** The district will collaborate with the student and parents to develop a culturally sensitive and culturally responsive reengagement plan tailored to the student's individual circumstances to support the student in successfully returning to school. In developing a reengagement plan, the school district must consider:
- (a) The nature and circumstances of the incident that led to the student's suspension or expulsion;
 - (b) As appropriate, students' cultural histories and contexts, family cultural norms and values, community resources, and community and parent outreach;
 - (c) Shortening the length of time that the student is suspended or expelled;
 - (d) Providing academic and nonacademic supports that aid in the student's academic success and keep the student engaged and on track to graduate; and
 - (e) Supporting the student, parents, or school personnel in taking action to remedy the circumstances that resulted in the suspension or expulsion and preventing similar circumstances from recurring.
- (3) **Documentation.** The school district must document the reengagement plan and provide a copy of the plan to the student and parents.
- (4) **Language assistance.** The school district must ensure that the

reengagement meeting and plan are in a language and form the student and parent(s) understand, which may require language assistance for students and parents with limited English proficiency under Title VI of the Civil Rights Act of 1964.

- (5) **Student and parent rights.** Reengagement meetings do not replace an appeal hearing under [WAC 392-400-465](#) or a petition for readmission.

Fundamental rights. ([WAC 392-400-805](#))

When administering discipline under this chapter, the school district must not:

- 1) Unlawfully discriminate against a student on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal;
- 2) Deprive a student of the student's constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have the student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right;
- 3) Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable searches and seizures;
- 4) Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
- 5) Deprive a student of the student's right to an equal educational opportunity, in whole or in part, by a school district without due process of law.

Exceptions for the purpose of protecting victims. ([WAC 392-400-810](#))

In accordance with RCW 28A.600.460, the district may preclude a student from returning to the student's regular educational setting following the end date of a suspension or expulsion for the purpose of protecting victims of certain offenses, as follows:

- (1) **Teacher victim.** A student committing an offense under [RCW 28A.600.460\(2\)](#), when the activity is directed toward the 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;
- (2) **Student victim.** A student who commits an offense under [RCW 28A.600.460\(3\)](#), when directed toward another student, may be removed from the classroom of the victim for the duration of the student's attendance at that school or any other school where the victim is enrolled.

Behavior agreements. ([WAC 392-400-815](#))

- (1) **General.** A school district may enter into behavior agreements with students and parent(s) in response to behavioral violations, including agreements to reduce the length of a suspension conditioned on the participation in treatment services, agreements in lieu of suspension or expulsion, or agreements holding a suspension or expulsion in abeyance.
- (2) **Policies and procedures.** If the district enters into behavior agreements under this section, it must adopt written policies and procedures authorizing the agreements.
- (3) **Reengagement meetings and educational services.** The district will ensure that a behavior agreement does not waive a

student's opportunity to participate in a reengagement meeting under WAC 392-400-710, or receive educational services as provided under WAC 392-400-610.

(4) **Duration.** The duration of behavior agreements must not exceed the length of an academic term.

(5) **Subsequent behavioral violations.** Nothing in this section precludes the district from administering discipline for behavioral violations that occur after the district enters into an agreement with the student and parents.

(6) **Language assistance.** The school district must ensure any behavior agreement under this section is provided in a language the student and parents understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

Firearm exceptions. (WAC 392-400-820)

As provided under [RCW 28A.600.420](#):

(1) The district must expel a student for no less than one year if the district has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. The school district superintendent may modify the expulsion on a case-by-case basis.

(2) The district may suspend or expel a student for up to one year if the student acts with malice, as defined under RCW 9A.04.110, and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools.

(3) This section does not apply to:

- (a) Any student while engaged in military education authorized by the school district in which rifles are used;
- (b) Any student while involved in a convention, showing, demonstration, lecture, or firearms safety course authorized by the school district in which the rifles of collectors or instructors are handled or displayed; or
- (c) Any student while participating in a rifle competition authorized by the school district.

Corporal punishment, restraint, and isolation.

[\(WAC 392-400-825\)](#)

(1) **Corporal punishment.** The district will not administer corporal punishment, including any act that willfully inflicts or willfully causes the infliction of physical pain on a student.

Corporal punishment does not include:

- (a) The use of reasonable physical force by a school administrator, teacher, school personnel or volunteer as necessary to maintain order or to prevent a student from harming themselves, other students, school personnel, or property;
- (b) Physical pain or discomfort resulting from or caused by training for or participation in athletic competition or recreational activity voluntarily engaged in by a student; or
- (c) Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects.

(2) **Restraint and isolation.** The district may not use isolation, restraint, or a restraint device on any student, except as provided for in [RCW 28A.155.210](#), [28A.600.485](#), [WAC 392-172A-02105](#), and [392-172A-02110](#).

School meals. (WAC 392-400-830)

The district may not administer any discipline in a manner that would result in the denial or delay of a nutritionally adequate meal to the student.

III. STUDENT CONDUCT EXPECTATIONS AND RULES

A. GENERAL EXPECTATIONS FOR STUDENT CONDUCT

1. The district's student conduct rules and discipline procedures are designed to ensure an optimum teaching and learning atmosphere in the classroom. An optimum learning atmosphere is a climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with that climate is kept at an absolute minimum, as determined by the building-wide expectations.
2. Students must comply with school rules.
3. Students must pursue their course of study and make reasonable progress.
4. Students must respect the authority of teachers and the school's authority to administer disciplinary action.
5. Teachers must hold students strictly accountable for disorderly or antisocial conduct while under the teacher's supervision and make recommendations for interventions.
6. Students or other persons who willfully create a disturbance on school premises during school hours or at school activities or meetings may be charged with a crime by law enforcement authorities.
7. Students who damage property at school or while under school jurisdiction may be disciplined. The student and/or parent/guardian shall be liable for damages and may be charged with a crime by law enforcement authorities.
8. It is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school-sponsored events, or when such actions create a substantial disruption to the educational process. Students who are determined to have engaged in harassment, intimidation, or bullying shall be disciplined accordingly.
9. Law enforcement authorities may charge students or others with a crime if they interfere by force or violence with any staff member or student who is in the peaceful discharge of his or her duties or studies, or who intimidate or use threat of violence against any staff member or student in the peaceful discharge of his or her duties or studies.

B. STUDENT CONDUCT RULES

Under District Policy 3241, the following conduct rules apply to students while they are in school, on school grounds or district property, at school-sponsored events, in district vehicles or in other circumstances that have a real and substantial relationship to the lawful maintenance and operation of the district. Any student who violates the conduct rules listed below is, depending upon the individual circumstances involved, subject to discipline, including suspension or expulsion. Students are also subject to emergency expulsion for violations of these rules or in any other situation when the student's presence poses an immediate and continuing danger to, other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.

Students are expected to:

1. Conform to rules of conduct specified by the district;

2. Respect the rights, person, and property of others;
3. Maintain appropriate behavior to facilitate a positive climate for learning; and
4. Respond accordingly to staff during disciplinary procedures.

Unless otherwise specified, violations of these rules are cumulative throughout the student's elementary (grades K-6) or secondary (grades 7-12) school years regardless of which school within the district or schools in other districts the student has attended.

The district reserves the right to notify law enforcement officials of student conduct of any type that may be criminal in nature. School discipline actions may proceed at the same time as criminal proceedings for the same conduct. The outcome of criminal proceedings does not preclude the district from imposing or enforcing its own disciplinary sanctions.

ACADEMIC DISHONESTY/CHEATING and PLAGIARISM

Academic Dishonesty – knowingly submitting the work of others represented as a student's own, assisting another student in doing so, or using unauthorized sources.

Plagiarism - taking language, ideas, or thoughts of another person or source and representing them as a student's own work.

Cheating - using unfair means to gain an advantage in coursework or other school activities, including unauthorized use of electronic sources and devices.

Students who plagiarize materials or cheat, in whole or in part, in papers, projects, or assessments, provide work to be plagiarized, or are involved in any other form of academic dishonesty, may be subject to disciplinary action and will be required to re-do the assignment or assessment or an alternative assignment or assessment.

AGGRESSIVE OR DANGEROUS BEHAVIORS

Behavior that causes or threatens harm to others is prohibited. These offenses are cumulative and progressive discipline will be administered. Upon entering grade 7, previous elementary offenses are not considered for progressive discipline. Legal authorities may be notified if a student is determined to have engaged in aggressive and/or dangerous behaviors.

Aggressive, Reckless, or Dangerous Behaviors: Behavior, including intentional horseplay and any unintended consequences, that demonstrate a disregard for risk of harm to others or property is prohibited.

Assault: Actual or attempted hitting, striking, or other wrongful physical contact inflicted on another, including directly or indirectly with an object is prohibited. For verbal threats, see subsection below on Harassment, Intimidation, and Bullying.

An assault may be committed without actually striking or injuring another person if a threat or action reasonably places the other person in fear of harm.

An assault is considered more serious misconduct than fighting and normally warrants more serious consequences for a first offense.

Fighting: Fighting is prohibited and includes instigating, promoting (including promotion by presence as a spectator and/or electronic posting or sharing), and escalating a fight, as well as

failing to disperse at the scene of a fight.

With regards to reasonable self-defense, it is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

- A student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- The student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

ALCOHOL, DRUGS, AND OTHER PROHIBITED SUBSTANCES

Possessing, consuming, using, storing, selling, and/or distributing drugs (including marijuana/cannabis), alcohol, and other similar substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

- This section applies to any controlled substance, medication (prescription or over-the-counter), stimulant, depressant, or mood-altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law.
- This section applies to marijuana or substances containing marijuana.
- This section applies to legally prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district provided transportation.
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar substances, including students who appear to be under the influence of such substances.
- This section applies equally to the possession or use of paraphernalia or other items generally used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

Students, who in the professional judgment of an administrator, show signs of being under the influence of alcohol or drugs, may be asked to participate in horizontal gaze nystagmus tests ("rapid eye") or a chemical screening of saliva or breath exam ("alco sticks" or breath test). Students who possess items or products suspected of containing tetrahydrocannabinol (THC) compounds may also be subject to testing. Students who refuse to participate in such testing may be emergency expelled.

Out of concern for student health, prescription pills, or other medications including over-the-counter medications are prohibited at school unless under the direction of the school nurse.

This includes eye drops, cough drops, cough syrups, Tylenol, etc. All substances given to the school nurse for dispensing must be easily identifiable and contained in the intended and original packaging. For more information see district policy 3416 (Medication at School).

The use and/or possession of alcoholic beverages or dangerous drugs by minors is prohibited by law. Law enforcement authorities may be notified of violations, which may result in criminal or other legal proceedings. Students should be aware that under the State of Washington's Minor in Possession Law, if a minor is convicted of the use and/or possession of alcoholic beverages or dangerous drugs, their driver's license may be suspended. (RCW 66.44.270). Students who are administered a suspension under the sections above may have the suspension period reduced if they agree to waive any appeal rights and provide evidence of having successfully completed, or of having scheduled at the earliest possible date, a drug and alcohol use assessment (at parent/guardian and/or student expense) by a state-certified drug and alcohol agency which meets the Puyallup School District's criteria for assessment. Any reduction of the suspension will be contingent upon the student following all treatment recommendations based on the assessment. Full cooperation with the assessment and recommendations is mandatory.

ASSEMBLY MISCONDUCT

School assemblies are an important feature of a student's education. Students are to give their undivided attention to the Master of Ceremonies or any speaker or performer throughout an assembly. Whistling and/or loud, boisterous behaviors may not be appropriate and may result in disciplinary action. Students are expected to show appreciation by their attention and applause.

ATTENDANCE

It is important that students and parents/guardians understand district policies and procedures regarding attendance, as well as Washington State Law, to ensure students are successful in school. State law (RCW 28A.225) requires children from ages 8 to 17 to attend a public school in which they reside, private school, an extension program, or a *district-approved home-based program or education center.*, *Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youths* who are 16 or older may be excused from attending public school if they meet certain requirements under [RCW 28A.225.010](#).

All students are expected to be in regular attendance. A student is absent when they are:

- (a) Not physically present on school grounds; and
- (b) Not participating in the following activities at an approved location:
 - (i) instruction;
 - (ii) any instruction-related activity; or
 - (iii) any other district or school-approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.

A full day absence is when a student is absent for fifty percent or more of their scheduled day.

Absenteeism may adversely affect the student's academic performance (report card, student assessments, etc.), regardless of whether the absences are excused or not pursuant to District

Policy 3122 and 3122R. A pattern of absenteeism is cause for progressive interventions.

EXCUSED ABSENCES:

Pursuant to [WAC 392-401-020](#), absences due to the following reasons will be excused:

1. The following are valid excuses for absences and tardiness
 - (a) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
 - (b) Family emergency including, but not limited to, a death or illness in the family;
 - (c) Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 - (d) Court, judicial proceeding, court-ordered activity, or jury service;
 - (e) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
 - (f) State-recognized search and rescue activities consistent with [RCW 28A.225.055](#);
 - (g) Absence directly related to the student's homeless or foster care/dependency status;
 - (h) Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with [RCW 28A.705.010](#);
 - (i) Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter [392-400](#) WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in [WAC 392-121-107](#);
 - (j) Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
 - (k) Absences due to a student's migrant status; and
 - (l) An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.
 - (m) Absences related to the student's illness, health condition, or medical appointments due to COVID-19;
 - (n) Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19;
 - (o) Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program;
 - (p) Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
 - (q) Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and
 - (r) Other COVID-19 related circumstances as determined between school and parent or emancipated youth.
2. A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

- (a) If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; where reasonable, if a student misses a participation-type class, they can request an alternative assignment that aligns with the learning goals of the activity missed.
- (b) An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.
 - (i) Except as provided in subsection (2) of this section, in the event that a child in elementary school is required to attend school under [RCW 28A.225.010](#) or [28A.225.015](#)(1) and has five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year, the school district shall schedule a conference or conferences with the parent and child at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the supports and resources that may be made available to the family so that the child is able to regularly attend school. To satisfy the requirements of this section, the conference must include at least one school district employee such as a nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a child who has an individualized education program or a plan developed under section 504 of the rehabilitation act of 1973, in which case the reconvening of the team that created the program or plan is required.
 - (ii) This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan put in place so that the child does not fall behind.

Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

Participation in school-approved activity or instructional program. To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.

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

Upon returning to school following an absence, students must excuse their absence with either a note or phone call by a parent/guardian stating the date and reason for the absence. Failure to excuse an absence will result in a documented unexcused absence. These excuses become a part of the student's attendance record. School officials may request additional verification for an absence whenever they have reasonable grounds to believe the reasons stated in an excuse are not legitimate or a pattern of chronic absenteeism exists. A doctor's note or other official documentation may be required. Failure to provide such documentation may result in an unexcused absence.

A student must arrange for all make-up work following an absence.

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent(s)/guardian(s) or, in certain cases, students, to document a student's excused absences.

PLANNED ABSENCE:

Students who are aware that they will be absent from school due to non-school related activities, or a parent/guardian request, should complete a *Planned Absence Form* which is available in the Attendance Office. If the absence is longer than three (3) days, the school office will assist in obtaining assignments. If this service is necessary, a request should be made to the office. Please allow at least 24 hours for teachers to prepare materials.

Any student excused for a personal planned absence must make up all work missed as determined by his/her teacher.

REMOTE LEARNING UNEXCUSED ABSENCES:

Unexcused absences from remote learning.

Absences from remote learning must be marked as a "non-truancy remote learning absence" for the 2020-21 school year, any absence from remote learning is unexcused unless it meets one of the criteria in [WAC 392-401A-020](#).

UNEXCUSED ABSENCES:

Pursuant to [WAC 392-401-030](#), any absence from school is unexcused unless it meets one of the criteria provided in the section above (see [WAC 392-401-020](#)).

An "unexcused absence" means that a student has failed to attend the majority of hours or periods in an average school day, has failed to comply with a more restrictive school district policy on absences, or has failed to comply with alternative learning experience program attendance requirements.

Absences are considered unexcused if no parent/guardian or caregiver phone call or written note is received by the office within a reasonable time and/or the reason given does not meet the condition of an excused absence. Unexcused absences may result in school based interventions. The district will not suspend or expel a student from school for absences or tardiness.

Arriving to school on time is a student/parent(s)/guardian

responsibility. Every effort must be made to get students to school who missed their transportation (e.g., school bus). Missed transportation, missed ride, traffic conditions, weather conditions, or car problems may not always be a valid excuse for an absence or tardy.

ATTENDANCE & TRUANCY ACTION REQUIREMENTS:

Washington State law requires the district and the juvenile court to take specific actions when youth are truant.

Elementary:

After 1 unexcused absence within any 30-day period, the district must inform the student's parent(s)/guardian by a notice in writing or by telephone, in the language the parent is fluent in.

After 3 unexcused absences within any 30-day period, the district must schedule a conference with parent(s)/guardian and student for the purpose of identifying barriers to the student's regular attendance, and the supports and resources that may be made available to the family, and the steps to be taken so that the student is able to eliminate or reduce his/her absenteeism.

After 5 *excused* absences within any 30-day period or 10 excused cumulative absences in a school year, the district must schedule a conference with the parent of an elementary student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family.

If the student has an IEP or 504 Plan, the IEP or 504 team must convene. A conference or IEP/504 team meeting is not required if prior notice has been given or a doctor's note has been provided and an academic plan has been put in place.

Between 2 and 5 unexcused cumulative absences in a school year, the district must take data-informed steps to eliminate or reduce student's absences. If the student has an IEP or a 504 Plan, an IEP or 504 team meeting must be convened to consider the reasons for the absences and adjust the IEP or 504 plan as necessary.

When a student reaches seven (7) unexcused absences in a 30-day period, the district will enter into an agreement with the student and parent establishing attendance requirements, or refer student to a community engagement board, or file and a truancy petition under subsection (1) of RCW 28A.225.030.

At seven (7) unexcused absences in a 30-day period, or fifteen (15) unexcused cumulative absences in a school year, the district must do the following:

- File a truancy petition with the Office of Juvenile Court; and
- Refer parent and student to a community engagement board or other coordinated means of intervention.

Within twenty (20) days of the referral, the community engagement board must meet with the student, a parent, and a district representative and enter into an agreement.

Secondary:

After 1 unexcused absence within any 30-day period, the district must inform the student's parent(s)/guardian by a notice in writing or by telephone, in the language the parent is fluent in.

After 3 unexcused absences within any 30-day period, the

district must schedule a conference with parent(s)/guardian and student for the purpose of identifying barriers to the student's regular attendance, and the supports and resources that may be made available to the family, and the steps to be taken so that the student is able to eliminate or reduce his/her absenteeism.

Between 2 and 5 unexcused absences in a school year, the district must do the following:

- Apply the Washington Assessment of Risks and Needs of Students (WARNS) or other assessment;
- Take data-informed steps to eliminate or reduce student's absences, consistent with the WARNS or other assessment results; and
- If the student has an IEP or 504 Plan, convene an IEP or 504 team meeting to consider the reasons for the absences and adjust the IEP or 504 plan as necessary
- Not later than 5 unexcused absences in a 30-day period, the district will enter into an agreement with the student and parent establishing attendance requirements, or refer the student to a community engagement board, or file a truancy petition under subsection (1) of RCW 28A.225.030.
- At seven (7) unexcused absences in a 30-day period, or fifteen (15) unexcused cumulative absences in a school year, the district must do the following:
 - File a truancy petition with the Office of Juvenile Court; and
 - Refer parent and child to a community engagement board or other coordinated means of intervention.

Within twenty days of the referral, the community engagement board must meet with the student, a parent, and a district representative and enter into an agreement.

TARDIES:

Students are considered tardy when they are not in their classrooms when the bell rings for the beginning of the school session/class period.

Tardies are considered unexcused if they do not meet one of the criteria in WAC 392-401-020, also listed above in the "Excused Absences" subsection.

Circumstances such as over-sleeping, missing the bus, traffic conditions, weather conditions, or car problems may not be considered excused tardiness.

Secondary: Any student who arrives up to ten minutes late to a class without a legitimate reason, as determined by the principal/designee, is considered tardy for that period.

Elementary: Any student who arrives up to 20% of the day late, is considered tardy. Students who demonstrate a pattern of tardies may be subject to school-based interventions and/or progressive discipline.

The district will not convert or combine tardies into absences that contribute to a truancy petition.

EARLY DISMISSAL AND RE-ADMITTANCE:

Students will be excused for early dismissal for reasons such as, student illness, medical/dental appointments, bereavement, religious observance, family emergency, a student's pregnancy/parenting needs, court appearances, or if the student has received approval by the school for a personal planned absence. Verification of appointments may be required if the student has a pattern of absenteeism. Whenever possible, students are expected to be in school before or after medical/dental appointments.

The parent(s)/guardian is asked to make written requests for early dismissal of students. Parents of *elementary and junior high* students are expected to make arrangements through the school office and to physically sign out or sign in their child(ren). *Secondary* students are to come to the Attendance Office to check out and an early dismissal slip will be issued. Upon re-entering school on the same day as an early dismissal, the student must report to the office to sign in.

EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS:

Any student participating in an extra-curricular activity/contest will be expected to attend and participate in all classes on the day of the scheduled activity/contest. In cases of weekday scheduled activities, attendance in all classes the following day will also be expected. In cases of weekend scheduled activities, attendance in all classes the previous Friday will be expected. Failure to comply with these attendance regulations may result in a student being declared ineligible to participate in the next scheduled activity.

Secondary:

On any school day a student must be in attendance at least one-half (1/2) of the school day to be eligible to participate in a practice. Exceptions to these rules may be made by the building principal/designee.

Students will be expected to make up all class work missed as determined by his/her teacher.

BICYCLES and OTHER TRANSPORTS

Students attending kindergarten through third grade (K-3) in the Puyallup School District are not permitted to ride bicycles, scooters, etc. to school. Students in grades four through twelve (4-12) are permitted to ride bicycles, scooters, etc. to and from school with the following requirements:

Elementary students must obtain a release of liability permission form, renewed annually and kept on file in the school office. This form may be picked up in the office.

- County law requires all students to wear approved head protection bicycle helmets. They must be buckled appropriately.
- All students must provide their own security chain, cable, lock, etc. Bicycles, scooters, etc. should be chained to parking racks.
- Bicycles, scooters, etc. are not to be ridden on the school grounds or on the sidewalks in the school block. Students must walk their bicycles, scooters, etc. in these areas to the parking racks.
- The school assumes no responsibility for loss or damage of bicycles, scooters, etc.

Students who fail to follow safety guidelines or the school's rules

regarding bicycles may be subject to progressive discipline. Each school has the discretion to restrict students from riding bicycles, scooters, etc. to school due to safety concerns.

BUS/TRANSPORTATION REGULATIONS

Buses and vans owned/leased and operated by the district are considered district property and as such are an extension of the school or classroom. All rules and regulations which apply to school campuses and classrooms also apply to conduct on a school bus or van and at bus stops. Inappropriate behavior and actions on district transportation may result in the loss of riding privileges and other disciplinary measures.

The school bus driver has the authority and responsibility to address misconduct on the bus and at bus stops in accordance with District Policy 6605 and Regulation 6605R. Any questions related to bus misconduct should be directed to the Director of Transportation at (253) 841-8775 or the school administrator.

A complete list of the Bus Behavior Rules is available on the district's website under Transportation Services.

CLOSED CAMPUS:

All Puyallup School District campuses are closed campuses. Students must obtain written permission from the office to leave their campus at any time after arriving on school grounds. No student may leave campus during the day without parent/guardian permission and office approval. Students who fail to check out through the office will be considered unexcused and subject to progressive discipline.

After school, students are expected to leave school grounds upon dismissal, unless attending a school activity, and are expected to go home promptly unless a student's parent/guardian has given permission otherwise.

CRIMINAL ACTS

Students who are arrested, charged with or convicted of a crime that has a real and substantial relationship to the lawful operation and maintenance of the district may be expelled.

DISRUPTIVE CONDUCT/DISRUPTION OF THE EDUCATIONAL PROCESS

Conduct that materially and substantially interferes with the educational process is prohibited.

Conduct of any type that materially and substantially interferes with or threatens to interfere with the educational process is prohibited. Multiple offenses of a less serious nature by themselves often have a greater impact on the educational process than a single major offense.

Disruptive conduct will result in disciplinary action up to and including suspension or expulsion.

Students who willfully create a disturbance on school premises during school hours or at school activities shall be guilty of a misdemeanor RCW 28A.635.030.

DRESS AND APPEARANCE

In accordance with District Policy 3224, student dress and appearance may be regulated when, in the judgement of school administrators, there is a reasonable expectation that:

- a) A health or safety hazard shall be presented by the student's dress or appearance including possible membership in a gang or hate group;
- b) Damage to school property shall result from the student's dress; or
- c) A material and substantial disruption of the educational process as defined by Policy 3220 will result from the student's dress or appearance.

The uniforms of nationally recognized youth organizations and clothing worn in observance of students' religion and clothing or items worn due to medical reasons are not subject to this policy.

Specific standards include:

1. No clothing with words, depictions or themes related to alcohol, tobacco, drug use, violence, weapons or gang affiliations including bandanas or colors that create real or foreseeable disruption of the educational process;
2. No sexually oriented text, themes, or depictions;
3. Clothing and/or accessory styles that create conflict or an atmosphere of intimidation are prohibited. Some examples include: flags worn as capes, jewelry with concealed weapons, and/or ammunition.
4. Clothing styles that are excessively revealing, creating a material and substantial disruption to the educational process.
5. All students must wear shoes.
Shoes at Elementary: For safety reasons flip-flops, slippers and shoes with wheels "wheelies" are not allowed.; Sandals providing adequate support may be worn;
6. Sunglasses may not be worn inside unless for medical reasons;
7. Hats at Elementary: No hats may be worn in the building during school hours, except as authorized by building administration. Hats must be stored in backpacks or cubbies once a student arrives on campus;
Hats at Secondary: Parameters to be set by building administration, in accordance with Policy 3224.
8. No hoods pulled up over head allowed inside.
9. Face paint, masks, or other face coverings are prohibited.

Individual teachers and staff, in consultation with the school administrator, may restrict appearance and attire, including footwear, with special consideration for safety and health issues.

The administration has the authority to make changes or provide more specific examples of prohibited apparel at any time based on safety, health, or disruption issues.

Students not complying with dress standards may be given school-issued clothing or may be sent home to correct the situation.

DRIVING TO SCHOOL

Junior high school students are not permitted to drive cars or other motorized vehicles on or adjacent to school property at any time.

Parking in student lots is a privilege and requires each vehicle to be registered with the school and to appropriately display the approved parking decal. Students may be fined for parking violations and parking privileges may be revoked for repeated parking violations. Unregistered vehicles, vehicles inappropriately or illegally parked, or vehicles creating a safety hazard will receive a parking violation notice and may be subject to impounding/towing at owner's expense.

EARLY DISMISSAL AND RE-ADMITTANCE:

Students will be excused for early dismissal for reasons such as, student illness, medical/dental appointments, bereavement, religious observance, family emergency, a student's pregnancy/parenting needs, court appearances, or if the student has received approval by the school for a personal planned absence. Verification of appointments may be required if the student has a pattern of absenteeism. Whenever possible, students are expected to be in school before or after medical/dental appointments.

The parent(s)/guardian is asked to make written requests for early dismissal of students. Parents of *elementary and junior high* students are expected to make arrangements through the school office and to physically sign out or sign in their child(ren). *Secondary* students are to come to the Attendance Office to check out and an early dismissal slip will be issued. Upon re-entering school on the same day as an early dismissal, the student must report to the office to sign in.

EXPLOSIVE DEVICES

Possessing, trafficking in, or detonating any explosive device or incendiary components such as explosive materials, bullets, blasting caps, fireworks, gasoline, other flammable liquids, ammunition, or any combination of these items generally referred to as a bomb or look-alike explosive device, which by themselves or in conjunction with other items can result in an explosion or fire on school property or at school sponsored activities is prohibited.

FAILURE TO COOPERATE/DEFIANCE OF SCHOOL AUTHORITY

Repeatedly failing to comply with or follow reasonable, lawful directions or requests of teachers or staff (including but not limited to non-compliance, defiance, disrespect) is prohibited.

Students are required to comply with the reasonable requests of all staff members and to identify themselves to all staff members of the district. Failure to do so will be construed as failure to cooperate and a threat to school security. Lying to a school official during the course of an investigation or withholding of information is also considered failure to cooperate.

FALSE ALARMS

Triggering a fire alarm or reporting a fire or other emergency without reasonable grounds for such action is prohibited.

See also bomb threats under Harassment, Intimidation and Bullying.

FALSE ALLEGATIONS/MISINFORMATION

Knowingly reporting to school officials, or causing the reporting of, false facts regarding misconduct or other information likely to cause an official response, or corroboration of such information is prohibited (See also Failure to Cooperate.)

Lying to a school official or omitting relevant information during the course of an investigation is misinformation.

FIRE/ARSON

Setting or attempting to set a fire on school premises or while under the authority of the district is prohibited.

FIREARMS AND DANGEROUS WEAPONS ON SCHOOL PREMISES

State law and district policy prohibit any person to carry the following onto school premises, school-provided transportation, or other facilities being used for school activities:

1. Any firearm;
2. Any of the following dangerous instruments or weapons: slung shot; sand club; metal knuckles; spring blade knife; dagger; dirk; or other dangerous weapon;
3. Any device commonly known as "Nunchuku sticks" consisting of two or more lengths of wood, metal, plastic, or similar substance attached to wire, rope, or other means;
4. Any device commonly known as "throwing stars" which are multi-pointed objects designed to embed upon impact from any aspect;
5. Any air or spring-activated gun including any pistol or rifle designed to propel a BB, pellet, paintball, or other projectile by the discharge of compressed air, carbon dioxide or other gas;
6. Any disabling or incapacitating items such as electronic stunning/shocking devices.

If any person has information of a firearm on school property and wishes to remain anonymous, call the Gun Hotline number (800)862-GUNS (4867) or Safe Schools Alert (855) 782-0798.

Any student who is determined to have carried a firearm onto or to have possessed a firearm on school premises, public school-provided transportation, or areas of facilities while being used by public schools, shall be expelled from school for no less than one (1) year under RCW 28A.600.420. The district Superintendent or designee may modify the expulsion of a student on a case-by-case basis.

Students who act with malice as defined under RCW 9A.04.110 and display an instrument that appears to be a firearm on school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, may be subject to suspension or expulsion.

Other Types of Weapons:

In cases involving other weapons, students will be subject to disciplinary action up to and including expulsion for weapons brought to school that are not specifically addressed in the RCW, including, but not limited to, any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor, or other disabling agents, any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade, pocket knives, box cutters, razor blades, or hand-made items and jewelry with a concealed weapon.

FOOD AND BEVERAGES

Food and beverages will be consumed in designated areas. The school reserves the right to prohibit certain beverages.

Elementary only: Chewing gum is not allowed at school. Chewing gum causes undue hardship for the maintenance staff and is unsanitary when gum is disposed of improperly.

FORGERY

Falsely representing one's identity or forging a parent/guardian, staff member, or another student's signature on any letter to the school, in a phone conversation, or on any school document or in any other way is prohibited.

Self-signed student notes will not be accepted in lieu of parent/guardian or staff signature.

FREEDOM OF EXPRESSION THAT CAUSES DISRUPTION

Distribution, including electronic distribution, of written material, oral expression or any other expressive activity (including symbols, clothing, hairstyles, personal effects, and/or vehicles) under circumstances where a substantial disruption of the educational process is likely to result or does result is prohibited.

Substantial disruption from freedom of expression activities includes:

Inability to conduct classes or school activities, or inability to move students to/from class or other activities;

1. Breakdown of student order, including riots or destruction of property;
2. Widespread shouting or boisterous conduct;
3. Substantial student participation in a school boycott, sit-in, stand-in, walk-out or similar activities;
4. Physical violence, fighting or harassment of any kind among students;
5. Harassment, Intimidation, Bullying (HIB) or other verbal conduct (including swearing, disrespectful or insulting speech) creating a hostile educational environment for students, staff or volunteers;
6. Defamation or untrue statements;
7. Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, insults or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response; or
8. Speech likely to result in or encourage disobedience of school rules or health and safety standards such as apparel, advertising alcohol, drugs, tobacco, etc.

Such disruptive speech shall be subject to regulation not only under the standards set forth above, but also for any other legitimate educational reasons as determined by the district.

Although the district has the authority to discipline or restrict student speech activities that cause a disruption of the educational process, it recognizes that the expression of student opinion and other non-disruptive expressive activities is not only a legal right, but also an important part of education in a democratic society. Students' verbal and written expression of their own private opinion on school premises is encouraged so long as it does not substantially disrupt the educational process or interfere with the rights of others in the unique circumstances of the educational environment. However, speech activity by students is solely their own expression of views and the district does not intend to promote, endorse, or sponsor any expressive activity that may occur.

Official student publications, such as a newspaper or yearbook, and student expression that occurs under circumstances where it is sponsored or endorsed by the school, such as speech at student

assemblies or dramatic productions, are not private speech of students. Rather, they are public communicative activities of the district, which the district retains control over to the extent permitted by the First Amendment and Chapter 392-400 WAC. For more information, see the Freedom of Expression Policy 3220.

GAMBLING

Gambling on school grounds is prohibited.

GANG ACTIVITIES

RCW 28A.600.455

A gang is defined under state law as a group which:

- (a) consists of three or more persons;
- (b) has identifiable leadership; and
- (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.

Student behavior, dress, signing, or symbolism intended to represent affiliation with a gang will not be tolerated on district premises or at district-sponsored events. School officials, after consultation with law enforcement authorities, shall provide notice to students or prohibited behaviors, dress or other conduct indicating gang affiliation.

HALL PASSES

Students are not permitted out of class during class periods unless they are accompanied by a teacher or have a pass from an authorized staff member. Students who abuse this privilege may be denied passes.

HARASSMENT, INTIMIDATION OR BULLYING (HIB)

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and community members that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression, gender 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; or
- Has the effect of substantially disrupting the orderly operation of the school.

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

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.

Retaliation/False Allegations:

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

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.

Harassment, intimidation, and bullying are separate but related behaviors:

"**Harassment**" refers to any malicious act, which causes harm to any person's wellbeing. It can be discriminatory harassment, malicious harassment, or sexual harassment.

"**Intimidation**" refers to implied or overt threats of physical violence.

"**Threats**" refers to any conduct communicating to another an intent to cause them harm (including bomb threats), including physical conduct, verbal expression, gestures or visual images and electronically-transmitted information.

"**Bullying**" refers to unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm on the targeted youth, including physical or educational harm. Bullying can also occur through technology and is called electronic bullying or cyberbullying.

Harassment, intimidation or bullying that is criminal will be reported to law enforcement. Students can be held personally and criminally liable for harassing behavior under state and federal law.

HIB reporting forms can be found in the main office of each building and on the district website at the following web address:

<https://www.puyallup.k12.wa.us/ComplianceServices>

These reports can be filed anonymously.

The district's HIB procedure is also on the district's website and includes other specific options for assistance in resolving HIB matters.

The district's HIB Compliance Officer can be contacted by telephone at (253) 435-6295, or by mail at Puyallup School District 302 2nd St SE, Puyallup, WA 98372.

For additional information on reporting see last page of this handbook.

INSULTS OR VERBAL/NON-VERBAL ABUSE

Students are required to show respect for school authorities. Any form of verbal or non-verbal abuse of staff or students is prohibited. (See also section above on Harassment, Intimidation or Bullying).

LITTERING

Students may eat lunch in the cafeteria and other designated areas outdoors provided they do not disrupt classes in session and areas remain litter-free. No eating is allowed in hallways and stairways, and students are expected to pick up litter following lunch and leave their lunch areas clean. Garbage cans should be used to dispose of litter.

Students who litter may be subject to progressive discipline.

LOITERING

Remaining in or about a school campus or grounds after having been told to leave by an authorized official of the school or district; not having any legitimate reason for being there or written permission from an authorized official is prohibited.

Loitering is not allowed in any hallway or on campus during the day or before or after school hours. After school, a student is expected to go home promptly after the last class unless attending a school activity. Students must be participating in an after-school activity in order to ride the activity bus home.

Students are prohibited from coming onto any school campus other than their own prior to dismissal without official business. Students picking up siblings must check in with the main office if arriving prior to dismissal time.

MATCHES, ETC.

Using or possessing matches, lighters or other fire-producing devices is prohibited.

Fire-producing items or devices will be confiscated.

MISCONDUCT

Students are expected to behave in a manner that is conducive to a learning environment. Behavior detrimental to maintaining a positive learning environment is prohibited.

Misconduct while under school jurisdiction, including off-campus or after-school hours or involving school property, may be subject to progressive discipline. Participation in school activities such as assemblies, field trips, dances, including Senior Prom and Ninth Grade Dance, and Commencement (high school only), may be denied as a consequence of misconduct.

PERSONAL PROTECTION SPRAY DEVICES (PPSDs)

Students under the age of 14 are not allowed to carry PPSDs on campus.

State law requires that students 14-17 years of age have parent/guardian permission to carry a PPSD. Any student within this age range must also register the PPSD with school officials. Registration forms are available in the main office.

1. Possession without permission:

First offense will result in confiscation and a warning letter.
Future offenses may result in discipline, including suspension of up to the length of an academic term.

2. Unlawful or negligent discharge:

- a. Vandalism or mischievousness without harm to others or a substantial disruption to the educational process.
- b. Threatening to use or using, other than when danger is imminent and there is no other recourse.

Students who unlawfully or negligently discharge or threaten to discharge a PPSD will be subject to disciplinary action up to and including suspension or expulsion. Law enforcement may be contacted.

PROFANITY

Swearing, profanity, vulgarity, inappropriate gestures, obscenities or other lewd speech or behavior is prohibited.

PUBLIC DISPLAY OF AFFECTION

Students are expected to exercise self-control and respect for the reputation of self and of others. Kissing and inappropriate displays of affection are not allowed.

SEARCH AND SEIZURE

Students must comply with a reasonable search by school authorities. If a student refuses to consent to a search, school authorities may detain the student pending the notification and approval by the student's parent/guardian to search and/or the arrival of law officials as appropriate. Students who refuse to comply when there is reasonable suspicion to search may be emergency expelled pending resolution.

School authorities may seize any contraband substance or object, the possession of which is illegal, or any material or object that violates a school rule, including misuse of cell phones and electronic devices, or which poses a hazard to the safety and good order of the school.

Illegal confiscated items will be given to the police. Personal confiscated items will be tagged with the student name and a parent/guardian may pick them up. Items left unclaimed at the end of the school year shall be sent to the Director of Risk & Compliance.

1. Authority to Conduct a Search (RCW 28A.600.210 and Board Policy 3230):

State law and board policy allow school authorities to search students, their lockers/cubbies, their motor vehicles, and personal property if reasonable grounds exist to suspect that evidence of a violation of school rules or the law will be uncovered.

2. General Inspections:

School authorities may make general inspections of lockers/cubbies or desks for various administrative purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks such as clothing, bags, or purses, unless reasonable particularized suspicion exists.

3. Locker/Desk/Cubbies/Storage Area Inspections:

All lockers/cubbies and other storage areas provided for student use on school premises remain the property of the district and are subject to inspection, access for maintenance, and search (RCW 28A.600.220). No student will lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

Lockers/cubbies may also be searched if the principal/designee has reasonable grounds to suspect that the search will yield evidence of the student's violation of the law or school rules. A search is mandatory if there are reasonable grounds to suspect a

student has illegally possessed a firearm

4. Personal Searches:

A student's person and/or personal effects (e.g., purse, book bag, cellphone, electronic devices, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items. "Rapid Eye" exams, Alco Strips, and/or breathalyzers may be used when the administration has a reasonable suspicion a student is under the influence of an illegal or prohibited substance.

5. Secondary only — Motor Vehicle Searches:

Motor vehicles, which are parked on or near school property during regular school hours or during school activities, are subject to search when school officials have reasonable suspicion of contraband items. A search of a motor vehicle may be made based on reasonable suspicion when related to a possible school violation. Adjacent streets are considered an extension of the school parking lot and campus and are therefore subject to the Search and Seizure policy when related to a possible school violation as stated in this handbook.

6. Canine Sweeps: The purpose of canine sweeps is the protection of the school campus and community to reduce the presence of drugs, weapons, or explosives on school property. An effective canine sweep is a team operation including the building principals, counselors, security, staff, and School Resource Officer. District Policy 3230 and regulations are to be followed, including prior education to students, staff, and community.

SELLING ITEMS AT SCHOOL

Conducting private business or selling of unauthorized items is prohibited.

SEXUAL HARASSMENT

The district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class or school training held elsewhere.

Sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student, or can be carried out by a group of students or adults. The district prohibits sexual harassment of students by other students, employees, or third parties involved in district activities.

Under federal and state law, the term "sexual harassment" includes:

- Acts of sexual violence;
- Unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment;
- Unwelcome sexual advances;
- Unwelcome requests for sexual favors;
- Sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- Sexual demands where submission or rejection is a factor in an academic, or other school-related decision, affecting an individual.

As part of the information on the recognition and prevention of sexual harassment, employees, volunteers, students, and parents will

be informed that sexual harassment may include, but is not limited to:

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

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

If any staff member knows, or reasonably should know, that sexual harassment has created a hostile environment, he/she will promptly intervene, to include notifying the building principal, to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the principal or designee will take prompt and effective steps reasonably calculated to:

- eliminate the hostile environment
- prevent its recurrence, and as appropriate,
- remedy its effects.

The district will take prompt, equitable and remedial action within its authority on all reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with any ongoing criminal investigation. A criminal investigation does not relieve a district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or third parties involved in district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Confidentiality

- If a complainant requests that his or her name not be revealed

to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX or Civil Rights Compliance Coordinator for evaluation.

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

Retaliation

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

Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made by any staff member. Staff will notify complainants of their right to file a formal complaint and the process for same. Potential complainants should be directed to the building principal and/or the district Title IX or Civil Rights Compliance Coordinator. Staff will also inform an appropriate supervisor or building principal when the complaint is beyond the staff member's training to resolve or the complaint alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator). Informal remedies may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline, if proven or repeated;
- A general public statement from an administrator in a building

reviewing the district sexual harassment policy without identifying the complainant;

- Developing a safety plan;
- Separating students and/or staff; or
- Providing staff and/or student training.

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

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

Formal Complaint Process

Level One – Complaint to District

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

The following process will be followed:

Filing of Complaint

All formal complaints will be in writing and will set forth the specific acts, conditions, or circumstances alleged to have occurred and to constitute sexual harassment. The building principal (or designee) or the district Title IX or Civil Rights Compliance Coordinator may draft a complaint based on the oral report of the complainant for the complainant and his or her parent/guardian to review and approve. The district Title IX or Civil Rights Compliance Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.

- The time period for filing a formal complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to:
 - 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or
 - 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand delivery to the district Title IX or Civil Rights Compliance Coordinator, at 302 2nd Street SE, Puyallup, WA 98372 (253) 435-6295. Any district employee who receives a complaint that meets these criteria will promptly notify his/her supervisor or the district Title IX or Civil Rights Compliance Coordinator.

Investigation and Response

- The Title IX or Civil Rights Compliance Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that he or she believes requires further

investigation. The coordinator will delegate his or her authority to participate in this process if necessary to avoid any potential conflicts of interest.

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

Title IX or Civil Rights Compliance Coordinator Response

- The Title IX or Civil Rights Compliance Coordinator will respond in writing to the complainant, his or her parent/guardian, and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date.
- At the time the district responds to the complainant, the district will also send a copy of the response to the Office of the Superintendent of Public Instruction.
- The response of the Title IX or Civil Rights Compliance Coordinator will include:
 - 1) A summary of the results of the investigation;
 - 2) A statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed;
 - 3) If sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate;
 - 4) Notice of the complainant's right to appeal to the School Board and the necessary filing information; and
 - 5) Any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrators(s) (e.g., discipline).
- The district Title IX or Civil Rights Compliance Coordinator's response will be provided in a language the complainant and his or her parent/guardian can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the Title IX or Civil Rights Compliance Coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.
- Any corrective measures deemed necessary will be

instituted as quickly as possible, but in no event more than thirty (30) days after the Title IX or Civil Rights Compliance Coordinator's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

The district Title IX or Civil Rights Compliance Coordinator will inform the complainant and his or her parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing, or new problems.

Level Two – Appeal to Board of Directors

Notice of Appeal and Hearing School Board Decision

- If a complainant and his or her parent/guardian disagree with the district Title IX or Civil Rights Compliance Coordinator's written decision, the complainant may appeal the decision to the School Board, by filing a written notice of appeal with the secretary of the Board within ten (10) calendar days following the date upon which the complainant received the response.
- The Board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Both parties will be allowed to present such witnesses and testimony as the Board deems relevant and material.
- Unless otherwise agreed to by the complainant and his or her parent/guardian, the Board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The decision will be provided in a language that the complainant and his or her parent/guardian can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed.
- The district will send a copy of the appeal decision to the Office of the Superintendent of Public Instruction.

Level Three – Complaint to the Superintendent of Public Instruction

Filing of Complaint

- If a complainant and his or her parent/guardian disagree with the decision of the School Board, or if the district fails to comply with this regulation, the complainant may file a complaint with the Superintendent of Public Instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the School Board's decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include:
 - 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual

harassment laws;

- 2) The name and contact information, including address, of the complainant;
 - 3) The name and address of the district subject to the complaint;
 - 4) A copy of the district's complaint and appeal decision, if any; and
 - 5) A proposed resolution of the complaint or relief requested.
- If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Investigation, Determination and Corrective Action

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction (OSPI) may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or School Board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and the documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension.

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

Level Four – Administrative Hearing

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

Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600-TDD:1-800-877-8338

OCR.Seattle@ed.gov-www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC). WSHRC enforces the Washington Law against Discrimination (RCW49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

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

Mediation

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, the district may, at its own expense, offer mediation. The complainant and his or her parent/guardian and the district may agree to extend the complaint process deadlines in order to pursue medication.

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

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

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

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

SKATES/SKATEBOARDS, IN-LINE SKATES, SCOOTERS, WHEELED SHOES, ETC.

Students are prohibited from riding devices including, but not limited to, skates/in-line skates, skateboards/longboards, scooters, wheeled shoes, etc., at school or school activities. This prohibition applies to all district property at all times.

These items are disruptive, present a safety hazard, and may be confiscated.

STUDENT LEADERSHIP

Given that student leaders serve as "role models" for other students and as representatives of their schools and the district, students holding leadership positions must comply with these *Rights and Responsibilities* at all times. Violation may result in removal from the leadership position or other extra-curricular activity.

TECHNOLOGY

The district provides each student with a 1:1 computer in grades 4-12 to use in school and to take home. Students in Preschool – 3rd grade will have access to a computer in their classroom. These computers are used for learning and assessment and are integral to the learning process. Secondary student computers are issued for take-home use. Students are responsible for the care of their district computers, just as they are responsible for textbooks or any other district property.

Elementary students have access to computers at each grade level, but they may not take those computers home.

The district employs filtering and self-harm monitoring services for all student devices. Any personal device logged into the district network will also be filtered and monitored.

Passwords are considered private property. Students may not share their passwords with any other person other than parent or guardian. Possession or distribution of passwords other than the student's own is prohibited and is considered theft. Distribution of knowledge (such as passwords or techniques) that may assist another person in damaging the district network, any district computer, or inappropriately accessing material is vandalism. In addition to discipline, students may be required to pay restitution to the district for any loss or repairs.

Students are required to use district-provided computers for all learning and assessment activities in the classroom. Students may bring personal devices to school, but all classroom and district rules apply to personal devices. The district is not liable for the loss, damage, or theft of personal devices.

Students are not to use technology devices including, but not limited to, cameras, cell phones, portable entertainment devices in a manner that disrupts the educational process, invades the privacy of others, or violates school rules. Also, refer to section on Harassment, Intimidation and Bullying.

Elementary Only: Cell phone use by elementary students is not permitted during recess or lunch without the permission of a school administrator.

Personal devices used inappropriately or without permission may be confiscated.

THEFT OR POSSESSION OF STOLEN PROPERTY

Theft includes, but is not limited to:

- Taking or knowingly being in possession of district property or the property of others without permission,
- Hiding someone else's property,
- Not turning in found property, and/or
- Purchasing or accepting known stolen property.

Any student involved in theft or in possession of stolen property may be required to replace or pay for the stolen item(s).

Any student involved in theft while under school jurisdiction, including shoplifting during school-related trips, may be denied participation in school activities for up to the length of an academic term.

Appropriate law enforcement authorities may be contacted.

THREATS

Any conduct communicating to another an intent to cause them harm, including physical conduct, verbal expression, gestures or visual images and electronically transmitted information is prohibited. (See also Harassment, Intimidation and Bullying)

Making a threat to use a bomb or other device to cause

widespread panic and/or harm to persons or property is prohibited. (See also Harassment, Intimidation and Bullying)

TRESPASS

Entering or being on any school campus without permission (see also Loitering) is prohibited.

Students are not permitted to come onto any school campus other than their own prior to dismissal without official business.

A charge of trespass, with notice to police authorities, may be given to any person who creates a disturbance on school property or whose continued or reoccurring presence may result in a real and substantial disruption to the school environment or pose a threat to the safety and well-being of property or person.

A Puyallup School District Notice of No Trespass or a legal notice of no trespass may be issued. Violations may result in discipline, suspension, and/or police action.

Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

Certain designated areas of the school building and grounds are normally "off limits" for students, such as the kitchen, faculty room, custodial rooms, storerooms, and the parking lot. Students should not play in the landscaped areas of lawn and shrubs.

VALUABLES AT SCHOOL

The district assumes no responsibility for loss/theft of a student's personal property.

Students should not bring large sums of money or any items of value to school. Articles of value brought for school purposes should be checked in at the office.

Personal valuables that are a disruption to the educational environment may be confiscated. Repeat offenses may be subject to progressive discipline.

VANDALISM / DESTRUCTION OF PROPERTY (RCW 28A.635.060)

Intentional damage of district property or the property of others is prohibited.

All students are expected to respect and care for all property of the school, including building facilities, technology equipment, desks, smart/white boards, books, bathrooms, lockers, cubbies, etc. Students who damage or deface property of staff or other students will be subject to progressive discipline, including suspension or expulsion.

The offending student and/or parent/guardian will be required to pay for the damage or loss and shall be liable for damages to the extent permitted by law. When the student and parent/guardian are unable to pay for damages, a program of voluntary work for the student will be provided in lieu of monetary payment.

Student grades, transcripts and diplomas may be withheld until restitution for damages have been made. Students who owe fines may be required to register after the general population.

VAPES, TOBACCO/NICOTINE USE AND POSSESSION

Students of any age may not smoke, consume, use, possess, or distribute any tobacco, nicotine, or look-alike products, any “nicotine delivery devices”, e-cigarettes, or vapor cigarettes at any time while on or around district property, district transportation, or at any school-sponsored activities. Before or after school, students are not to use tobacco, nicotine, or vapor products on or adjacent to the school grounds and/or within visual distance of any school grounds.

Offending students will be subject to progressive discipline. Vapes will be confiscated by school officials. A citation by law enforcement may be issued.

A suspension for a tobacco, nicotine, violation may be issued for multiple offenses. Referral to a district-sponsored intervention program may be issued at any time. The district may choose to assign the student to a district-sponsored intervention program as an alternative to suspension. The expiration of the suspension may be contingent upon the student completing all components of the intervention program. Full cooperation with the program is mandatory.

VULGAR OR LEWD CONDUCT

Obscene acts or expressions, sexually inappropriate behavior, whether verbal or non-verbal (See also Harassment, Intimidation, or Bullying) is prohibited.

All language, communication and conduct in a school setting or on buses should support or enhance a positive learning environment for all students.

IV. GENERAL INFORMATION

ACTIVITY CARDS – (secondary only)

The following information applies to Puyallup School District activity cards.

1. Students are required to purchase an activity card to participate in extra-curricular (non-credit earning) activities. A student desiring to be in an extra-curricular activity and who does not want to purchase an activity card may be charged a “user’s fee” for each activity card, may be provided with alternative means to compensate for the price of the card.
2. Students in curricular (credit earning) activities are strongly encouraged to purchase an activity card.
3. All secondary students involved in representing our schools in sports or activities must purchase an Associated Student Body (ASB) card and pay the established user fee. (Other fees may also apply to the athletes.) See the building athletic director/bookkeeper for the established fee schedule.
4. Fees will be waived for eligible low-income students.

ATHLETIC VIOLATIONS

Students are expected to adhere to the policies and conditions of the Athletic Code as well as the rules established by the coach.

EMERGENCY PROCEDURES

A plan has been developed which will ensure the maximum efficiency and safety for evacuating the building during drills or any real emergency. Instructions are posted in each classroom for the students to follow during an emergency. Teachers will

discuss these procedures with their students. Regular drills are held at school to practice proper procedures in case of an emergency.

Emergency drills are to be taken seriously. Students are expected to maintain classrooms conduct throughout the entire drill and to become informed of the exit route for each of their classrooms. In the event of an actual emergency or drill, students must comply with all administrative and staff directives.

FIELD TRIPS

As part of the educational program of the district, students are occasionally taken on field trips. Signed permission slips for each individual trip will be required.

HEALTH SERVICES

A school nurse is assigned to each school building. Health service time may be shared between buildings. If a student is not feeling well or is injured, the office or a teacher should be notified at the earliest opportunity. When a student is ill, he/she is not to leave until permission has been given by the main office attendance or nursing office.

In the event a student is injured or too ill to remain at school, the principal/designee, nurse, or secretary will first attempt to contact parents. If unavailable, others listed as emergency contacts will be called. Should no one be available, the child will remain at school. However, if the child needs immediate care the principal/designee will act in his/her best judgement.

Students should report any accident, injury, or physical confrontation to a staff member immediately.

HOME BASED INSTRUCTION

If planning to declare home based instruction for a child, contact executive assistant, Shelly Teele at (253) 841-8771 for information or download a Declaration of Intent form from the district website at www.puyallup.k12.wa.us. Departments/Programs/Home-Based Instruction/Filing a Declaration of Intent to Homeschool to complete and return to the Puyallup School District.

HOME/HOSPITAL INSTRUCTION PROGRAM

Home/Hospital instruction is available to qualified students who are temporarily unable to attend school for a period of no less than 4 weeks and a maximum of 18 weeks, due to illness, accident or temporary disability. In order to access this service the school nurse is to be contacted and will provide requirements and process in order to receive this service.

HOMEWORK

Homework is a necessary part of learning and provides the opportunity to reinforce classroom instruction. Homework fosters development of independence, self-discipline and responsibility.

The intent of homework is to provide an appropriate practice for students of all abilities, recognizing individual and group needs. This guideline is to emphasize the importance of homework, not to insist on a preset amount of time per grade level or class.

Homework presents opportunities for the following:

1. Practice those skills or concepts already taught

2. Completion of assigned work not finished in class;
3. Extension or transfer of a skill or concept to a new situation;
4. Preparation for material to be presented or taught subsequently; and
5. Creativity requiring integration of many skills and concepts.

Teachers are responsible for the following:

1. Communicating homework expectations;
2. Assigning homework at the correct-level of difficulty
3. Monitoring, correcting, acknowledging and returning student homework in a timely and instructionally sound manner and
4. Conferring with parents/guardians regarding homework concerns.

Students are responsible for the following:

1. Understanding what homework has been assigned before leaving school;
2. Taking home all necessary materials to complete the assignment(s);
3. Completing and returning homework on time; and
4. Conferring with teachers regarding homework concerns

Parent(s)/guardian(s) are responsible for the following:

1. Providing encouragement, support, and showing interest in the student's work
2. Assisting students to develop good study habits by providing a comfortable well-lit area away from distractions;
3. Encouraging students to set a regular time for study; and
4. Evaluating student activities to be sure the student has sufficient study time.

IMMUNIZATION

To protect children against a number of childhood diseases, Washington State Law (RCW 28A.210.060) requires that all children admitted to public and nonpublic schools be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, Varicella, Hepatitis B, and other communicable disease as required by the Washington state Department of Health.

Changes effective August 1, 2020: The State Board of Health (SBOH) approved changes to Chapter 246-105 of the Washington Administrative Code (WAC) concerning school immunization policy. Starting on August 1, 2020:

1. **Medically verified records changes:**
Medically verified records will be required for all newly enrolling students and all students who get additional vaccinations. Examples of medically verified records: Certificate of Immunization Status (CIS) printed from the Immunization Information System (IIS), a physical copy of the CIS form with a healthcare provider signature, a physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by school staff and a CIS printed from MyIR.
2. **Conditional Status changes:**
Children may begin school if they have received ALL of the required immunizations they are due to receive and submitted medically verified records on or before the first day of attendance. If additional immunizations are needed after receiving all immunizations they are eligible to receive before starting school, children may start school in conditional status

and remain until the next dose becomes due. Children will have 30 calendar days to turn in updated records showing they received the missing dose(s). If additional doses are due, conditional status continues until all required immunizations are complete. If the 30 days expire without updated record the child must be excluded from further attendance.

Students may be excluded or suspended from school if they do not meet the requirements of this law. Contact the school nurse for information.

INSTRUCTIONAL MATERIALS

Students will be held accountable for returning textbooks, technology and other instructional materials assigned to them throughout the year. All students are required to return their textbooks, library books, instruments, and other assigned instructional materials and devices no later than the third Tuesday in July each year. The district will accept any items after this date but will require students to pay for the items because new instructional materials will have already been purchased.

INSURANCE

At the beginning of the school year, each student has the opportunity to obtain accident insurance. This service is not compulsory but is advisable if the student does not have other accident coverage. Students involved in interscholastic athletics, certain intramural activities and overnight field trips are required to have acceptable accident insurance.

The Puyallup School District offers a student accident insurance plan, prepared by a selected outside insurance company, to anyone who wishes to purchase a plan. The purpose of the policy is to provide adequate medical coverage for a small annual premium. This information can be found on the district website at www.puyallup.k12.wa.us or is available at any school Main Office. This brochure will give complete information about protection, prices, and dates for collection of annual premiums.

INTERVIEW BY LAW ENFORCEMENT AUTHORITIES

The district contracts School Resource Officers (SROs) from the City of Puyallup and the Pierce County Sheriff's Department to assist in the maintenance of a safe and healthy environment on our school campuses.

The district encourages interviews and interrogations of students by law enforcement agents who are not SROs to take place off school premises, in order to minimize interruption to the instructional program. When an onsite interview/interrogation is warranted by the circumstances of the case, protocols articulated in Policy Regulation 3226R Interviews and Questioning Students on School Premises will be used.

If the student is under 12 years of age, parent(s)/guardian(s) or designated adult notification and permission is required before any interview/interrogation will take place unless the law enforcement official has a warrant or a court order or the official stipulates that exigent circumstances exist, or the matter involves alleged child abuse or neglect.

An officer is not required to have a warrant in order for the school to release the student into law enforcement custody. In the event a student is taken into custody by a law enforcement officer, the school

will notify the parent or guardian as soon as possible unless prohibited by law enforcement (see Policy 4310, Policy 3226 and Regulation 3226R). Either the law enforcement officer, or the school will notify the parent(s)/guardian(s) as soon as possible unless prohibited by law enforcement (see Policy 4310, and Policy 3226 and Regulation 3226R).

LIBRARY and INSTRUCTIONAL MATERIALS

Students will be held accountable for returning textbooks, technology and other instructional materials assigned to them throughout the year. All students are required to return their textbooks, library books, instruments and other assigned instructional materials and devices on the scheduled return dates, and no later than the third Tuesday in July each year. If a book is lost or damaged beyond repair, the student will be charged for the replacement cost of that item. A fine will incur for any new damage to library materials/instruments/devices/ etc.

LICE (PEDICULOSIS)

When a case of head lice is detected at school, the parent(s)/guardian(s) will be notified.

1. Students who appear to be infested with live lice may be excluded from school.
2. Students diagnosed with head lice can remain at school and finish the school day.
3. The parent(s)/guardian(s) will be provided with instruction for treatment. Treatment should begin that day at home after school.
4. Students will receive one (1) excused absence to address treatment.
5. The parent(s)/guardian(s) of children who come in contact with an infested child may, at the nurse's discretion, be notified to examine their children for signs of lice or nits and, if found, treat before sending the child back to school.
6. The student will be allowed to return to school if appropriate treatment has begun.
7. Parent(s)/guardian(s) need to be diligent and consistent in daily treatment to remove nits and lice.
8. School health personnel will examine the student upon returning to school.
9. Students do not need to be excluded from school until they are completely free from nits or lice. Students can return to school if appropriate treatment has begun and can remain in school if treatment continues until the student is free from nits and crawling lice.
10. If repeated infestations occur, additional screening may be indicated at the school health professional's discretion to identify unrecognized cases.

LOCKERS/CUBBIES

Students may be assigned to lockers/cubbies for specific classes. The locker/cubby is to be kept clean and secure at all times. Students are responsible for the care of lockers/cubbies and locks. The school accepts no responsibility for lost or stolen items.

If a locker does not operate correctly, notify the teacher. School personnel will retain a master key for all lockers. Combinations will not be changed during the school year.

Locks are not to be brought from home and used at school, unless directed to do so. PE lockers are to be used only during a

student's specific class time.

LOST AND FOUND

Textbooks, wallets, watches, electronics and other items of value which are found should be turned in to the office so they may be returned to the rightful owner. Failure to do so will constitute theft. Periodically, "lost and found" items will be donated to a charity of choice.

MCKINNEY-VENTO (HOMELESS) ACT

Students who qualify for services under the McKinney-Vento Act are entitled to supplemental services from the school district, such as school supplies, school clothing, breakfast and lunch, tutoring, and transportation.

Parents who disagree with the educational placement of their McKinney-Vento qualified child(ren) have the right to dispute.

Please contact the school counselor, or Equity & Education at (253) 435-6515 for additional information on the McKinney-Vento Act.

MEDICATION

Every effort should be made to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by the parent(s)/guardian(s) that the medication will be administered by the school nurse, or by the teacher, principal/designee, health assistant or secretary in the absence of the school nurse. Instruction on administration will be provided by the school nurse. All prescription and non-prescription medication will be kept in a locked cabinet. An EpiPen and/or inhaler may be carried by a student with a note from a physician and cleared through the school nurse.

Medication to be dispersed by the school nurse will require written permission and instructions from a licensed prescriber as described in RCW 28A.210.260 and RCW 28A.210.270 and signed parental permission to administer the medication at school. (Forms are available in the nurse's office).

Medication must be properly labeled with the student's name, name of medication, dosage, and time to be administered. All medication (prescription and non-prescription) to be administered at school requires:

1. A written order from a licensed prescriber prescribing within the scope of their prescriptive authority, detailing the name of the student, the name of the medication, route of medication, dosage, time to be given and the expected duration of administration and possible side effects.
2. Medication to be brought to school in the original container approximately labeled by the licensed prescriber for the prescription drugs or by the manufacturer for non-prescription drugs. No greater than a 20-day supply will be stored at school in a locked, substantially constructed cabinet.
3. The first dose given at school should be administered by the school nurse, if possible, so that the nurse or person administering the medication may determine that in his or her judgment the medication appears to be in the original container and property labeled. Non-licensed staff will be trained, supervised and monitored by the school nurse.
4. A record will be kept designating time and date, and with the initials of persons administering the medication.

5. Requests for administration of medication will be valid only as ordered by the licensed prescriber and the dates indicated in writing, and in no case will the period exceed one (1) school year.
6. Administration of oral and topical medications, eye drops, eardrops, and nasal spray may be delegated by the school nurse to unlicensed school staff. Nasal spray that is prescribed and/or a controlled substance will be administered by a licensed nurse. No prescribed medication will be administered by injection by non-licensed staff except when a student is susceptible to a predetermined life-endangering situation treatable by Epinephrine (EpiPen). Such medication will be administered by the school nurse or staff trained by the school nurse to administer such an injection. Pursuant to the Sun Safety Education Act (Substitute Senate Bill 5404, 2017), students may possess and self-apply topical sunscreen products supplied by a parent or guardian and regulated by the United States Food and Drug Administration for over-the-counter use to help prevent sunburn while on school property, at a school-related event or activity, or at summer camp. Such possession and application is an exception to the requirements identified above. School personnel may, but are not required to, assist students in the application of sunscreen supplied by a parent, but should do so in the presence of another staff member. Students may not share sunscreen.

The district is not responsible for reactions when the medication is dispensed in accordance with the licensed prescriber's directions.

Misuse of prescription/non-prescription drugs will be subject to suspension or expulsion.

NONDISCRIMINATION

Puyallup School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

~ Civil Rights Compliance Coordinator: Char Krause, krauseca@puyallup.k12.wa.us (253) 435-6295

~ 504/ADA Coordinator: Char Krause, krauseca@puyallup.k12.wa.us (253) 435-6295

~ Title IX Coordinator – **Staff:** Amie Brandmire, brandmah@puyallup.k12.wa.us (253) 841-8666

~ Title IX Coordinator – **Students:** Char Krause, krauseca@puyallup.k12.wa.us (253) 435-6295

Address: 302 2nd Street S.E., Puyallup, WA 98372

ON-TIME GRADUATION – High School

For the Classes of 2019 and beyond:

To be considered on track to graduate a student must earn a

minimum of six (6) credits prior to fall registration of tenth (10th) grade; a minimum of twelve (12) credits prior to fall registration of eleventh (11th) grade. To be eligible for graduation, seniors must earn 24 credits, pass a state history course and successfully complete a High School and Beyond Plan, as well as meet the pathways to graduation requirement. This pathway requirement may include passing scores on state exams, AP or dual enrollment courses. ASVAB score, and/or career pathway completion. For more information on this requirement, see Puyallup school District Policy 2400.

Any student who does not have enough credits to be on track during any given year will need to meet with a counselor prior to fall semester to develop a plan for making up those credits, including potential access to the Two-Credit Waiver.

PHOTOGRAPHS OF STUDENTS

District personnel may take a student's photograph for inclusion in district publications, slides, websites, video presentations, yearbooks and/or for use in electronic/print commercial and non-commercial media that relate to school activities. Parents may opt out of having photographs and other information released. If parents wish to opt out they may do this through the enrollment form.

PLAYGROUND AND MULTI-PURPOSE ROOM RULES

Elementary only: Students are to follow school playground rules. Each school has a copy of playground rules available upon request. Differences in procedures and rules are due to the physical designs of the buildings, variety of programs, schedules, etc.

PRIVACY RIGHTS OF PARENTS/GUARDIANS AND STUDENTS (FERPA)

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

1. The right to inspect and review the student's education records within forty- five (45) days of the day the district receives a request for access. Parents or eligible students should submit to the building or district records custodian a written request that identifies the record(s) they wish to inspect. The building or records custodian will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible students believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. Parents of eligible students have a right to inspect or review information including when the student is a dependent under IRS tax code, when the student has violated a law or the school rules regarding alcohol or substance abuse (and the student is under 21), and when the information is needed to protect the

health or safety of the student or other individuals.

4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district such as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address office that administers FERPA is:

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

PROGRESS REPORTS

There will be a system of reporting to parent(s)/guardians pertaining to the progress of their children. The reports will cover academics, social, emotional, and physical development of the student. In addition to grades, teachers may comment on the student's work habits, progress, and behavior.

Supplementary reporting is used at each grade level and may include, but is not limited to, additional teacher conferences, periodic reports, recognition for good work, reports by telephone or email, letters sent home, and home visits.

Parents and students may access classroom grades online through the district website and directly through the school website. Missing assignments are listed and the grades are generally updated weekly. Students should know their ID and password. If there is a problem accessing the account, contact the school office.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parent(s)/guardian(s) certain rights regarding the conduct or surveys, collection and use of information for marketing purposes, and certain physical exams. These rights include the following:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected

information survey") if the survey is funded in whole or in part by a program of the US Department of Education:

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

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving, collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request, and before administration or use:

1. Protected information surveys or students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum. These rights transfer from the parent(s)/guardian(s) to a student who is 18 years old or an emancipated minor under state law. The district has developed policies, in consultation with parent(s)/guardian(s), regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parent(s)/guardian(s) of these policies at least annually at the start of each school year and after any substantive changes.

Notice to Opt-Out

The district hereby provides notice to parent(s)/guardian(s) for any survey or activity of their opportunity to opt their child out of participation. For surveys and activities scheduled after the school year starts, parent(s)/guardian(s) will be provided reasonable notification of any activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parent(s)/guardian(s) will also be provided an opportunity to review any pertinent surveys.

Parent(s)/guardian(s) who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of

PUBLIC INFORMATION

Under the federal No Child Left Behind Act, a parent(s)/guardian(s) may request the district to provide information regarding the professional qualifications of a student's classroom teacher.

Under Chapter 42.56 RCW, parent(s)/guardian(s) and other members of the public have the right to inspect and copy any public records retained by the district unless the records are exempt. Direct all requests to the Communications and Information Department at (253)841-8703.

RUNNING START

Running Start is a State-wide program intended to provide students a program option consisting of attendance at certain institutions of higher education and the simultaneous earning of high school and college/university credit. Running Start was initiated by the Legislature as a component of the 1990 Learning by Choice law.

Students in grades 11 and 12 are allowed to take college courses at Washington's community and technical colleges.

Running Start students and their families do not pay tuition, but they do pay college fees and buy their own books, as well as provide their own transportation. Students receive both high school and college credit for these classes, and therefore accelerate their progress through the education system. The exercise of that right is subject only to minimal eligibility and procedural requirements, which are spelled out, in state administrative rules. See your school counselor for more information.

SIGNS AND BULLETIN BOARDS/DISTRIBUTION OF MATERIALS

The distributing of information, placement of materials on bulletin boards, or the placing of signs throughout the building or on school property by outside organizations must have prior administrative approval through the Communications and Information department at (253) 841-8703 or Peachjar.com.

TRANSFERS AND RELEASES

Transferring into the Puyallup School District

Students wishing to transfer into the Puyallup School District from another school district are to first obtain a *Release of Attendance/Choice Transfer Request Form* from their resident district, then submit it with a *Non-Resident Application* (available on the district website, under Families, Registration & Enrollment, Waivers, Out-of-District Waiver) to the district office at 302 2nd Street S.E., Puyallup, WA 98372. For optimal consideration, secondary applications are due by January 10th, but not before December 10th and elementary applications are due by March 1st, but not before February 14th. Applications to attend Puyallup schools must be renewed each year.

Attendance, behavior, academics and program availability are considered for acceptance and renewal/continuance of transfers.

Transferring out of Puyallup School District

Any student wishing to attend school in another school district must obtain an approved District Release of Attendance by completing and submitting a *Choice Transfer Request Form* to the district office (available at the district office or district website under Families, Registration & Enrollment, District Release of Attendance).

Transferring within the Puyallup School District

Students wishing to transfer to a school within the Puyallup School District must obtain an *Intra-District Transfer Form* (available at the student's resident school, district office, or district website under Families, Registration & Enrollment, Waivers, Intra-District Transfer). For optimal consideration, secondary Intra-District Transfer Forms are due by January 10th, but not before December 10th and elementary forms are due by March 1st, but not before February 14th. Once accepted to a school, the transfer is valid for all years the student is to attend the specific school, unless revoked by the school, rescinded by the Parents/guardians or if there is a boundary adjustment that affects the space availability at the requested school. In the event of a boundary adjustment, students may be required to apply to continue attending their requested school.

Alternative Programs: All applicants will need to submit an application and go thru an interview process at the desired location.

VISITORS

Visitors are not allowed, unless there is an educational value to the visitor(s) or the school. Visitors must have prior approval from the principal/designee and are required to sign in at the Main Office upon arrival to school.

VOLUNTEERS

Volunteers are encouraged to participate at each of our schools but must have a current approved volunteer application on file. The online application can be found on the district website, Community, Volunteer Services.

Contact the Main Office at your school to learn more about the volunteer application process or opportunities or to submit a volunteer application.

WALKING SAFETY

For the safety of students who walk to and from school and/or bus stops, they must adhere to the following safety precautions. Students are expected to follow all school rules, on the way to and from school. Students should:

1. Walk with friends or family members, using the "buddy system". Younger children should always walk with an adult.
2. Walk on the sidewalk. If there is no sidewalk, be sure to walk on the side of the road facing traffic.
3. Stay on a safe walking route. Don't take shortcuts that could be dangerous. The district has identified safe walking routes for every school, which are posted on the district website. Departments, Transportation.
4. Look for cars or trucks parked in driveways, and for drivers in parked cars who may be getting ready to move their vehicles.

5. When crossing the street, use an approved crossing area such as at a traffic signal or other marked intersection.
6. Stop, look, and listen. Stop at the curb or the edge of the road. Look and listen for moving cars in all directions. Wait until no traffic is coming and begin crossing. Keep looking for traffic until finished crossing. Never dart out between parked cars, jaywalk, or use other illegal methods of crossing the street or railroad tracks.
7. Walk, don't run, when crossing the street. Also don't push, shove, or chase others.
8. Obey traffic signs, signals, and school crossing guards.
9. Be safe, be seen. Wear brightly-colored clothing during the daytime to make it easier to be seen by drivers. When it is dark or hard to see outside, use a flashlight and wear reflective material on shoes, backpacks, and clothing.
10. Never take rides from people not arranged by parents.
11. Avoid getting near a strange car or talking with strangers; and be aware of your surroundings and the people around you.
12. School patrols are for the students' safety. They must be obeyed at all times while they are on duty.

Sources: National Center for Safe Routes to School and National Highway Transportation Safety Administration

WITHDRAWAL FROM SCHOOL

Elementary only: A Parents/guardians withdrawing students must contact the school office to complete the appropriate paperwork. The teacher will fill out a withdrawal slip which will be used in the check-out process. All fees and fines must be paid before an official transcript will be forwarded (RCW 28A.635.060).

Secondary only: A student withdrawing from school must bring written permission from his/her Parents/guardians. This request is to be presented to the Counseling or Student Services Office. The student will then meet with their counselor for an exit interview and be given a withdrawal slip which will be used in checking out with each teacher. The withdrawal slip is to be brought back to the Counseling/or Student Services Office. All fees and fines must be paid before an official transcript will be forwarded (RCW 28A.635.060).

Puyallup School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

~ Civil Rights Compliance Coordinator: Char Krause, krauseca@puyallup.k12.wa.us (253) 435-6295

~ 504/ADA Coordinator: Char Krause, krauseca@puyallup.k12.wa.us (253) 435-6295

~ Title IX Coordinator – **Staff:** Amie Brandmire, brandmah@puyallup.k12.wa.us (253) 841-8666

~ Title IX Coordinator – **Students:** Char Krause, krauseca@puyallup.k12.wa.us (253) 435-6295

Address: 302 2nd Street SE, Puyallup, WA 98372