



**2020-2021 Student/Parent  
Rights and Responsibilities Handbook**

# 2020-2021 Student/Parent Rights and Responsibilities Handbook

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## 2020-2021 Student/Parent Rights and Responsibility Handbook

### Superintendent's Message

*This handbook is intended to provide all students, teachers, administrators, and parents/guardians with access to and an understanding of the expectations which help to reinforce the district's mission.*

*The mission of the Peninsula School District has not changed, even in the midst of this pandemic. Although we are operating in a remote learning model, the expectation of student responsibilities remains stable. Application of concepts such as "safe environment" will directly apply to the common health protocols currently mandated for schools.*

*We believe the path to accomplish our vision and mission begins with a strong foundation based on positive relationships across the district. This includes ensuring that everyone feels respected, loved, valued, capable, and that they belong to a caring and supportive learning organization.*

*Dr. Art Jarvis, PSD Superintendent*

### Communications

The Peninsula School District is committed to keeping our community well informed. The communications team is dedicated to informing and inspiring our community by creating and distributing words and images that accurately portray the positive and fiscally responsible impact that the district has on its students, staff, parents, and resident taxpayers.

We believe conducting school business in an environment of transparency and openness is our foremost responsibility. Several communication tools are utilized to help raise awareness and nurture strong relationships with parents/guardians, staff, students, community members, and media representatives.

Questions about our communications processes and procedures can viewed on our district webpage at <https://www.psd401.net/departments/communications> or be directed to Aimee Gordon, Director of Communications, via phone at (253) 530-1095 or email at [gordona@psd401.net](mailto:gordona@psd401.net).

### SafeSchools - PSD's Tip Reporting Service



Safety is one of our district's top priorities. We are now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 253.358.8523
2. Text: Text your tip to 253.358.8523
3. Email: [1587@alert1.us](mailto:1587@alert1.us)
4. Web: <http://1587.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information is available online at <http://1587.alert1.us>.

Thank you for helping to make our school community a safer place to work and learn!

## Introduction

This handbook sets forth the rules and regulations of Peninsula School District regarding student conduct, discipline, and rights and responsibilities. (See [WAC 392-400](#).) The rules, regulations, and due process procedures outlined in this handbook are applicable to all students and are designed to protect all members of the educational community. It is important for parents/guardians to recognize their own rights and responsibilities addressed in this document, such as in the instance of financial damages caused by their children, compliance with compulsory attendance laws, etc. Parental support of the code of conduct is as important as the obligation to encourage respect for democratic processes and responsibilities. The student, as a member of the educational community, must accept his/her responsibilities of citizenship therein.

Specific policies are referenced and the complete policies are contained on the Peninsula School District website at: <https://www.psd401.net/about-us/board-policies-and-procedures>.

## Student Rights and Responsibilities

We believe that for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive to the recipient. We trust that students will respectfully accept and adhere to the following:

Rights	Responsibilities
<ul style="list-style-type: none"> <li>• Students have the right to a productive learning environment.</li> <li>• Students have the right to a safe environment free from discrimination, intimidation, sexual harassment, and assault.</li> <li>• Students have the right to clean and safe classrooms, hallways, and lunchrooms.</li> <li>• Students have the right to expect staff to help solve their problems.</li> <li>• Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.</li> <li>• Students have the right to engage in the grievance process.</li> <li>• Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.</li> <li>• Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are responsible for their own behavior.</li> <li>• Students are responsible for respecting the property of other people and school property.</li> <li>• Students are responsible for attending school and all classes daily and on time, remote and in person.</li> <li>• Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.</li> <li>• Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).</li> <li>• Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.</li> <li>• Students are expected to make a determined effort to learn.</li> <li>• Students are expected to follow the instructions of teachers and other school staff.</li> <li>• Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.</li> </ul>

## Attendance - Absences & Excuses (see Policy and Procedures 3122)

While the 2020-2021 school year may not look typical, with both remote and in person learning coinciding, consistent school engagement is important for the success of all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates<sup>1</sup>. Students may be excused from school, with the consent of their parents/guardians, for illness, health condition, medical appointment or other excused absences consistent with [WAC 392-401](#). Parents or guardians should notify the school in person, by phone, or in writing/email as soon as possible or within 48 hours of an absence if they wish to have the principal consider it as an excused absence. Students who demonstrate excessive absenteeism or tardiness may be subject to corrective action. The Peninsula School District encourages parents to work with their school administrators to mitigate any barriers to their child attending school regularly. The District's Attendance Board can provide our families assistance with both services and financial assistance. Please reach out to your school or request assistance through Peninsula School District's Community Resources Coordinator at 253-530-1003.

## Truancy

Under Washington State's truancy law [RCW 28A.225](#), the school/district is required to take specific actions when students are truant.

- Districts are required to conference with the parent/guardian and child in an elementary school for any student who has five or more *excused* absences in a month or 10 or more *excused* absences in the current year.
- Parents/guardians will be notified in writing or by phone after one *unexcused* absence in a month.
- A parent conference will be initiated after two *unexcused* absences in a month in order to improve the student's attendance.
- The parent/guardian and school must enter into a contract to improve the student's attendance after five *unexcused* absences in a month, or the case may be referred to a Community Truancy Board.
- The school district may file truancy petitions with the juvenile court after seven *unexcused* absences in a month or 10 *unexcused* absences in an academic year.

## Discipline Process – Corrective Action/Discipline (See Policy and Procedures 3200 and 3241)

In order to support safe, nurturing and productive learning environments, the Peninsula School District encourages schools to take an instructive, restorative, and corrective approach in regard to student behavior. The goals of these approaches are to correct inappropriate or unacceptable behavior and to assist students in developing empathy for others, accepting responsibility for their actions, developing the capacity to improve their behavior, and repairing the harm caused as a result of their behavior.

Schools are encouraged to establish clear expectations for student behavior and methods for supporting students' ability to meet these expectations. When appropriate, schools may identify additional learning opportunities which may support students' ability to meet expectations through a multi-tiered system of support.

When appropriate, schools are encouraged to support students in understanding harm that has been caused through a student's action, whether intentional or unintentional, and identifying the needs of the students involved. Efforts will be taken to both encourage accountability and responsibility by the author of those actions as well as to reintegrate all students into the school or classroom community. This approach may be supported by the use of restorative contracts, impromptu conferences, restorative circles, or formal conferences.

In those instances, when corrective action is determined to be necessary, schools may consider both the severity and frequency of the behavior when determining which corrective action is most appropriate.

While administrators normally apply the concept of progressive discipline in working with students to bring about changes in inappropriate/unacceptable behavior, there may be situations where progressive discipline is not appropriate and prudent. In such cases, Peninsula School District reserves the right to immediately suspend or expel where exceptional misconduct is involved (i.e. conduct that is so frequent or serious in nature, in terms of the disruptive effect upon the operation of the school, as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a threat or disruption to other students at school.

## Discipline and Confidentiality:

Federal law prohibits schools from disclosing personally identifiable information from a student's education record that would be considered harmful or an invasion of privacy if disclosed. This includes revealing any information about student discipline. While we understand at times a parent may want to know if and how another student was reprimanded for an incident, please be aware information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974, 20 USC 1232g and adopted District policy.

### Definitions

*Behavioral violation* means a student's behavior that violates the district's discipline policies.

*Classroom exclusion* means the exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements in WAC 392-400-330 and 392-400-335. 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<sup>1</sup>. The district will provide the student an opportunity to make up any assignments and tests missed during the classroom exclusion. Classroom exclusion does not include actions that result in missed instruction for a brief duration when a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and the student remains under the supervision of the teacher or other school personnel during such brief duration.

*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.

*Detention:* For minor infractions of school rules or regulations or for minor misconduct, administrators and teachers may detain students outside of school hours, for not more than 100 minutes on one or more days. Saturday work assignments, up to five hours or other after-school-hour service projects, may be assigned by the principal/designee as alternatives to suspension or other discipline. In all cases in which detention is to be used, notice shall first be given to the parent/guardian to inform that person of the basis and reason for such action and to permit arrangements for the necessary transportation of the student.

The parent/guardian, if the student is a minor, shall be responsible for the transportation of the student when he/she has been detained after school hours for corrective action. All students detained for corrective action shall be under the direct supervision of a school district employee.

*Emergency Expulsion (EE)* means the removal of a student from school because the student's statements or behavior pose 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](#). An emergency expulsion must end or be converted to another form of corrective action within a 10-day period.

*Expulsion (E)* 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](#). This includes the denial of attendance for a period of time up to, but not longer than, the length of an academic term, as defined by the

### Types of Discipline

- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact (PC)
- Substance/Risk Assessment (A)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Expulsion (EE)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)

<sup>1</sup> 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 this chapter.

school board, from the time a student is removed from his or her current school placement by a school district superintendent or a designee of the superintendent. An expulsion also may include a denial of admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the school district. Except for firearm violation in accordance with [WAC 392-400-820](#), a school district may not administer an expulsion for any student in kindergarten through fourth grade.

*Restorative Conference/Contracts (RC):* Restorative justice conferencing is a formal, structured, facilitated meeting that brings together those affected by harm to listen to how each other has been affected and decide on a resolution to that harm. Restorative contracts are an opportunity to consider and agree to a strategy for future good behavior/positive relationships; they formalize the act of resolution and agreement into a written document. They clearly set out the changes that need to take place, how they are going to happen and who is going to support this process.

*School Intervention or "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](#).

*Severity/Frequency:*

- Minor/Initial – The impact of the student’s behavior has limited/minor disruptive impact and is behavior not previously addressed with this student.
- Moderate/Repeated – The impact of the student’s behavior has a broader or more disruptive impact and/or this is behavior which has previously been addressed with the student.
- Severe/Persistent – The impact of the student’s behavior has a widespread or more significant disruptive impact and/or this is behavior which has not changed after multiple times of addressing it with the student.

*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 10 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 10 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 10 consecutive school days, subject to the requirements in [WAC 392-400-430](#) through [392-400-475](#).

*Due Process*

Students who are subject to discipline/corrective action shall be afforded their right to due process. The due process rules vary for different levels of discipline and other corrective actions. In general, the more severe the disciplinary action, the more formal and structured the due process requirements. For most cases, the grievance process begins with the school principal, can be appealed to the district superintendent or his/her appointee, and finally the school board. Grievances may in some cases be appealed to the courts if a resolution or satisfaction is not achieved within the school system.

Prior to the suspension of any student a conference shall be conducted with the student that provides:

- a. Notice of the alleged misconduct and violation(s) of school district rules.
- b. An explanation of the evidence in support of the allegation(s).
- c. An explanation of the corrective action which may be imposed.
- d. The student shall be provided the opportunity to present his/her explanation.

Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed. If a student is short-term suspended, enrollment in another program is not always feasible or in the best interest of the student. Students may be placed in in-school suspension during a short-term suspension instead of assigning out-of-school suspension. In-school suspension should be designed to allow students to receive regular course assignments and have access to their regular instructional teacher(s) as needed. Regardless of the location of educational services, students must be given the opportunity to make up any assignments or tests missed as a result of a short-term suspension if the student's grades or credit might be affected.

*Limitation on Use K-4:* (See [WAC 392-400-435](#) through [392-400-445](#))

No student in grades kindergarten through four shall be subject to a short-term suspension for more than a total of ten (10) school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student. Except for a violation of [WAC 392-400-820](#) no student in grades kindergarten through four shall be subject to an expulsion or long-term suspension.

*Re-engagement Meeting:* Should be convened when a long-term suspension or expulsion is issued. The purpose of this meeting is to discuss a reengagement plan with the student and parent/guardian. A reengagement meeting should be convened within 20 days of a long-term suspension or expulsion and no later than five days before the student's reentry or reenrollment. (See [WAC 392-400-710](#) )

*Re-engagement Plan:* A written plan developed between the District, student, and parent/guardian to aid the student in taking the necessary steps to remedy the situation that led to the corrective action and return the student to an educational setting as soon as possible. The District is required to make reasonable efforts to assist students in returning to the educational setting prior to, and no later than, the end date of an expulsion.

*Readmission:* In compliance with [WAC 392-400-430 \(5\)](#), any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the student shall submit a written application to the principal, who shall recommend admission or non-admission. If a student wishes admission to another school, he/she shall submit the written application to the superintendent or his designee. The application shall include: reasons the student wants to return and why the request should be considered; evidence which supports the request; and a supporting statement from the parent/guardian or others who may have assisted the student. The superintendent or his designee shall, in writing, advise the parent/guardian and student of the decision within seven school days of the receipt of such application.

## Behavioral Violations

Violation	Definition
Academic Dishonesty / Plagiarism	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.
Alteration of Records / Forgery	Falsifying, altering, or destroying a school record or any communication between home and school.
Attendance / Truancy	Being absent or tardy from classes without an approved excuse. Includes leaving school property without appropriate approval.
Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material a substantial disruption of the educational process at the school. Clothing or jewelry that is gang-related, displays or promotes alcohol, tobacco, drugs, weapons, illegal actions, or obscene and vulgar messages or promotes activities that violate school regulations are not allowed.
Lying	Telling or writing untruths.
False Allegations	Reporting a false incident or falsely corroborating misbehavior of others that did not occur, while in school, on District property, transportation, or premises provided by contractors or agents of the school district, or during school-sponsored activities.
Interfering with School Investigation	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school-sponsored event.
Failure to Cooperate/ Willful Disobedience	Failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes, but is not limited to, non-compliance, defiance, disrespect and occupying unauthorized areas of the school or other district property.
Disruptive Conduct/ Behavior	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school.
Negative Community Action	Engaging in behavior <i>outside of school</i> that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, which that may negatively impact the school environment. Examples include, but are not limited to, acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus, including the inappropriate use of e-mail, texting, video calls, or other Internet or electronic communications used to harass or harm others.

Violation	Definition
Bullying, Intimidation	Intentional, unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time. Bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or 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.
Extortion/ Blackmail and Coercion	Extorting or attempting to extort any item, information, or money. Engaging in games of chance that involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.
Threats	Expressing by words or actions intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device. A threat may be communicated directly or indirectly; an actionable threat may threaten immediate physical injury or future physical injury to others; an actionable threat may be one that threatens either immediate or future physical damage to the property of another person or the school district.
Physical Aggression	Threatening injury or attempting to cause physical injury or intentionally behaving in such a way as could reasonably be expected to cause physical injury to any person.
Fighting	Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.
Assault - (RCW 9A.36)  <i>Violence With or Without Major Injury</i>  *Serious Bodily Injury	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.  <u>A major injury</u> is when one or more students, school personnel or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.  *An incident, specific to students eligible for special education services, that results in the serious bodily injury of another as defined in Section (1365(h)(3) of Title 18, U.S. Code
Discriminatory Harassment	Conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal.
Sexual Harassment (*Title 9)	Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has the potential to deny or limit another student(s) ability to participate in or benefit from a school's education program. Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including, offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. <i>This includes sexual misconduct (i.e. unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct).</i>

Violation	Definition
Sexually Inappropriate, Vulgar or Lewd Conduct	Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.
Trespass	Entering or remaining unlawfully in school buildings or on any part of school or District property without authorization.
Theft/Robbery/Possession of Stolen Property Unauthorized Use of Cell Phones or other Electronic Devices	Taking school district property or the property of another without permission. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.
Prohibited Use of District Network and Digital Resources	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the <i>Student Acceptable Use Procedures (AUP)</i> . This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to District browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).
Unauthorized Use of Equipment	Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video, and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed
Illegal Acts	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property.
Hazing	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club
Gang Activity	Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. <i>Criminal gang intimidation in violation of RCW 9A.46.120:</i> <i>Gang activity on school grounds in violation of RCW 28A.600.455</i>
Endangerment of Others/Self	Acting in a manner that endangers students, staff, or community members. This also includes tampering with a fire extinguisher, falsely setting off a fire alarm or calling 911 for reasons other than the intended purpose of the alarm. Verbal or written indication of a bomb or other incendiary device on school property. Engaging in behavior such that the student's presence poses an immediate and continuing danger to themselves (including harm to self/suicidal ideation).
Vandalism/Destruction of Property	Intentionally destroying, damaging, or defacing school property. This includes tampering with equipment displacing property.
Arson	Lighting a fire, causing any fire to be started, or setting fire to school property
Tobacco, Smoking or use of Vaping device	Possessing, using, or distributing of any tobacco product, or chemicals, or any other product that has a similar flavor or physical effect of nicotine substances.
Drugs/Alcohol Possession/Use Alcohol/Illicit Drugs/Marijuana	Possessing, using, or being under the influence of drugs/alcohol while walking/riding to/from school, attending school, on school grounds, on school transportation, or during school-sponsored events on or off campus. This includes inhalants, prescription drugs beyond a daily dose, prescription medical marijuana (even if the holder has a valid medical marijuana card), marijuana-infused products, or marijuana concentrates, regardless of concentration, over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.

Violation	Definition
Drugs/Alcohol Sell /Buy /Transfer Alcohol/Illicit Drugs/Marijuana	Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school-sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card) marijuana-infused produces, or marijuana concentrates, regardless of concentration, over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.
Inhaling Toxic Fumes (RCW 9.47A)	Intentionally smelling or inhaling, or possessing for the purpose of smelling or inhaling, or selling, offering to sell, delivering, or giving with knowledge that it will be used for smelling or inhaling, the fumes of any type of substance defined in RCW 9.47A.010 or to induce any other person to do so, for the purpose of causing a condition of, or inducing symptoms of intoxication, elation, euphoria, dizziness, excitement, irrational behavior, exhilaration, paralysis, stupefaction, or dulling of the senses of the nervous system, or for the purpose of, in any manner, changing, distorting, or disturbing the audio, visual, or mental processes.
Paraphernalia Possession/use	Possessing or using any devices (e.g. e-cigarettes, electronic hookahs, vaporizers, etc.) that may be used to deliver a banned or controlled substance such as tobacco, nicotine, drugs and/or alcohol. Paraphernalia also includes any item that can be used to ingest or conceal tobacco, drugs and/or alcohol.
Dangerous Weapons and Other Unsafe Items Possession of a Weapon	<p>Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Students who possess a weapon or who carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, results in the intimidation of another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.</p> <p><i>Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities.</i></p>
Firearms violation of RCW 28A.600.420  Possession of a Weapon	<p>Possessing, threatening to use, or using a firearm on school property, school-provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device or as defined in Policy 3239 or other firearm as defined by the Gun Free Schools Act.</p> <p>The school official shall place the student on emergency expulsion, in accordance with WAC, Chapter 392-400.</p> <p>The school official shall notify the parents/guardians and request an immediate conference.</p> <p>Unless otherwise provided by law, in cases involving the carrying or possession of a firearm or an air gun onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, the administrator/designee shall, without exception, expel the student.</p> <p>In cases involving other weapons, the school official shall place the student on long-term suspension, unless expulsion is warranted under the circumstances; provided however, for students in kindergarten through grade four, the student shall be placed on a short-term suspension of up to ten school days.</p> <p>The school official shall notify appropriate law enforcement personnel.</p>

### [STUDENTS WITH A DISABILITY - See policy and procedures 2161 and 2162](#)

Students eligible for special education may be disciplined consistent with the disciplinary rules that apply to all students. The District will determine on a case-by-case basis whether discipline that is permitted under WAC 392-400 should occur. However, students eligible for special education must not be improperly excluded from school for disciplinary reasons that are related to their disability or related to the District's failure to implement a student's IEP. The District will take steps to ensure that each employee, contractor, and other agents of the District responsible for education or care of a student is knowledgeable of special education disciplinary rules and the final regulations implementing the 2004 amendments to the Individuals with Disabilities Education Act (IDEA, Section 504 of the Rehabilitation Act of 1973 and Chapter 392-172 of WAC). Implementing procedures are detailed in the Peninsula School District's Policy 2161 procedures.

Parents and/or adult students have the right to request a due process hearing to appeal the disciplinary placement decision or if they disagree with a determination that the student's behavior was not a manifestation of the student's disability. The hearing is requested by filing a due process hearing request pursuant to WAC 392-172A-05080 and 392-172A-05085.

Parents/Guardians may also challenge disciplinary actions on behalf of students who are not yet determined eligible for special education if the school district had knowledge that the student was under consideration for special education eligibility. A school district is deemed to have this knowledge (a) if the parent/guardian of the student expressed concern in writing to supervisory or administrative personnel of the District that the student is in need of special education; (b) the parent/guardian of the student requested an evaluation of the student pursuant to WAC 392-172A-03005; (c) the teacher of the student expressed specific concerns about a pattern of behavior demonstrated by the student directly to special education administrators or other supervisory staff.

Section 504 Eligible Students: Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

Discipline of students protected under a Section 504 plan requires careful consideration of whether the student's behavior is related to the disabling condition. When a student poses an immediate and continuing danger to himself or herself and/or others or to disruption of the educational process, (see WAC 180-40-295), an emergency expulsion of up to 10 consecutive school business days may be used. When a student has engaged in misconduct which is causally related to his or her disability aside from emergency expulsion (see above), expulsion or suspension should not be imposed for more than 10 consecutive school days for the school year, or when the student has been suspended or expelled for more than 10 school days and the suspension/expulsion reflect a pattern of exclusion. Instead, the need for additional evaluation and/or a change of placement should be considered. In this circumstance, the principal or designee responsible for the imposition of discipline, the Section 504 compliance officer, and a team of professionals from the school who are knowledgeable about the student will meet to determine if there is a need for further evaluation or a change of program or placement. If further evaluation is recommended, it will be conducted as soon as possible. If the student poses an immediate risk to him or herself or others, or to disruption of the educational process the procedure above may be instituted by the principal or designee.

Section 504 students who are recommended for suspension or expulsion solely on the basis of the current use or possession of illegal drugs, alcohol, or substances are not entitled to a Section 504 Committee placement re-evaluation or determination of relationship between such use or possession and the students' disabilities, or to the procedural safeguards afforded to students with a disability by Section 504 procedures.

Parents/Guardians shall be notified in writing of all District decisions concerning the educational placement of their student and provided a copy of the procedural safeguards. Parents and/or adult students have the right to appeal if they disagree with any disciplinary placement decision or if they disagree with a determination that the student's behavior was not a manifestation of the student's disability.

#### [Alcohol, Drug and Tobacco - See policy 4215 and 3245](#)

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs or alcohol. No one is allowed to possess, transfer, sell, use, solicit, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school-sponsored event or activity. Drugs include inhalants, prescription drugs beyond a daily dose, over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.

The Peninsula School District contracts with Crossroads Treatment Center to provide confidential drug and alcohol assessment and treatment services for our students. This service is provided free to our students and can be accessed by referral or requested. For more information or request for services students and their families contact Crossroads Treatment at (253) 473-7474.

#### [Regulation of Dangerous Weapons on School Premises – See policy 4210](#)

It is a violation of District policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities except as allowed in policy 4210. Weapons prohibited by this policy include firearms, as defined under federal and state law, explosives, items capable of causing bodily harm, and objects, including toy weapons or look-alikes, that appear to be weapons or that can be used to cause bodily harm, regardless of size.

#### [Student Searches \(See Policy 3230\)](#)

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student is subject to search by school officials if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct. Administrators may make general searches of all student desks or storage areas without prior notice given to students. An individual student, his/her property (including cell phones), locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable, individualized suspicion the search is related to the discovery of contraband or other evidence of a student's violation of law or school conduct rules. Illegal item or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

## Athletic/Activities Codes of Conduct

Link: <https://www.psd401.net/departments/athletics>

**CO-CURRICULAR ACTIVITIES:** Co-curricular activities are a privilege, and participation is completely voluntary. They promote enjoyment, a high level of motivation, and the pursuit of excellence. Co-curricular activities shall include all school-approved student activities which occur outside of the normal school day. Students participating in co-curricular activities in the Peninsula School District are considered to be in positions of leadership. They represent the school and community.

This Activities Code is designed to establish a reasonably high standard for participants in co-curricular activities rather than to be punitive and deny access to such activities. The Code is designed to support students in their choice to avoid participation in illegal and unhealthy activities, and to support parents/guardians in their efforts to guide children into healthy lifestyles. These rules incorporate by reference the [Washington Interscholastic Activities Association \(W.I.A.A.\) Handbook](#).

### **Requirements**

Students in grades 6-12 participating in co-curricular activities shall abide by the following rules during the calendar year, effective on the first day of the co-curricular activity.

**Eligibility:** Participating students must be regular members of the school they represent in order to participate in an interscholastic athletic activity. Students are a “regular member” of a school if they are enrolled half time or more, exclusive of interscholastic athletic activities. (See W.I.A.A. rule 18.5.0)

**Rules participation:** As a condition of participation in co-curricular activities, participants will agree in writing or electronically at time of enrollment, to abide by all rules set forth below. Parents, guardians and/or legal custodians shall indicate in writing or electronically that they have received a copy of the rules and understand and accept them.

- 1) **Academics:** Participants will maintain satisfactory academic progress by earning a minimum 2.0 grade point average and by passing five (5) classes or the equivalent for the semester preceding the co-curricular activity. Schools shall monitor the academic progress of co-curricular participants during the co-curricular activity period as outlined in W.I.A.A. rule 18.7.3.
  - a) **Satisfactory Academic Progress** - A student shall have passed 5 out of 6 classes (WIAA 18.7.0) in the immediately preceding semester/trimester in order to be eligible for competition during the succeeding semester/trimester. The record at the end of the semester/trimester shall be final, except for those credits earned in a regular, accredited summer school program or alternative educational program accepted by the school district.
  - b) **Academic Suspension Period** (WIAA 18.7.6) - A student who failed to make the grade requirements shall be placed on academic suspension. The student shall be ineligible during the suspension period. If, at the end of the academic suspension period, the student is passing in the minimum number of classes required above, the student may then be reinstated for interscholastic competition.
    - i) The academic suspension period for high school students shall be from the end of the previous semester through the last Saturday of September in the fall or the first five (5) weeks of the succeeding semester/trimester.
    - ii) The academic suspension period for middle level students shall be from the end of the previous semester through the first three (3) weeks of the succeeding semester/trimester.
    - iii) Each student is eligible on Monday of the week following the end of the academic suspension period. Three or more teaching days shall constitute a week.
    - iv) Support will be available to students to assist their return to academic compliance and reinstatement to competition or performance. Each student is eligible on the day following successful completion of the probation period. School holidays do not count as class minutes.
    - v) Schools may choose to use weekly progress reports as one method to determine academic

eligibility of co-curricular participants for their return to competition or performance.

- c) Schools shall monitor the academic progress of co-curricular participants during the co-curricular activity period.

2) **Attendance:** Whether attending school via remote learning or in a modified in-person schedule, a participant is expected to attend all scheduled practices, meetings, contests, and performances, whether or not school is in session. If it is found necessary to miss such, prior arrangements must be made with the adviser/coach. Participants are expected to be fully engaged in their specific learning module. Excessive unexcused absences and lack of progress may result in suspension from co-curricular activities. Exceptions will be made for family bereavement or emergencies; pre-arranged, school-related or school-approved activities; and doctor, dental or legal appointments (written documentation from the physician, dentist, etc., must be provided to the coach/advisor prior to the activity). Completion of the activity season is required in order for the student to be eligible for a letter or other team individual awards (exception: injury or illness which limits participation). No awards shall be given to any student suspended for the remainder of the season as the result of an Activity Code of Conduct violation or a suspension from school.

- a) Attendance Consequences – The consequences of unexcused absence are the following:

**1st Offense:** Suspension from co-curricular competition or performance for the next event or activity, or a comparable suspension for non-athletic activities.

**2nd Offense:** Suspension from co-curricular competition or performance for the next two events or activities, or a comparable suspension for non-athletic activities.

**Subsequent Offense:** Suspension from co-curricular activities, competition or performance for the next four events or activities, or a comparable suspension for non-athletic activities.

3) **Equipment:** Students are required to wear all issued equipment as directed by their coach/advisor. Students should not alter equipment without coach/advisor's approval. Students must notify their coach/advisor of any poorly fitted or defective equipment. School-owned equipment checked out by a participant in any co-curricular activity is his/her responsibility. The loss or misuse of this equipment will be the financial obligation of the participant. Individuals will not be allowed to participate in any co-curricular activity or receive awards until this obligation is fulfilled and may also be subject to disciplinary action.

4) **Health and Safety:** All participants must advise their coach/advisor if they are ill, have any prolonged symptoms of an illness or sustained an injury. An athlete who has been injured and has had medical treatment cannot participate until a signed medical release is presented to the head coach. The release will be kept on file by the athletic director.

5) **Travel:** Participants are required to travel to and from contests with the team/group when transportation is provided for this purpose. When transportation is provided by the school, the only permitted exceptions to traveling via school transportation include:

- a) Injury to a participant which would require alternate transportation; and
- b) Written parental request/permission is obtained submitted at least 48 hours in advance, or personal contact between the parent/guardian and to the coach/advisor and has resulted in prior approval. The release of the student must be approved by a designated school official. The student may then be released to a parent/guardian. Permission may be granted only for that parent or guardian's student.
- c) For emergency requests under 48 hours, parents/guardians must obtain permission from school athletic director.

When overnight team travel is required, conduct in violation of the athletic code, team rules or any district behavior violations may result in student being sent home. In these instances, the parent/guardian will be responsible for any expenses related to transporting the student safely home if they are unable to arrange pick up themselves.

6) **Conduct Rules:** Students who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including suspension from the team. All PSD students are expected to adhere to all PSD policies as explained in the District's Student/Parent Rights and Responsibilities Handbook. In addition to these general rules, coaches may establish other team expectations specific to their program.

a) General Consequences: Students participating in co-curricular activities who violate rules of student conduct will be suspended from competition or performance as a consequence. If necessary, the suspension will carry over to the next activity or season in which the student participates. Parents or guardians will be notified of action(s) taken. These include:

i) Tobacco Products, (i.e. cigarettes, chew, and like chemicals): Participants will abstain from the use, possession, transmission or sale of any tobacco products or like chemicals, or any other product that has a similar flavor or physical effect of nicotine substances, throughout the calendar year. When it is determined by the administrative team that a student has used, possessed, sold or transmitted any tobacco product, or like chemical, the following consequences will occur:

**1st Offense:** Suspension from co-curricular competition or performance for the next event or activity, or a comparable suspension for non-athletic activities. The student is required to participate in a tobacco-cessation/education program.

**Subsequent Offense:** Suspension from co-curricular activities, competition or performance for the next four events or activities, or a comparable suspension for non-athletic activities. A student who is participating in an approved tobacco-cessation program may be reinstated after serving the suspension as long as he/she continues to follow the provisions of the program and on approval of the principal. \*

\* *This encourages participation in a tobacco-cessation program while clarifying the consequence to be served.*

ii) Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances and/or Delivery Type Devices (e-cigarettes, vaporizers, etc.)

Participants will abstain from the use, possession, transmission or sale of any controlled substances. This includes the possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis, alcohol or other illegal drugs the possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, substances purported to be alcohol, anabolic steroids, and other similar chemical substances, all delivery devices (e.g. e-cigarettes, hookahs, vaporizers, etc.) and other paraphernalia associated with use of tobacco and/or drugs, throughout the calendar year. To be clear, this includes summer vacation and all other breaks. Therefore, the expectation is that a student will abide by this stipulation 365 days a year while participating in co-curricular activities.

Participants will not engage in behavior which enables or condones the illegal use of alcohol or other drugs by other students. Examples include serving as a pre-arranged driver in order that others may participate in illegal activities; promoting illegal parties or activities; attending or knowingly remaining at parties, events, or in proximity when illegal activities occur. Note: The term “knowingly” is interpreted to mean knowingly remaining in surroundings with a reasonable suspicion that illegal activity may be occurring. In that circumstance, a student has a duty to either withdraw or thoroughly investigate and rule out occurrence of illegal activities.

Penalties for the possession, use or sale of anabolic steroids, legend drugs (drugs obtained through prescription, [RCW 69.41](#)) and controlled substances ([RCW 69.50](#)) and alcohol shall be as follows: When it is determined by the administrative team that a student who is found to use, sell and/or be in possession of one or more drugs or alcohol or has abused alcohol or drugs in such manner at any other time or place during the chronological (not school) year, the student shall immediately become ineligible for competition/activity in the current sports/activity program and will be subjected to the following consequences in accordance with WIAA 18.25.2:

**1st Violation** - A participant shall be immediately ineligible for interscholastic competition in the current interscholastic program for the remainder of the season. Ineligibility shall continue until the next season in which the participant wishes to participate unless the student accesses the assistance program outlined in B (below.)

Any student, who is found to be in violation of the legend drugs and controlled substances rule, shall have two options.

A The student will be ineligible for participation in contests for the remainder of that interscholastic season and must meet the school’s requirements in order to be eligible to compete in the next interscholastic season. The school principal will have the final authority regarding the student’s participation in further interscholastic programs.

- B. The student may choose to seek and receive help for a problem with use of legend drugs or controlled substances. Successful utilization of school and or community assistance programs may allow him/her to have eligibility re-instated in that season, pending recommendation by the school.

**2nd Violation** - A participant who again violates any provision of RCW 69.41 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.

**3rd Violation** - A participant who violates for a third time RCW 69.41 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.

The WIAA District Eligibility Committee and the Executive Director are given the authority to make specific exceptions to those student eligibility regulations contained in Article 18 provided such exceptions are based upon hardship conditions that are deemed to have contributed in a significant way to non-compliance with specific regulation(s) that may be appealed. (see WIAA 18.26.0)

- 7) **Voluntary Reporting/Treatment:** Students who recognize they have a drug, alcohol, tobacco, or anabolic steroid problem, and of their own volition (and prior to any informal or formal report of their first drug, alcohol, steroid, or tobacco offense) seek counseling or assessment, and follow the provisions of the treatment program, will generally be allowed to maintain their eligibility. The intent of this “self-reporting” policy is not to create a means by which students may avoid discipline. If the administrative team deems the “self-reporting” is or was being used to avoid discipline, the student will be disciplined according to board policy.
- 8) **Notice and Due Process:** When parents and/or students are notified of an alleged violation of the Athletic/Activities Code of Conduct and the consequence(s), such notice shall be in writing and include a description of the disciplinary grievance procedure. The Administrative Team, following recommendations from the coach or activities adviser and/or athletic director, will impose Activities Code of Conduct discipline. Activities Code discipline (or suspension) will remain in effect pending appeal. The District Co-Curricular Hearing Board will hear any appeal of Activities Code discipline.
- Administrative Team: For purposes of enforcement of the Activities Code of Conduct, the administrative team will consist of a building administrator and other personnel as designated by the principal.
- District Co-Curricular Hearing Board will consist of the district athletic director, the opposite high school athletic director or building administrator, and the district risk and compliance manager.
- 9) **Enforcement:** All members of the community should be alert and aware of the behavior of students and should follow up on concerns brought to their attention by reporting to District personnel. District personnel shall report alleged violations to building administration, who will be responsible for reporting to a designated district office administrator. In cases of exceptional misconduct or a violation of the activities/athletic code, schools of similar level will coordinate consequences for the purpose of consistency. If the school disagrees, interpretation/decision comes from the district administration.
- 10) **Reporting:** Building administrators will submit an end-of-semester report of all activity under this Code to the Superintendent and the Board. The reports will be of sufficient scope and detail to satisfy the Superintendent and the Board.
- 11) **Advisors/Coaches:** The following procedures are established related to advisors/coaches:
- Any student who joins a school team must accept the full authority of the coaches/advisors who are employed by the school district and are expected to take his/her direction. Each participant is subject to the rules and guidelines established by the team coach at the beginning of every season. Failure of a student to follow such instruction could result in loss of eligibility, letter points or possible dismissal from a school team.
  - Private coaches may not participate in either school practices or school competitions. The private coach may be a spectator at any practice or competition but will not be allowed to communicate with any participant for any reason while the student is under the authority of the school coach. Failure to comply

- may result in removal from the practice or competition by school officials.
- c) The school coach, the private coach, and the parents/guardians of the student are encouraged to discuss any issues of disagreement regarding the student's training, preparation, and performance. However, the school coach has the final authority to make decisions on any issue dealing with the school team.
  - d) Students and families are to refrain from inappropriate comments, either verbally or in writing, including electronically that may harm the authority or reputation of the coaching staff or advisor. If there are issues, these should be brought to attention of the athletic director or building principal for investigation.

**Hazing Rituals:** Hazing will not be tolerated in any form and is never to be part of our program. Acts of hazing can escalate to the point that the students participating are at risk. It is also quite possible that many acts of hazing will result in legal action being taken against the coach, advisor, student group leader, administration or the school district.

Any student who participates willingly in a hazing ritual is subject to disciplinary action, including suspension from school or the team or both, and possible legal action dependent on the severity of the incident.

Any student who observes and does not attempt to stop and/or report such a violation can also be subject to disciplinary action by our school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

Initiation ceremonies and rituals are different from hazing rituals in that they are positive, open, and public events. Initiation ceremonies welcome new members to a team or group, promote bonding and orientation to the purpose, culture, and expectations of the team, club, or group. The coach, advisor and parents/guardians are informed of the ceremony and are invited to participate.

**Awards and Letters:** Completion of the activity season is required for students to be eligible for a letter or other team individual awards, except for injuries that limited participation. No awards shall be given to any student suspended for the remainder of the season as the result of an Activity Code of Conduct violation or suspension from school.

**Sportsmanship:** High levels of sportsmanship are expected of *all* participants involved in any team sports and activities in the Peninsula School District. The school reserves the right to set a higher sportsmanship standard and may administer a more severe consequence when deemed appropriate. Behaviors or attitudes determined to be detrimental to the team may result in a player being suspended from participation, or in exceptional cases, removed from the team. The building principal, athletic director and advisor/coach will be responsible for making any specific decisions regarding additional consequences for the student's behavior. Any decisions to remove a student permanently from participation will be made by an administrative team that will include, at the minimum, the principal, the building athletic director, and respective coach/advisor.

## Student Technology Responsible Use and Safety

### PURPOSE

Our goal is to foster a learner-focused environment where all learners have voice, choice, time for reflection, opportunities for innovation, opportunities for critical thinking, problem solving/finding, self-assessment, and connected learning. We understand that providing a device alone will not make this change happen, although it will accelerate the possibility for change. PSD Possibilities will provide an individual computing device as a take-home device for all students who need them. By ensuring our learners have equitable access to the tools needed to learn, we are empowering learning that will extend beyond the classroom.

### GENERAL UNDERSTANDINGS

Please refer to the [PSD Possibilities Responsibility Manual](http://sl.psd401.net/psdresponsibilities)(<http://sl.psd401.net/psdresponsibilities>) for more detailed information and expectations.

Use of devices at school and at home enables educators and students to access digital curriculum, communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their learning. It is the policy of the Peninsula School District (PSD) to maintain an environment that promotes

ethical and responsible conduct in all electronic resources activities. The following are general understandings regarding the use of district resources:

1. The use of district-provided technology requires students to abide by all Peninsula School District (PSD) policies and procedures related to the [Acceptable Use Guidelines/Internet Safety Requirements \(https://staticfiles.psd401.net/psd/documents/District/SchoolBoard/PoliciesProcedures/2022p.pdf\)](https://staticfiles.psd401.net/psd/documents/District/SchoolBoard/PoliciesProcedures/2022p.pdf) local, state, and federal laws.
2. Students should charge their device at home nightly, bringing it to school each day with a full charge.
3. Communicate responsibly! Electronic communication should be conducted in a polite manner, using appropriate language and avoiding profanity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using district owned or personally owned technology, should be reported to responsible school personnel.
4. Devices are loaned to students and remain the property of PSD.
5. Devices and network use must support education at all times. Use for personal, commercial or political purposes is prohibited.
6. Students and families must follow all guidelines set forth in this document, the [PSD Possibilities Responsibility Manual \(http://sl.psd401.net/psdresponsibilities\)](http://sl.psd401.net/psdresponsibilities), and by PSD staff.
7. Rules and guidelines are in effect before, during, and after school hours, for all PSD devices whether on or off the school campus.
8. Follow copyright laws and cite appropriately sources used from electronic media. District technology is not provided to house personal music or video libraries.
9. PSD staff reviews, monitors, and archives all activity on the network for responsible use. Internet history and e-mail checks may occur at the discretion of PSD staff.
10. The term “equipment” or “technology” refers to the device, battery, power cord/charger, mobile hotspot (if applicable), and case. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school-issued calculator.
11. Students will not tamper with device hardware or software, attempt unauthorized entry into devices, and/or vandalize or destroy the computer files. Intentional or negligent damage to computers or software may result in criminal charges. Asset tags may not be tampered with or removed.
12. Any failure to comply may result in disciplinary action. PSD staff may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
13. PSD staff reserves the right to confiscate the property at any time.
14. Students will not reveal or post identifying personal information, files or communications to unknown persons through email or other means.
15. Students will not attempt to override, bypass or otherwise change the security settings, Internet filtering, network settings, or other device settings. All student one-to-one computer devices are configured so that Internet content and communications are filtered both at school and when on any other network.
16. Attempt to access networks and other technologies beyond their authorized access is prohibited. This includes attempts to use another person’s account and/or password or access secured wireless networks. Students are expected to not share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
17. Students are allowed to access electronic resources unless the school is notified in writing by the parent/guardian.
18. Report any damage to the device as soon as possible. This means no later than the next school day. If stolen, a police report must be submitted, and case number provided to school.

*Please note that while district devices are actively filtered and managed to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable.*

Chromebook devices are loaned to students and remain the property of the Peninsula School District (PSD). Just like textbooks, team uniforms, and other school property issued to students for school purposes, there is a responsibility to care for and return the property in good condition. We know, though, accidents or loss may happen, even when students are doing their best to take care of their devices.

**Service:** Unexpected problems do occur with the devices that are not the fault of the user (computer crashes, software

errors, etc.). PSD Department of Learning & Innovation is available to support students with getting such issues resolved.

Students should submit work orders through their school Chromebook coordinator. Each school has a designated Chromebook coordinator. The school librarian can direct students to who that individual is in each school. PSD-owned devices should never be taken to an outside computer service for repair.

**Loaner Devices:** Temporary replacements are available at each school so that learning may continue during any repair process. Students are responsible for the care of the loaner device. The same rules and regulations apply to loaner devices.

**Repairs:** We always believe in the best intentions of our students. Because of this we believe that most damage is accidental damage. All accidental damage will be charged with a fine of \$10 to repair the device.

**Accidental Damage vs. Negligence:** Accidents do happen. There is a difference, however, between an accident and negligence. If the device is deemed to be intentionally or willfully damaged, the student may be subject to discipline and the full cost of repair or replacement. Willful damage includes damage caused by removal of the case, writing on the machine, willful destruction, prying off keys/trackpad, spilling liquid in the machine, etc.

Repair costs are for full repairs. Costs for specific damage items are provided here:

Damage	Cost (incl. WA sales tax)
Chromebook Screen Replacement	\$43
Chromebook Screen - LCD Cable Replacement	\$35
Chromebook Keyboard Replacement	\$105
Chromebook Key Replacement (Individual Key)	\$30
Chromebook Touchpad - Torn	\$55
Chromebook Touchpad - Not Working	\$55
Chromebook Headphone Jack - Object Removal	\$25
Chromebook Headphone Jack - Broken	Repair Not Possible
Chromebook Charging Port - Repair/Replace	\$55
Chromebook Bezel (frame around screen) Replacement	\$55
Chromebook Hinge Replacement	\$40
Chromebook Camera Lens - repair	\$50

Replacement Item	Replacement Cost
Chromebook Case	\$22
Power Cord	\$27
Chromebook	\$290

**Lost Equipment:** If any equipment is lost, the student or parent must immediately report it to the school Chromebook coordinator. Each school has a designated Chromebook coordinator. The school librarian can direct students to who that individual is in each school. When a device is reported as lost or stolen, Technical Services will remotely turn off all device functionality so the device is unusable.

**Equipment Return:** All district-owned devices must be returned. Students leaving the PSD, regardless the time of the year, must return the device to the Chromebook site coordinator. As a part of the return procedure, the device will be inspected to assure that it is functioning and is not damaged. If a student leaves the PSD but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purpose of recovering PSD property.

**Email:** Email is not private. Email is considered a “writing” and may be disclosable to media or others (see RCW 42.56). In lawsuits, email is often considered discoverable; (See CR 30, 31,33,34,36, Civil Rules for Superior Court). Any form of harassment by email violates this provision and policies dealing with such harassment. Students with email access will be required to agree to an acceptable use agreement; as to those students, the terms of such an agreement are incorporated into this offense by reference. In addition, it is a violation of this provision and law to email: copyrighted material (unless permission is granted by the holder), threatening or obscene material, or materials protected by trade secrets laws.

**Data Privacy:**

PSD is required by state and federal law to protect the privacy of all student data. PSD uses many different digital tools & systems in the process of educating our students. All applications used by staff of the district must go through an internal approval process to ensure privacy policies and terms of service sufficiently protect our students. A list of all applications approved for use within the Peninsula School District can be found on this site: <http://sl.psd401.net/digitalapproval>. Teachers may notify parents directly of which applications they will be using with their students and parents can address any concerns with potential application usage with their child’s teachers or building administrator.

**Virtual Meetings:** Throughout this current school year, many student and teacher interactions will be done via Zoom or other video platforms. All existing behavior expectations from a physical environment shall be in place in a virtual meeting or breakout room as well. Any inappropriate behavior experienced in virtual meetings will be subject to discipline in accordance with the previously stated behavior expectations.

## School Bus/Transportation Code of Conduct

Peninsula School District’s school bus conduct policy and rules are in accordance with Washington State WAC’s and RCW’s, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school.

Rules for passengers’ conduct on school buses will be made available to each student at the beginning of each year. These rules will also be posted in each bus.

The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However, the bus driver shall have final authority and responsibility.

Safety expectations at the bus stop	Safety expectations while riding the bus
<ul style="list-style-type: none"> <li>• Arrive at the bus stop 7-10 minutes before the scheduled bus time.</li> <li>• Do not stand or play on the roadway while waiting for the bus.</li> <li>• Wait to board the bus in an orderly manner.</li> <li>• Respect private property while waiting for the bus.</li> <li>• Do not litter.</li> </ul>	<ul style="list-style-type: none"> <li>• Ride the regularly assigned buses at all times unless written permission has been granted by the school.</li> <li>• Enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.</li> <li>• Cooperate with and obey the driver at all times. If assigned a specific seat by the driver, sit in that seat at all times.</li> <li>• Be courteous - inappropriate language, harassment, or bullying on the school bus will not be tolerated. Treat EVERYONE with RESPECT.</li> <li>• Keep head, hands, feet, and belongings inside the bus at all times. Windows may be opened; however, close the windows if the driver asks.</li> <li>• Do not bring ANY TYPES of animals onto the bus. (Approved service animals excepted)</li> <li>• No eating, drinking or littering on the bus.</li> <li>• All carry-on articles must be contained safely; no glass or flammable items, musical instruments must fit in the student's seat area. Keep all belongings (i.e. backpacks) out of the aisle.</li> <li>• Remain seated while bus is in motion and until it has come to a complete stop.</li> </ul>

For your student's safety, video and audio surveillance is being utilized on most buses. Notices are posted inside the buses that include audio surveillance

See Policy 6608 here:

[https://docs.google.com/document/d/11uEan\\_bothlS5oBEoZom36urp0Zv47i0SzlOrOlws3c/edit?usp=sharing](https://docs.google.com/document/d/11uEan_bothlS5oBEoZom36urp0Zv47i0SzlOrOlws3c/edit?usp=sharing) and Procedure 6608P here:

<https://docs.google.com/document/d/1XZRLQymKmSYroP7PY5yvujWVX4WrYKQn4Hb2PM8BM5I/edit?usp=sharing> ).

### **CORRECTIVE ACTION FOR INFRACTIONS OF ESTABLISHED BUS RULES**

Student misconduct on the bus or at the bus stop is sufficient reason to discontinue bus transportation privileges to those students involved. Infractions accumulate for the duration on the school year and range from warnings, detentions, and parent/guardian conferences to short-term or long-term suspensions from riding the bus. Serious infractions may result in immediate suspension of bus-riding privileges for the balance of the school year.

Suspensions will begin at the beginning of the next school day after the misconduct occurred. In other words, the student transported to school may be returned to his regular stop. Students may resume their bus riding privileges as soon as all disciplinary obligations have been met.

### **Transportation Discipline Process and Misconduct Consequences Severity/Frequency:**

Minor/Initial - The impact of the student's behavior has limited/minor disruptive impact and is behavior not previously addressed with this student.

- Student will have a conference with a building administrator or dean. Parents/Guardians will be notified. Student is warned of the consequences of another offense. Other consequences may include detention or public service.
- Moderate/Repeated – The impact of the student's behavior has a broader or more disruptive impact and/or this is behavior which has previously been addressed with the student.
- Student will have a conference with a building administrator or dean. Parents/Guardians will be notified. Student will lose all bus riding privileges for a minimum of one (1) up to ten (10) school days. Student is warned of the consequences of another offense.

Severe/Persistent – The impact of the student's behavior has a widespread or more significant disruptive impact and/or this is behavior which has not changed after multiple times of addressing it with the student.

- (11) school days or up to the remainder of the school year.

**NOTE:** The foregoing process is routinely progressive but in exceptional circumstances steps may be skipped, meaning, for example, the student might lose all bus privileges for five school days at the first offense due to

severity of the misconduct. When a student loses bus privileges for more than 10 school days, the student is afforded the same hearing rights applied to regular corrective action.

A student who engages in egregious misconduct while subject to bus transportation rules is subject to discipline provided for in this section and may also be subject to discipline provided for in the Student Code of Conduct for the same offense and may result in immediate suspension of bus riding privileges.

**Bus Appeal Procedure:** Once a student loses his/her bus riding privileges an appeal may be made through the building principal in writing within three school business days following the date of the notice privileges have been lost. If the outcome of the meeting is not satisfactory to the student and/or parents/guardians, they can appeal the decision to the district level. This appeal will be made to the risk and compliance manager; the appeal must be made in writing within three school business days following the decision of the building principal. A hearing will then be set with the district hearing officer, parents/guardians, student, bus driver, transportation director, and others as appropriate. The hearing officer will endeavor to decide the matter at the hearing with written confirmation of the decision to follow promptly; otherwise, a written decision will be made by the hearing officer within 24 hours following date of hearing.

In the event the student has been denied bus privileges and a school suspension or expulsion has also been imposed for the same reasons leading to the denial of bus privileges and a due process hearing has been scheduled to deal with the broader suspension or expulsion, the hearing officer will determine the bus privileges component at the same hearing which deals with the broader suspension or expulsion.

**Corrective Action for Students Enrolled in Special Education:** Bus discipline for students enrolled in special education will be consistent with the Individuals with Disabilities Act (IDEA). Students with disabilities can be disciplined for misconduct while being transported. A disabled student can be suspended for up to 10 cumulative days a year without a change in placement. The District is required to provide some form of transportation unless the student is a danger to himself or others.

A meeting may be called with transportation, a building administrator and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others, alternative transportation and/or suspension may be possible. If the behavior continues, additional meetings may be held with transportation, building administration, student services and parents/guardians. The IEP may be reviewed and updated. Suspension (up to five days) of transportation services, change of bus route, and assignment of a monitor, alternative transportation, and counseling may be considered as action required.

In the event of multiple infractions, a meeting will be held by the principal with the transportation department representatives, student services, and the parents/guardians. If the student has been suspended a total of 10 days from regular transportation services, alternative transportation services should be reviewed.

### **Emergency Evacuations**

Every child who rides a school bus should know what to do should it ever become necessary to evacuate the bus quickly and safely. Usually, students remain on the bus during an emergency; however, the bus will be evacuated in the event of fire/danger of fire or in the event the bus is stopped in an unsafe position, such as on or adjacent to railroad tracks. Students will participate in emergency evacuation drills within the first six weeks of each semester with a verbal review by the driver between drills. Students who are unable to participate in the emergency exit drill shall receive oral instructions on how to exit.

For any evacuation to be successful, nothing must be blocking the aisle or exits. Students must understand that they will not be allowed to bring items on the bus that block the aisle. Make sure that larger items are secured to seats in a way that does not block the aisle and keeps the item from becoming airborne during a collision. Challenges are large musical instruments, 'science projects' or 'show and tell'. A fairly common situation is having a young student come to the bus stop with a large glass jar (for instance) with a frog inside. Both breakable containers and non-service animals are prohibited on school buses. *Reference: WAC 392-145-021(3) General Operating Requirements.*

## Prohibition of Discrimination and Harassment

### Human Dignity

Recognizing and valuing that we are a diverse community, part of our mission is to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in the Peninsula School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the District strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or characteristics. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers.

### Nondiscrimination - see policy and procedure 3210 and 3210p

The Peninsula School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, including gender expression, or gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has employees have been designated to handle inquiries regarding the nondiscrimination policies questions and complaints of alleged discrimination:

- Civil Rights Coordinator, Title IX Coordinator, Section 504/ADA Coordinator for Peninsula School District is John Yellowlees, Executive Director of Student Services. 14015-62nd Ave. NW, Gig Harbor, Washington, 98332 [Yellowleesj@psd401.org](mailto:Yellowleesj@psd401.org) (253) 530.1080

You can report discrimination and harassment to any school staff member or to the District's Coordinators, listed above. You also have the right to file a complaint. For a copy of the District's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://www.psd401.net/about-us/rights-and-responsibilities>

### Sexual Harassment - See policy and procedures 3445 and 3445p (Student) or 5500 and 5500p (Staff)

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity. Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

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

Examples of Sexual Harassment: Pressuring a person for sexual favors, unwelcome touching of a sexual nature, writing graffiti of a sexual nature, distributing sexually explicit texts, e-mails, or pictures, making sexual jokes, rumors, or suggestive remarks, physical violence, including rape and sexual assault.

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://www.psd401.net/about-us/rights-and-responsibilities>

### COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

## **Complaint to the School District**

### **Step 1. Write Out our Complaint**

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint — by mail, fax, email, or hand delivery—to the district superintendent or the District’s Risk and Compliance Manager.

### **Step 2: School District Investigates Your Complaint**

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### **Step 3: School District Responds to Your Complaint**

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | Fax: 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit OSPI website, or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | OCR Website

### **Washington State Human Rights Commission**

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](http://HumanRightsCommissionWebsite)

### **[Harassment, Intimidation and Bullying \(HIB\) - See policy and procedures 3207](#)**

All students have the right to learn in an environment that is free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by

race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military status, or the use of a trained guide dog or service animal by a person with a disability, when an act:

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

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

You can report HIB to any school staff member or to the District's Compliance Officer: Sara Hoover Phone: (253) 530-1003 Email: [hoovers@psd401.net](mailto:hoovers@psd401.net) . You also have the right to file a complaint. For a copy of the District's HIB policy and procedure, contact your school or district office, or view it online: Policy 3207 and Procedure 3207P.

## Other Policies

### Student Drivers

Each high school has rules which pertain to student drivers. All parents/guardians of students who drive vehicles to and from school and student drivers are expected to familiarize themselves with those rules.

Each high school requires students to obtain written parent/guardian permission to drive their personal car to school and each requires the students obtain parking lot permits. Associated Student Body (ASB) governing councils may impose student fines for parking violations. These fines are payable before certain educational records of the fined student may be released to third parties. Parents/students who choose to utilize this transportation option will be considered to have released the school district from any and all liability for consequences to the student driver or other students who may be harmed as a result of the choice to use personal vehicle transportation.

When school bus transportation is provided to events, athletic contests, and activities, students are expected to ride the school bus to and from the event, contest or activity unless written parental permission is provided to athletic director or building administrator at least 48 hours in advance. In cases of emergency, parents/guardians must contact the athletic director or building administrator for approval. The student may then be released to a parent/guardian. Permission may be granted only for that parent's/guardian's student.

### Dress Code

Students are expected to dress appropriately for school. The District Dress Code applies to ALL school days and at ALL school events:

- Do not wear clothing or accessories that present a health or safety hazard or would damage school property.
- Clothing must cover the torso/midriff, cleavage, and undergarments.
- Clothing, accessories or displays associated with gang affiliated behavior are not permitted.
- Sunglasses are not to be worn indoors.
- Clothing, accessories such as face coverings, or jewelry that displays or promotes alcohol, tobacco, drugs, weapons, illegal actions, or obscene and vulgar messages or interrupts the educational process are not permitted.

### Health Room/Medications

- See Policy 3410: Student Health  
<https://s3-us-west-2.amazonaws.com/psd-staticfiles/psd/documents/District/SchoolBoard/PoliciesProcedures/3410+Revised+Policy.pdf> )
- Policy 3416: Medications at School  
[https://s3-us-west-2.amazonaws.com/psd-staticfiles/psd/documents/District/SchoolBoard/PoliciesProcedures/3416\\_UPDATED.pdf](https://s3-us-west-2.amazonaws.com/psd-staticfiles/psd/documents/District/SchoolBoard/PoliciesProcedures/3416_UPDATED.pdf)

- Policy 3413: Student Immunization and Life-Threatening Health Conditions  
<https://staticfiles.psd401.net/psd/documents/District/SchoolBoard/PoliciesProcedures/3413.pdf>

District school nurses are assigned to multiple schools and each building has a health technician under the supervision of the school nurse. Students will be kept home from school if they are ill, have a fever and/or have shortness of breath, cough, loss of sense of taste or smell, nausea, vomiting, diarrhea, headache, muscle or body aches, fatigue, sore throat, nasal congestion (not associated with allergies). According to Policy 3414, a student with symptoms that may indicate a communicable disease will be sent to the health room for first aid. The parent/guardian will be contacted and asked to pick up the student if any of the following symptoms occur (or any of the above symptoms are present): Fever, vomiting, diarrhea, rash, any symptom that is causing great discomfort for the student. If a student does not have a fever but feels seriously ill, the parent/guardian will also be called to arrange transportation home.

In compliance with Policy 3413, parents/ guardians must inform the school if their child has a serious/life-threatening health condition. Some examples of life-threatening health conditions are diabetes, seizures, severe allergies, asthma and/or a cardiac condition. This list is not all-inclusive.

The Peninsula School District's Medication Policy 3416 states: should medication need to be administered at school, a medication authorization form will be completed by the parent/guardian and by the licensed health professional. The licensed health professional's order must indicate name of medication, dosage, route of administration, time and dates to be given, and include his/her signature. This form is valid for the current school year only. The parent/guardian must pick up any unused medication by the last of school.

Students may not medicate themselves unless the health care provider indicates that they may do so. *When indicated on the medication authorization form, a student requiring an inhaler, a pancreatic enzyme or emergency medication may carry and self-administer the medication if prescribed by a licensed health professional and approved by the parent and school nurse.* All medications must be in the original container and clearly labeled as described above.

**For students in grades 9-12 only:**

Prescription Medications (EXCEPT Controlled Substances) - In situations where the parent/guardian, principal, and school nurse believe it is in the best interest of the student that he or she carry the prescription medication, the student will carry a copy of the medication authorization form, indicating the name, dosage, and route of administration of the medication, plus dates and time to be given. Only one day's dosage (in originally labeled container) will be carried by student. This permission does not extend to controlled substances. The original medication authorization form will be on file in the health room.

Non-prescription (Over-the-Counter) Medications-Students in grades 9-12 may be in possession of over-the-counter drugs or medications/remedies on school premises under the following conditions: The student must carry written permission from parent/guardian indicating what over-the-counter medicine and dosage student may take. Student must carry only one school day's dosage in original package or container.

**Child Find - see policy and procedure 2161 and 2161p**

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying student's age birth to 21 years with a suspected disability who reside within the boundaries of the Peninsula School District and are currently not receiving special education services. Child Find services are conducted throughout the year in the Peninsula School District through the guidance team process. If you or your parents/guardians have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Student Services main office at (253) 530.1090.

**Enrollment/Inter-District Transfer Agreements and In-District Variances**

Students in Washington State may apply for an Inter-District Transfer Agreement to attend a school in a different school district or may apply for an In-District Variance for attendance in another, non-resident school within the

Peninsula School District. Both Inter-District Transfer Agreements and In-District Variances are determined on a space-available basis. Refer to the Peninsula School District's website at <https://www.psd401.net/about-us/transfer-request> for timelines and processes.

### [Student Records/Family Educational Rights and Privacy Act](#)

The Peninsula School District is required to protect families from unauthorized release of certain information about its students. However, directory information may be released without permission of parents/guardians unless parents/guardians register their objection. Parents should notify their school's principal in writing to do so.

The district designates the following personally identifiable information contained in a student's education record as directory information: name, address, parent telephone listing, parent electronic email address, date and place of birth, grade level, photograph, dates of attendance, major field of study, honors and awards received, enrollment status (e.g., part or full time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and most recent educational agency of institution attended.

Directory information is routinely used by the school district in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for commercial purposes. Parents/Guardians who do not want their student's directory information released to institutions of higher education and/or the military should check the appropriate box on the *Directory Information Withhold Form*.

### [McKinney-Vento Homeless Assistance Act](#)

Any child or youth, including migrant and unaccompanied youth, who lacks a fixed, regular and adequate nighttime residence is considered homeless and McKinney-Vento eligible for assistance and services. This includes children and youth who are temporarily sharing housing with others due to loss of housing or economic hardship, those living in hotels, camping grounds, emergency shelters, cars, bus or train stations and those awaiting foster care or are in temporary placements. For more information, see <https://www.psd401.net/departments/student-services/homeless-assistance> or Policy 3115 and 3115p.

If you have a student/child who may qualify for McKinney-Vento services or would like more information, please contact Becky Maffei, McKinney-Vento liaison at (253) 530-1078 or email: [maffei@psd401.net](mailto:maffei@psd401.net)

### [Emancipated Students](#)

Emancipated students are students 18 years of age or older who are self-supporting and self-reliant and are taking full responsibility for their own education. A parent/student conference with an administrator must be held before a student will be emancipated, and appropriate paperwork must be submitted. Once emancipated, no parent/guardian contact will be required.

### [Field Trips/Interscholastic Activities](#)

School-sanctioned activities, field trips, athletic contests, and other interscholastic events are an extension of the regular school program. All school rules and policies will therefore apply and will be enforced while students are participating in any such activity. This includes activities taking place both at district property and elsewhere.

### [Graduation Requirements](#)

Graduation from the Peninsula School District is dependent upon fulfilling credit and content requirements as well as performance standards. The Peninsula School District considers participation in commencement exercises and related activities as a ceremonial privilege granted to students and not a right to which they are entitled. Therefore, any student who is placed on suspension for three or more days during the fourth quarter of the senior year will not be allowed to participate in school commencement exercises. This applies to misconduct on School District property or at a school-sponsored event. Credits to meet graduation requirements must be completed by graduation in order for seniors to participate in the commencement ceremony.

### [Public Records Requests](#)

[https://docs.google.com/document/d/1uGLJoC5cXrMckxWStrkpUDQSAacG3w9dlryYDNw\\_hEg/edit](https://docs.google.com/document/d/1uGLJoC5cXrMckxWStrkpUDQSAacG3w9dlryYDNw_hEg/edit)

Parents/Guardians and members of the public have the right to inspect and copy public records retained by the District, unless the records are exempt from public disclosure under state law (Chapter 42.56 RCW). Please contact your school directly to request Student Records and Transcripts.

**NOTICES:**

**Asbestos Hazard Emergency Response Act:** In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every 3 years, Peninsula School District conducts a reinspection of each site to determine whether the condition of the known or assumed asbestos-containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection, all materials listed in the management plan as asbestos-containing (or assumed to be asbestos-containing) were inspected. The law further requires an asbestos management plan to be in place by July 1989. Peninsula School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition. Each school has an AHERA binder in the main office.

The following schools contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Henderson Bay High School, Harbor Ridge Middle School, Goodman Middle School, Harbor Heights Elementary, Vaughn Elementary and Voyager Elementary.

It is the intention of the Peninsula School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school District Maintenance Office or Administrative Office of the school during regular business hours. All inquiries regarding the asbestos plan and asbestos-related issues should be directed to Maintenance and Operations Department at 253-530-3811.

(AHERA information adapted from the U.S. Environmental Protection Agency)

**Peninsula School District is required to notify parents annually of our procedures for Unpaid Meal Charges.**

The District will make reasonable, discrete efforts to notify families when meal account balances are below \$10.00 or a negative balance at \$5.00 increments through the use of letters sent home and the district phone messaging system. Staff will also discreetly let students know they are getting low or at a negative balance as well. Students who have a negative balance will not be allowed to purchase a-la-carte, only a reimbursable meal.

Negative balances of more than \$30.00 not paid prior to end of the semester will be considered delinquent debt and will be turned over to the superintendent or designee for collection. The District will make reasonable, discrete efforts to collect delinquent (overdue) unpaid meal charges, which is an allowable use of National School Food Service Account (NSFSA) funds and will coordinate communications with families to resolve the charges. Options may include collection agencies, small claims court or any other collection method permitted by law and consistent with the Fair Debt Collection Practices Act.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Notices will still be sent home to those students in an effort to collect the balance.

District employees may use a charge account for meals but may charge no more than \$20.00 to their account. When an account reaches this limit, the employee will not be allowed to charge additional meals or a la carte items until the negative account balance is paid.

Dear Parents/Guardians:

The District provides online access to the Peninsula Student/Parent Rights and Responsibilities Handbook which includes the Activities and Athletic Code of Conduct at [www.psd401.net](http://www.psd401.net) under the About Us heading. A paper copy is also available upon request. This **Handbook** sets forth the rules and regulations of Peninsula School District including, but not limited to, student conduct, discipline, rights and responsibilities, athletic codes of conduct, proper use of electronic resources, PSD Possibilities Responsibility Manual, and sexual harassment. School Board policies referred to in the **Handbook** may also be viewed online at <https://www.psd401.net/about-us/board-policies-and-procedures> or hardcopies of specific policies are available upon request by contacting the undersigned.

**Acknowledgement**

*I acknowledge that I am aware the Peninsula School District's Student/Parent Rights and Responsibilities Handbook which includes the Activities and Athletic Code of Conduct, Technology repair and replacement costs, is available online and a hardcopy is available upon request. I agree to familiarize myself and my student(s) with the requirements therein stated and help them to abide by them. I have also been notified of the District Unpaid Meals procedures and PSD Possibilities Responsibility Manual including Technology Repair and Replacement costs.*

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Parent/Guardian (Please Print)

Student (Please Print)

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Parent/Guardian (Signature)

Student (Signature)

Please return this signed form to your teacher or main office. Thank you!