

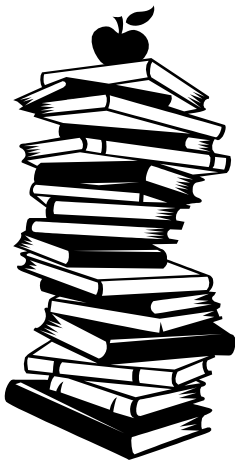
# Jason Lee Elementary School Student and Parent Handbook 2022-2023



*Home of the Cougars!*

*School Principal: Debbie Whitney  
Assistant Principal: Fletcher Pierce  
School Phone: 967-6475  
Attendance Phone: 967-6490*

*1750 McMurray, Richland, WA*



# Table of Contents

<b>Welcome to Jason Lee</b>	<b>Page</b>
School Hours	3
Mission Statement/School Improvement Plan	3
Lunch & Recess Schedule	4
<b>Office Procedures</b>	
Registration & Withdrawal	5
Maximizing Teaching & Learning Time	6
<b>Arrival &amp; Dismissal Procedures</b>	
Walking Route Map	7
Arrival & Dismissal Procedure	8
<b>Attendance</b>	
Attendance Letter	9
Jason Lee Policy	10
District Policy	10
<b>Discipline Information</b>	
Jason Lee Discipline Plan	13
Public Displays of Affection	14
Cougar Way	15
Cougar Way Character Traits	16
<b>Emergency School Closure</b>	
Jason Lee Policy	17
District Policy	17
Emergency Evacuation and Reunification Procedures	18
<b>Homework Policy</b>	18
<b>Parent/School Communications</b>	
Visitations	19
Student Progress Reports	19
Parental Custody	19
Student Assistance Team (SAT)	19
Medication	20

## **Table of Contents, Cont.**

	<b>Page</b>
<b>Miscellaneous Information</b>	
School Supplies, Lost & Found, Personal Play Items, Cell Phone Policy	21
Parties & Birthdays	22
Bicycle, Scooter, Skateboard & Roller Blade Guidelines	22
<b>District Policies</b>	
Harassment/Bullying	23
Dress Code Guidelines	24
Nondiscrimination and Sexual Harassment	25
Internet Safety	27
Student Offenses/Infractions and Consequences	28

# **Welcome to Jason Lee Elementary**

(<http://www.rsd.edu/schools/>)

---

Principal:  
Assistant Principal:  
Secretary:  
Secretary:

Debbie Whitney (Debbie.Whitney@rsd.edu)  
Fletcher Pierce (fletcher.pierce@rsd.edu)  
Jamie Garrett (jamie.garrett@rsd.edu)  
Teresa Peale (teresa.peale@rsd.edu)

## **First bell rings:**

- 8:40 for all grades
- Tardy bell rings at 8:45. Students not in their seats at this time are marked tardy.

## **School Hours:**

### **Grades K – 5**

**8:40 a.m. – 3:15 p.m.**  
**8:40 a.m. – 2:15 p.m.**

**Mon – Thur**  
**Friday**

**Office Hours:** 8:00 a.m. – 3:45 p.m.  
**Phone Number:** 967-6475  
**Attendance Line:** 967-6490

**School Colors:** Crimson & Black  
**School Mascot:** Cougar

## **Mission Statement:**

*Our mission is to provide a safe, respectful, and engaging environment that promotes life-long learning and prepares all students for success in society.*

## **School Improvement Plan:**

The purpose of our school improvement plan is to improve student learning and provide a safe, caring school community. The plan was developed by the Jason Lee Building Leadership Team and staff based on results from state, district and building data.

For more information, access our school website: <http://www.rsd.edu/schools/> or contact the Jason Lee office.

# **JASON LEE ELEMENTARY**

2022-2023

## **LUNCH SCHEDULE**

### **Monday – Friday**

	<b>Lunch</b>	<b>Recess</b>
<b>K – Rehm/Watts</b>	<b>11:00</b>	<b>11:25 – 11:45</b>
<b>K – Moore/Schamber</b>	<b>11:20</b>	<b>11:00 – 11:20</b>
<b>2<sup>nd</sup> Grade</b>	<b>11:05</b>	<b>11:25 – 11:50</b>
<b>4<sup>th</sup> Grade</b>	<b>11:10</b>	<b>11:30 – 11:55</b>
<b>5<sup>th</sup> Grade</b>	<b>11:35</b>	<b>11:55 – 12:15</b>
<b>3<sup>rd</sup> Grade</b>	<b>11:50</b>	<b>12:10 – 12:35</b>
<b>1st Grade</b>	<b>12:05</b>	<b>12:25 – 12:50</b>



## **RECESS SCHEDULE**

<b>AM Recess</b>		<b>PM Recess</b>	
1 <sup>st</sup> Grade	10:00 – 10:15	2 <sup>nd</sup> Grade	1:15 – 1:30
		4 <sup>th</sup> Grade	1:30 – 1:45
		Moore/Schamber	1:40 – 1:55
		5 <sup>th</sup> Grade	1:45 – 2:00
		Rehm/Watts	2:00 – 2:15
		3 <sup>rd</sup> Grade	2:00 – 2:15

### **Friday Recess Schedule:**

3rd Grade                      1:45 – 2:00

## ***Office Procedures***

---

### **Registration & Withdrawal**

**Registration:** Parents with students new to Jason Lee Elementary can register online at [www.rsd.edu](http://www.rsd.edu). Under the families tab is the link for enrollment/registration. A **birth certificate** (or other legal verification of age), current proof of residence and **immunization record** will be required for all new students. Immunizations must be current before students will be placed.

**Withdrawal during school day:** If you need to remove your child from school during regular class hours, please come to the office. All students leaving school grounds during the school day must check out through the office. Please be sure to sign your child out at the office on the Student Release Log. Office personnel will call the classroom or playground to have your child come to the office.

**Withdrawal from Jason Lee:** If you are leaving the Jason Lee Elementary area and need to withdraw your child from our school, please contact the office to inform us of your move.

### **Maximizing Teaching and Learning Time**

Your help with the following will be appreciated:

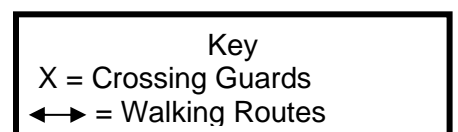
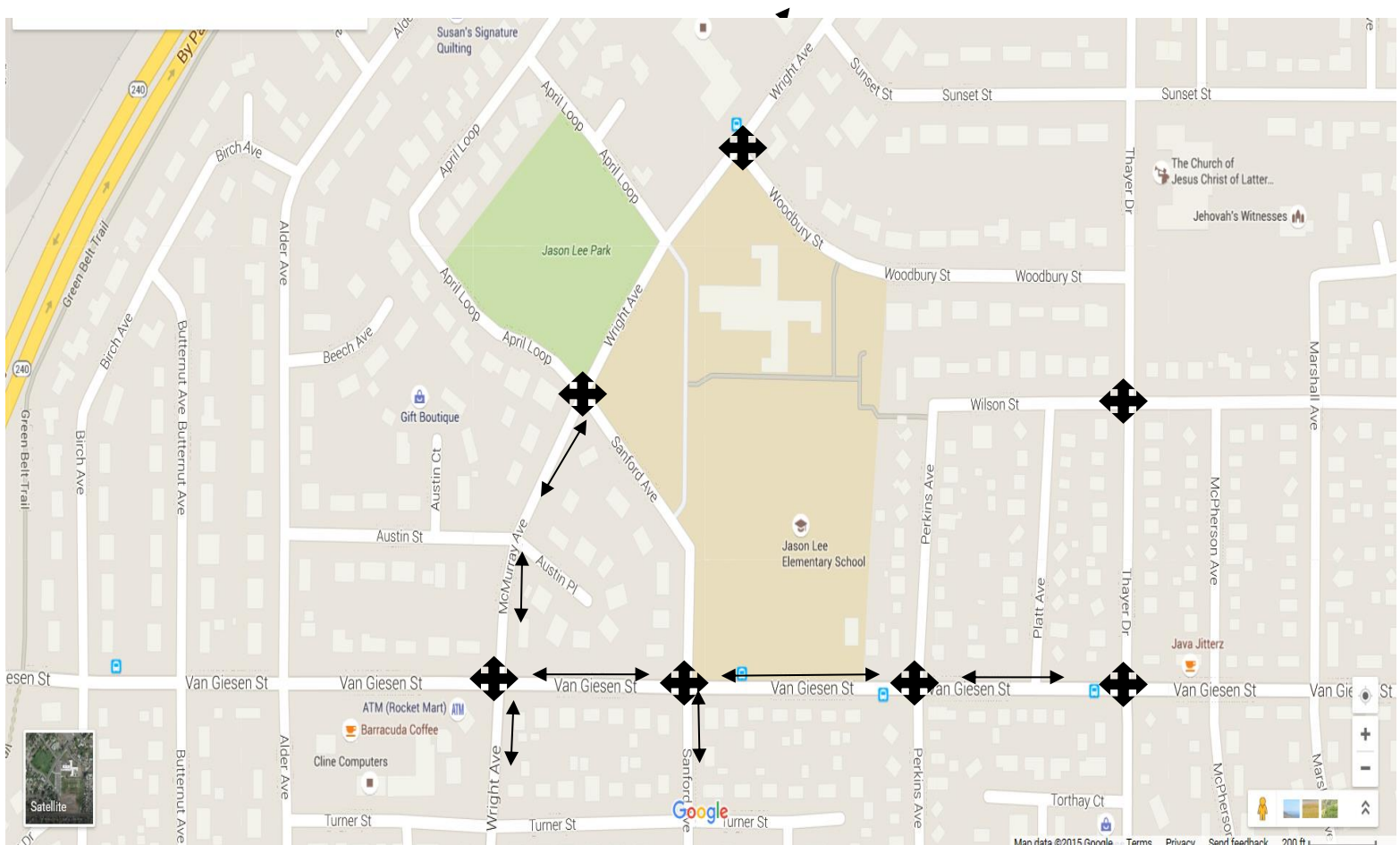
- Please leave messages, lunches or other important items for your child with the secretary and she will see that it is received by your child.
- Please schedule after school plans with your child before they leave for school. This will keep classroom interruptions and student use of the school telephone to a minimum.
- If your student is absent and you want to pick up homework assignments, please notify the secretary when you call the absence in. She will leave a note for the teacher. Homework may be picked up at the office after school. Homework requests must be received by noon of the day you wish to request homework in order to give the teacher time during their planning period to put the work together.
- Should you desire a conference with your child's teacher, please leave a message with the office and the teacher will contact you.
- We ask that student use of the school telephone be limited to emergencies only.
- Volunteers must fill out and submit a Volunteer application each school year. Only volunteers with approved paperwork on file are allowed to work in classrooms or chaperone field trips.
- Please keep students home for vomiting, fever, diarrhea. They must stay home for 24 hours after their last episode.

# Jason Lee Walking Route Map

The map below shows all of the intersections that have an adult to cross students to and from Jason Lee. Use this map to help create a safe walking route to and from school for your child. As a reminder, students are not to arrive on campus before 8:30 a.m. We have no adult supervision before this time. Crossing guards will be stationed before and after school at the following intersections:

- ☐ McMurray and Woodbury
- ☐ McMurray and Sanford
- ☐ Van Giesen and McMurray
- ☐ Van Giesen and Perkins
- ☐ Van Giesen and Sanford
- ☐ Van Giesen and Thayer
- ☐ Wilson and Thayer

**\*\* Due to high traffic and safety concerns, the goal is to keep students off of Van Giesen as much as possible\*\***



## ***Arrival & Dismissal Procedures***

---

### **Arrival Procedure:**

- **The first bell rings at 8:40 a.m.** Instructional time begins at 8:45 a.m.
- For student safety, please honor the “*No Parking*” signs at all times.
- Students are to be dropped off at school no earlier than 8:30 a.m. **There is no supervision for students before this time.**
- Students will pick up breakfast on their way to the class and will eat in the classroom when school begins.
- For student safety, please be sure to drop students off curbside in the school parking lot. Walkers should use designated walking routes. Please see map above.

### **Dismissal Procedure:**

- **School dismissal is at 3:15 p.m., Monday – Thursday and at 2:15 p.m. on Friday.**
- For student safety, please honor the “*No Parking*” signs at all times.
- Students are asked to meet their parents and Jason Lee siblings or friends after school at a designated area.
- If students need to cross a street where a crossing guard is not present or through the parking lot, parents are required to escort their child across safely.
- Children and families wishing to play on the playground are asked to return to the school after 3:45 p.m.
- **Middle School and High School Students on Campus:** The Safety Committee reviewed Jason Lee’s closed campus policy. Because of reoccurring incidents of some middle and high school students talking and acting disrespectfully to our teachers and students, the committee has determined it necessary to close Jason Lee’s campus to middle and high school students who are not with their parents or picking up siblings, before and after school.

If middle school or older students pick up younger siblings at Jason Lee, we ask that they meet their siblings at the designated tree on the South side of the building. Students wishing to visit past teachers are invited to enter Jason Lee through the front door after the dismissal bell has rung.



# Jason Lee Elementary School



1750 McMurray Ave.  
Richland, WA 99354

Phone: 509-967-6475

Fax: 509-942-2556

<http://www.rsd.edu/schools/jasonlee/>

*"Our mission is to provide a safe, respectful, and engaging environment that promotes life-long learning and prepares all students for success in society."*

Dear Parent/Guardian,

This year, Jason Lee Elementary School is continuing to make a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

## **DID YOU KNOW?**

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

## **WHAT WE NEED FROM YOU**

We miss your student when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact Teresa Peale at 967-6475. All absences must be cleared with the office within 3 days to be considered excused.

## **OUR PROMISE TO YOU**

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time including our attendance secretary, school nurse, counselor, administration and teachers. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

## **SCHOOL POLICIES AND STATE LAWS**

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school

program. Children that are 6 or 7 years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.  
<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board or you and your student may need to appear in Juvenile Court.

At Jason Lee Elementary School, we have established rules on attendance that will help you ensure your student is attending regularly. ***Please review this section in the Student Handbook for details.***

## **WHAT YOU CAN DO**

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Sincerely,

**Jason Lee Administration**

## Attendance

---

Studies have shown a direct correlation between attendance and a child's academic achievement. The Washington State Legislature also recognized the importance of attendance by passing laws requiring regular attendance. State law mandates that we keep a record of excused and unexcused absences for each student and send a report at the end of each grading period to the state. Therefore, it is important that parents, students and school work together to maximize student attendance.

The following *Jason Lee Elementary Attendance Policy* is designed to promote regular attendance, academic achievement and safety for all Jason Lee students:

- All students are to arrive at school by **8:40 a.m.** so classes may begin promptly at 8:45 a.m. Students may arrive any time after 8:30 a.m. **There is no adult supervision before 8:30 a.m.**
- Please call the 24 hour school attendance line at **967-6490** & leave a voice message by 8:45 a.m. to report your student's absence for the day. It is required by State law that we have communication from you as to why your child is absent from school.
- A conference will be scheduled with the parent, teacher and building administrator to devise a plan for improved attendance when a student reaches:
  - ❖ 5 absences in a single month
  - ❖ 10 absences in the school year
  - ❖ 15 excused or unexcused tardies in a trimester
- The Jason Lee tardy policy is designed to decrease the number of tardies and have students in class ready to learn by 8:45 a.m. The following totals are for the trimester:
  - ❖ 10 excused or unexcused tardies = parent letter sent home
  - ❖ 15 excused or unexcused tardies = conference with parents
- For your convenience, pre-arranged absence request forms are available in the office.

### **District Attendance Policy:**

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absences and tardies and submit these daily as required by the attendance office.

Tardies:	arriving to the classroom after the final bell at 8:45 a.m.
Half-Day Absence:	missing 1.5 hours or more in a.m. or p.m.
Full Day Absence:	missing all day.

#### A. Excused absences: (definition)

1. Illness or health condition verified by parent or guardian - In case of extended and excessive illness, the building administration may require a statement from a doctor.
2. Approved pre-arranged activities - An activity scheduled by student and parent, including religious observances, should be pre-arranged and approved by the school building administration at least one week in advance of the activity.
3. School approved activities - An activity scheduled by the school that causes absence from the classroom.
4. Emergency situations - Could not be pre-arranged and/or prevented by the student. Requires building administration approval to be excused.
5. Absence resulting from disciplinary actions or short-term suspension - As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension shall have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments shall be a substantial lowering of the course grade.
6. Excused absence for chronic health condition - Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parents or guardian shall apply to the principal or counselor for such consideration. Such limited attendance and/or participation program is contingent upon written medical prescription and building administrator approval.

#### B. Unexcused absences: (definition)

1. An unexcused absence means that a child:
  - a. Has failed to attend the majority of hours or period in an average school day or has failed to comply with a more restrictive school policy; and
  - b. Has failed to meet the school district's policy for excused absences.

#### C. Unexcused absence (procedure)

1. On the first unexcused absence, parents will be contacted by the School.
2. After the second unexcused absence in one month (30 calendar days), a student/parent/counselor/administrator conference will be held in an effort to eliminate or reduce student absences. Corrective action may include:
  - a. Adjusting schedule or assignments.

- b. Providing more individual or remedial instruction where appropriate.
  - c. Assisting parent or child to obtain supplementary services.
3. After five unexcused absences within 30 calendar days or 10 unexcused absences in a school year (the District shall):
- a. Enter into an agreement with a student and parent that establishes school attendance requirements.
  - b. Refer a student to a community truancy board, if available, as defined in RCW 28A.225.025; or
  - c. File a petition with juvenile court of Benton County.
  - d. This petition may be filed by a school district employee who is not an attorney.

If the above action fails to correct the attendance problem, the school administration shall file an additional petition with the juvenile court or if prior court order for attendance is in effect, file a (Motion / Affidavit Regarding Contempt) with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student.

4. The student and parent shall assume the responsibility to make arrangements with each teacher to make up missed assignments for all absences.
5. In the event that excused absences impede the educational success of a student, a building administrator will initiate any of the following actions:
- 6.
- a. When a student accumulates ten (10) absences in a trimester (excused and / or unexcused), the parent / guardian will be contacted and the attendance record will be reviewed.
  - b. When a student accumulates fifteen (15) absences (excused and / or unexcused) a conference will be required. The conference will include the student (when appropriate), the parent, a counselor and an administrator. A plan to insure regular attendance will be written and signed by participants of the conference. If the child's parent does not attend the scheduled conference, the conference may be conducted with the student and school official. However, the parent shall be notified of the steps to be taken to eliminate or reduce the child's absence.
  - c. If parent does not attend the conference or written attendance plan has not been followed by student and parent, a petition may be filed with truancy board.
6. Conformance to regulations: All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations.

*Your help in making certain your child attends school regularly and arrives on time is greatly appreciated. Together we can ensure your child's attendance and school success.*

## ***Discipline***

---

Jason Lee School's discipline plan is based on the premise that expected behaviors need to be systematically taught. This instructional approach to discipline and classroom management introduces, teaches and reinforces behaviors that are conducive to learning and interacting well with others. It also emphasizes the importance of respect and safety of all students and adults. The goal is for the students to self-manage their own behaviors.

During the first weeks of school, each teacher devotes time teaching rules, expectations and routines essential to a positive learning environment. School-wide rules for the bathroom, cafeteria, hall, playground and routines for morning arrival and afternoon dismissal are also taught and reinforced.

Should a student engage in disruptive behavior that interrupts teaching and learning, the student will have four chances to self-manage their own behavior prior to using any punitive measures. Below outlines the steps the Jason Lee staff will engage students in to help them become self-managers.

This procedure is as follows:

1. **Non-Verbal Cues:** The teacher will use non-verbal cues to encourage a student to get back on track. For example, they may stand next to the off task student, point at the SLANT poster, give "the look", shake their head, etc. If unable to self-manage, then teacher will go to step #2.
2. **Precision Request:** All staff will be using "Self-Check, Please" with students when our non-verbal cues did not change the off task behavior. This is a reminder to students to get back on track before going to step #3.
3. **A Game Table/Desk:** Students will be sent to the A Game Table located in the classroom if they are still unable to self-manage. The goal is to remove the off task student from any distractions so they can get back on track with being a learner. If student is still unable to self-manage, then teacher will go to step #4.
4. **Reset Desk:** The student will be sent to the Reset Desk to reflect on their behaviors. Teacher will review with the student why they were sent to the Reset Desk and then student will fill out a Reset Form. Strategies will be posted at the Reset Desk to help students self-calm themselves.

Classroom Reset is a "non-punitive" intervention used by teachers to help students self-manage their own behaviors. For it to be effective, we encourage parents not to punish the student for being sent to Reset. Rather, talk over the behavior with the child and restate the expectations for behavior that promotes learning and getting along with others.

Students will be asked to “Make it Right” if the four steps to self-manage do not correct the off task behavior or the behaviors are extreme (see absolutes below). A form will be filled out asking how the students will make the situation right and parents will be contacted.

The critical behaviors that will not be tolerated at Jason Lee School (called “*Absolutes*”) are as follows:

1. Possession of a weapon or weapon like item (i.e. pocket knife, files, exacto knife, fireworks, matches, toy guns or toy knives, etc., or an object used in a threatening way or with intent to cause harm)
2. Possession or use of a controlled substance (i.e. drugs, alcohol, cigarettes, etc.) or over the counter medications (i.e. cough drops, aspirin, cold medicine, vitamins, allergy medicine, inhalers, etc.)
3. Physically damaging school property (graffiti, etc.)
4. Bullying or intimidation of others in any form (verbal, physical, written, sexual or racial)
5. Blatant disrespect to students or adults (verbal, physical or written)
6. Fighting with intent to cause harm

Absolutes are the critical behaviors that simply will not be tolerated at Jason Lee with no exceptions and may lead to suspension. **All** absolutes are an automatic referral to the office.

## **Public Displays of Affection**

In the interest of creating and maintaining a safe and secure environment for all students, public displays of affection are not allowed on the Jason Lee campus.

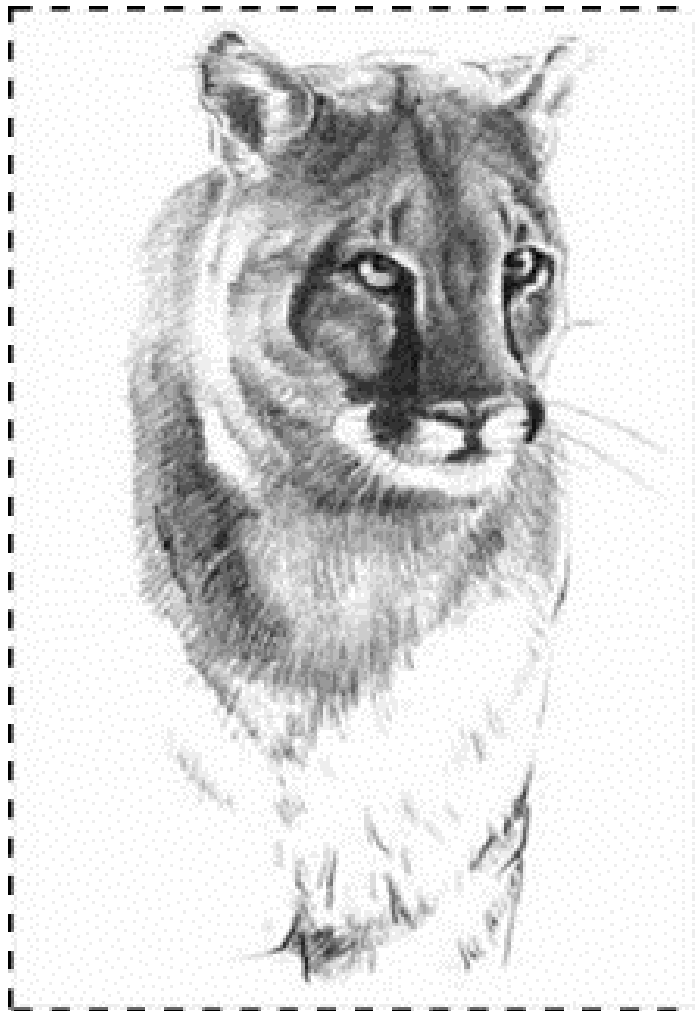
# **The Cougar Way**

**I can show respect.**

**I can solve problems.**

**I can make good decisions.**

**I am ready to learn!**





# **Cougar Way Character Traits**

- **Cooperation**
- **Responsibility**
- **Kindness**
- **Empathy**
- **Respect**
- **Gratitude**
- **Courage**
- **Perseverance**
- **Honesty**



## ***Emergency School Closures***

---

In case of severe weather or other emergencies, a “no school” or a “2 hour delay” announcement will be made over local radio stations between 6:30 a.m. and 7:00 a.m.

KONA - 610 AM  
KALE - 960 AM  
KORD - 1340 AM

KONA - 105.3 FM  
KEY - 98.3 FM  
KORD - 102.7 FM  
KOTY - 106.6 FM

Please **do not** call the radio station or the school. A school day lost because of closure will be made up at a later date.

## ***Severe Weather Procedures***

---

To keep all students safe, students are to arrive at school no earlier than **8:30 a.m.** **There is no supervision for students before this time.**

When weather permits, students will remain outside and will line-up as usual to wait for the morning bell. Children are encouraged to wear clothing that will keep them warm and dry.

If weather is severe, (down pour or low temperatures), students will be brought into their hallway at 8:30 a.m. Students are expected to sit quietly in front of their lockers until they are invited in by their classroom teacher.

### **District Cold Weather Policy:**

Because we are concerned for the well being and health of our students, especially during the cold weather season, a Cold Weather Policy is in order.

Students will be allowed into the buildings before the start of the school day and kept in from recess whenever the temperature is 20 degrees or colder (including wind chill factor). Also, in instances of inclement weather (as determined by the administrator at the individual school site) such as extraordinary rainfall or wind, heavy snowfall or freezing rain, students will be allowed into buildings early or kept inside during recess.

Any student with a health concern that requires them to stay indoors, will be allowed to stay in a supervised area such as the library or health room. In these instances, a doctor's note will be required.

## ***Emergency Evacuation and Reunification Procedures***

---

In the event of an emergency requiring the school to evacuate, the Richland School District, in conjunction with the police and fire departments of Richland and West Richland, has developed a plan to reunite students with their families. In the event students must be relocated to another site:

1. Listen to the TV or local radio stations for information on receiving sites.
2. Know your children's teacher's names
3. Bring photo ID.
4. DO NOT call the school. Staff members need all phone lines available.

For more information, please see "A Parent's Guide to Emergency Evacuation and Reunification". Flyers are available at all schools.

## ***Homework Policy***

---

*Jason Lee Elementary staff believes that all students need to read or be read to every day. All Jason Lee Elementary students will be assigned reading as homework 20 minutes a day, five days a week as a minimum requirement.*

## ***Parent / School Communications***

---

### **Visitations**

\*Due to COVID, classroom visitations are severely modified for this year. For information on visiting your child's classroom, please contact the office.

### **Student Progress Reports**

Written progress reports will be sent home three times a year. These reports will give you information regarding your child's progress in the various academic and social areas. We encourage informal conferences and regular communication with your child's teacher between report periods.

At the end of the first and second grading periods, parent-teacher conferences will be scheduled to discuss your child's progress. School may be closed for regular classes during conference days.

### **Parental Custody**

In the case that a custody issue restricts parental rights to a child, the office must have a copy of the legal documents stating the restrictions. In order to protect children from unauthorized adults taking a child from school, we must have on file a copy of a restraining order issued in the state of Washington. Please contact your lawyer for assistance.

### **Student Assistance Team (SAT)**

We closely monitor the well-being of each of our students. As student concerns arise the staff Student Assistance Team is assembled to discuss ways to assist the child and the teacher. Generally our SAT meets weekly throughout the school year. Please contact our school counselor if you wish to meet regarding your child's needs.



## **Medication**

If your child must receive prescribed or over-the-counter medication while at school Washington State law requires that the following conditions must be met:

1. The parent must submit a parental request form signed by a licensed physician or dentist.
2. The medication including Tylenol and Aspirin must be brought to the school office by the parent or legal guardian in the original container in an amount not to exceed a two-week supply. The container must be labeled with the student's name, physician's name, drug name and dosage.
3. Long term request shall be valid not more than the current school year.
4. All medications will be stored in the office and administered only by office or health room staff.
5. Effective June 13, 2003 children with life threatening conditions such as severe bee sting or food allergies, severe asthma, diabetes, severe seizures, etc., are now required to have a medication or treatment order and nursing plan in place before they start school.

**To comply with state law, please do not send medication of any kind to school with your child. This includes Tylenol, Aspirin, cold medicine, cough drops, vitamins, allergy medicine and inhalers. If your child brings medication to school without the *Signed Medication Request Form*, the staff will not be able to administer the medication. You, the parent/guardian, are always welcome to come to school to administer the medication yourself.**

If your child has a health concern that the school needs to be aware of, please advise us so that we can take every step possible to insure your child's safety.



## ***Miscellaneous Information***

---

### **School Supplies**

All students are requested to supply the following:

1. Backpack
2. Earbuds – 1<sup>st</sup> – 5<sup>th</sup> only, over the ear headphones for Kindergarten students

### **Lost & Found**

The school provides an area for lost and found items. Parents are encouraged to mark clothing items, such as jackets, lunch boxes, etc. with their child's name. If articles have not been identified after a lengthy period of time, they will be given to a local charitable organization or used for replenishing our emergency clothing supply.

### **Personal Play Items**

Because of problems associated with children bringing personal play items to school, i.e. playing with them in class, distracting other students, losing items, conflicts that arise with sharing personal items etc., Jason Lee Elementary has established the following policy:

Any item of value, personal toys or toy-like items (collector cards, CD players, or electronic devices) are to remain at home. If a student's teacher gives a student permission to bring an item for show and tell, the items must remain in backpacks/lockers until the time to share. The item(s) should not be removed from the backpack/locker except for sharing time.

Disciplinary Action:

- 1<sup>st</sup> Incident: Warning. Item confiscated for remainder of the day.
- 2<sup>nd</sup> Incident: Item confiscated, parent notified to pick up item at the school office.
- 3<sup>rd</sup> Incident: Item confiscated, parent notified to pick up item at the school office. Permission to bring personal items of any kind will be revoked.

### **Cell Phone Policy: District Policy #3245**

Elementary and middle school students may use cell phones and other electronic devices before and after school. During school hours these devices must be turned off and kept out of sight. Exceptions will be made on a case-by-case basis when an emergency situation exists that involves imminent physical danger, or a school administrator authorizes the student to do otherwise.

## **Parties & Birthdays**

Throughout the year classes may celebrate special occasions by having a classroom party. If you would be willing to assist the teacher with parties, please let your child's teacher know.

If your child's birthday falls during the school year and you would like to recognize the occasion with treats at school, please contact the teacher to arrange a day and time.

- To avoid disrupting the school day, we request that you avoid sending balloons or special items to be delivered at school. Thank you!
- We ask that birthday invitations be distributed outside of the school day. Invitations may be handed out, only if they are sent to every student in the class.
- Names & addresses cannot be given out by the school.

## **Bicycle, Scooter, Skateboard, Roller Blade & Skate Shoe Guidelines:**

- Bicycles, skateboards and scooters are to be walked on the school grounds at all times. Roller blades are to be carried on campus at all times.
- Skate-shoes (Heelys) are not allowed on campus. Students may "pop" the wheels out before crossing onto campus in the a.m. and "pop" the wheels back in after they have crossed off of campus in the p.m.
- All bicycles and scooters are to be locked up at the bicycle rack throughout the school day. Skateboards and roller blades are to be kept in student's lockers. Scooters that fold up can be stored in student's lockers as well. ***Please note: Due to safety reasons scooters may no longer be stored in the hallways.***
- The school cannot be responsible for any damage or loss of these items.
- Please advise your child to follow safety rules when riding to and from school. We strongly recommend the use of helmets.
- For safety reasons, we ask that Kindergarten and First Grade students do not ride bicycles or scooters to school.
- Before school, students are to remove roller blades and wheels from skate-shoes, carry skateboards or scooters and walk bikes before they enter the McMurray or Van Giesen crosswalks.
- At dismissal, students are to wait until after they have crossed Van Giesen or McMurray before putting on their roller blades, "popping" in wheels for skate-shoes or riding their skateboards, scooters and bikes.

Disciplinary Action for Bicycles, Scooters, Skateboards, Roller Blades & Skate Shoes:

- 1<sup>st</sup> Incident: Warning. Item confiscated for remainder of the day.
  - 2<sup>nd</sup> Incident: Item confiscated, parent notified to pick up item at the school office.
  - 3<sup>rd</sup> Incident: Item confiscated, parent notified to pick up item at the school office.
- Permission to bring Bicycle, Scooter, Skateboard, Roller Blades or Skate Shoes will be revoked.**

## ***Harassment / Bullying (HB 1444)***

---

The Richland School District, in compliance with HB 1444, has adopted a Bullying/Harassment Policy effective **September 1, 2003**. This policy clearly states that Bullying or Harassment of any kind will not be tolerated on any of our campuses.

***“Harassment, intimidation, or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080 (3), or other distinguishing characteristics, when the intentional 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.***

The policy also:

- ❖ Encourages all staff and students to report any incident of bullying or harassment to an appropriate school official.
- ❖ Establishes an informal and formal process for filing complaints.
- ❖ Protects the reporting person from reprisal, retaliation or false accusation against a victim or witness.

The official policy is available from the Richland School Board to all staff, students and parents by contacting your school or the administration office. Depending on the severity, pervasiveness, or persistence of the behavior, please refer below to an outline of the actions that will be taken. If a teacher deems the incident as high level (involving an “absolute”) the teacher may immediately refer a child to the office.

### **1<sup>st</sup> Offense**

1. Victim (or victim with teacher’s help) fills out an Incident Report
2. The teacher talks with the students involved
3. The teacher informs the parents of the event
4. A copy of the incident Report is given to the office and to the counselor.

### **2<sup>nd</sup> Offense**

1. Victim (or victim with teacher’s help) fills out an Incident Report
2. The teacher talks with the students involved
3. Teacher notifies the counselor
4. Counselor and teacher decide next step (pull from playground, etc.)
5. The teacher informs the parents of the issue and concerns
6. A copy of the incident Report is given to the office and to the counselor.

### **3<sup>rd</sup> Offense**

1. Victim (or victim with teacher’s help) fills out an Incident Report
2. The teacher sends the harassing student to the principal
3. The principal will contact the parent and set consequences
4. A copy of the incident Report is given to the office and to the counselor.



## ***Richland School District Dress Code Guidelines***

---

It is the goal of the Richland School District to establish and maintain a quality learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on any school campus. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career. It is also the responsibility of the school administrators to take reasonable steps to ensure a learning environment free from sexual harassment.

Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school, will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive. **The principal has the authority to determine if clothing is disruptive to learning or impacts student safety.**

In order to maintain adherence to this dress code policy, students may **not** wear the following:

- ☐ Clothing that disrupts the educational process.
- ☐ Shorts and skirts shorter than mid-thigh in length.
- ☐ Clothing that reveals the back or midriff, or through which and/or undergarment is visible, or when arms are raised becomes visible. These include but are not limited to:
  - Boxers
  - Sheer tops
  - Mesh tops
  - Overly large openings at the neck or arms
  - Off the shoulder tops
  - Spaghetti straps
  - Halter-tops
  - Tube tops
  - Swim tops
  - Clothing that exposes the midriff
- ☐ Clothing or accessories with offensive pictures, symbols, or sayings. These include but are not limited to:
  - Demeaning statements
  - Violent statements
  - Sexual statements
  - Racial statements
- ☐ Clothing that advertises or promotes tobacco, alcohol or other drugs.
- ☐ Jewelry or accessories that could be used to cause harm or injury.
- ☐ Any gang affiliated clothing.

The wearing of head coverings shall be determined by each building.

*At Jason Lee, students are to wear shoes safe for PE and playing on the playground. **Flip-flops or high heels are unsafe for these activities and should not be worn to school.***

A good general policy regarding the dress code is: If there is **ANY QUESTION** about an item being inappropriate, **DO NOT WEAR IT.**



## NONDISCRIMINATION AND SEXUAL HARASSMENT

### **DISCRIMINATION**

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

**Civil Rights Coordinator:** Galt Pettett, [Galt.Pettett@rsd.edu](mailto:Galt.Pettett@rsd.edu) or 509-967-6009

**Title IX Officer:** Todd Baddley, [Todd.Baddley@rsd.edu](mailto:Todd.Baddley@rsd.edu) or 509-967-6002

**Section 504 Coordinator:** Brian Moore, [Brian.Moore@rsd.edu](mailto:Brian.Moore@rsd.edu) or 509-967-6003

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

<https://app.eduportal.com/documents/view/717196> and <https://app.eduportal.com/documents/view/717203>.

### **SEXUAL HARASSMENT**

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 sports 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://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

### 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 Our Your 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 civil rights compliance coordinator.

#### ***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 our [website](https://www.k12.wa.us/equity), 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). For this policy in another language, please contact the school office.

### **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](https://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](https://www.humanrightscommission.wa.gov)

# **Internet Safety**

## **Network Use Agreement**

Any student using the Internet from a district-owned or personal device not limited to computer, laptop, smartphone, tablet, etc. in a district facility must abide by the Acceptable Use Policy (AUP) and the Network Code Conduct (NCC) as detailed in Policy 2314. Richland School District (RSD) utilizes an OPT-OUT policy (you are granted access by default) regarding Internet access.

## **Filtering Internet Content**

As required by the Children's Internet Protection Act (CIPA), RSD utilizes filtering software in an effort to prevent students from accessing content that is (1) obscene, (2) depicts pornography, and/or (3) is deemed harmful or inappropriate for minors. RSD will also monitor online activities through direct observation and/or other technological means to ensure students are not accessing content deemed inappropriate for minors or using internet access for malicious intent.

Internet sites blocked by the filter may be made available, as needed, for the purposes of bona fide research or other educational projects being conducted by students as part of classroom curriculums, but only at the request and approval of a teacher or administrator.

## **Supervision**

RSD staff will make a reasonable effort to supervise student internet access and use. If content is accessed that violates standards of the AUP and/or NCC then district staff may instruct the student(s) to cease using that material and/or contact an administrator for help in implementing the appropriate sanctions.

If inappropriate content is accessed whether accidentally or intentionally staff members or administrators will contact the Information Technology Department for further review and to have the website added to the RSD filter "Blocked List".

## **Instruction**

All RSD students will be educated via online resources, district curriculums, and/or direct in-school instruction about appropriate online behavior including but not limited to:

- Responsible personal conduct within online social media communities (Facebook, twitter, chat rooms, etc.) is no different than responsible personal conduct face-to-face.
- Cyberbullying awareness and response.
- Associated student personally identifiable (name, address, birthdate, SSN, credit card numbers, etc.), private, and/or confidential information about themselves or others should never disclosed on the internet, by minors, without the permission of a parent/guardian. Students should also never arrange a face-to-face meeting with someone you "meet" on the internet without parent/guardian permission.
- There may be long-lasting implications to publishing, whether via pictures and/or words, personal information online resulting in negative consequences.

## **Richland School District**

### **Student Offenses/Infractions and Consequences**

#### **Student Conduct Expectations**

As authorized by chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction.

#### **Respect for the Law and the Rights of Others**

The student is responsible as a citizen to observe the laws of the United States, the State of Washington, local ordinances and laws, and School District Policies and Regulations. The student will respect the rights of others while in school, during school hours, on school property, at all school activities, on district provided transportation or otherwise under school authority.

#### **Compliance with Rules**

All Students will obey the written rules and regulations established for the orderly operations of the district and the reasonable requests, instructions and directives of district personnel. For purposes of Policy 3200 and this procedure, the term “district personnel” includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

#### **Scope of District Authority**

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or
- In school-provided transportations, or any other place while under the authority of school personnel.

#### **Guidelines for Sanctions**

Chapter 392-400 WAC contains the following restrictions for suspensions:

- Kindergarten through grade four – No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of ten school days during and 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 student.
- Grades five and above program – No student in grade five and above program shall be subjected to short-term suspension for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, the imposition of the sanction, in addition to any written notice required by law. When a school administrator has good and sufficient reason to believe that a student’s presence poses an immediate and continuing danger to the student, other students or school staff, or an immediate and continuing threat of substantial disruption of the educational process, immediate emergency removal or emergency expulsion may be appropriate.

In conjunction with the following sanction guidelines, administrators may also consider any alternative form of corrective action – including programs intended to lessen the time of exclusion from class attendance – which has been approved by the Board of Directors and/or Superintendent. The district encourages the use of alternate forms of corrective action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning. In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

## **Offenses/Infractions**

The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including school consequences. The standard range for each offense does not prohibit a school administrator from lesser form or exceeding the range, up to and including expulsion, if sufficient mitigating/aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295.

### **ACADEMIC DISHONESTY/CHEATING/PLAGIARISM/FALSIFICATION/MISREPRESENTATION:**

For purposes of school discipline, means knowingly submitting the work of others represented as the student's own or assisting another student in doing so, or using unauthorized sources. A student may be guilty of falsifying or forging documents if the student knowingly makes any false entry, alters time, names, dates, grades, addresses or alters any school document used or intended to be used in connection with the operation of the school. Also a false representation of a matter of fact – whether by words or by conduct, by false or misleading allegations, or by concealment of what should have been disclosed – that deceives and is intended to deceive another so that the individual will act upon it to her or his legal injury. Cheating/academic dishonesty includes but is not limited to the following:

- a) Copying from or allowing another student to copy from a test, homework, paper, project, lab report or other work that is not intended to be collaborative in nature
- b) Sharing papers with another student
- c) Plagiarizing the work of others
- d) Intentionally obtains test questions and/or answers through fraudulent means
- e) Looking at another student's test, answer sheet, or other materials
- f) Using unauthorized material including textbooks, notes, calculators, computer program, or outside help during an examination or other assignment
- g) Using writings, passages, ideas of others and passing them off as your own (including, but not limited to faxing, duplicating, file sharing, or transmittal using any technology)
- h) Sabotaging or destroying the work of others
- i) Illegal or unauthorized entry into school computer or program
- j) Submitting material written or designed by someone else without citing the source (e.g., plagiarizing or submitting work created by family, friends, tutors, or anyone else not the student)

Standard Range: 0 – 10 Day Suspension (Presumptive Standard Sanction – Elementary & Secondary: School Consequences)

### **ARSON/DESTRUCTION OF PROPERTY/VANDALISM:**

For purposes of school discipline, “arson” means any intentional or reckless setting of a fire or other burning of personal or public property. “Reckless” means that the student understood, but acted with disregard for the consequences of his or her conduct. “Damaging School Property” means intentional damage to district property. “Vandalism” means the act of deliberately destroying or damaging property of another.

Standard Range: 0 – 20 Day Suspension (Presumptive Standard Sanction – Elementary: STS – 1 Day; Secondary: STS – 5 Days). See RR 3200 for mitigating and aggravating factors.

### **ASSAULT/FIGHTING/VIOLENCE:**

For purposes of school discipline, “assault” means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, intimidation, and bullying. Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse are included in this prohibition. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another.

Standard Range: 0 – 10 Day Suspension (Presumptive Standard Sanction – Elementary School Consequence; Secondary: STS – 5 Days). See RR 3200 for mitigating and aggravating factors.

#### **REASONABLE SELF-DEFENSE:**

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

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

A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

**COMPUTER MISUSE/UNAUTHORIZED USE OF TECHNOLOGY:** (See Policy and Procedure 2314)

It may be a violation of this section for a student to tamper with the electronic hardware, data files, or software or gain unauthorized access to, or use of, such technology. Students are NOT permitted to:

- Damage any part of the computer system by attempting to harm, modify, or destroy computer hardware, software, or the data stored therein
- Send, receive, or display offensive, inappropriate, or sexually explicit material
- Use obscene language
- Use other people's passwords
- Harass, bully, insult, or attack others
- Seek to receive or provide unauthorized access to resources
- Trespass in files and/or folders of others
- Violate copyright laws and/or plagiarize the material of others
- Steal equipment or software
- Intentionally waste resources
- Use a network computer for commercial purposes, personal gain, and fraud

Standard Range: 0 – 10 Day Suspension (Presumptive Standard Sanction – Elementary & Secondary: School Consequences). See RR 3200 for mitigating and aggravating factors.

**DEFACING OR DESTRUCTION OF PROPERTY:**

For school discipline purposes, means the unauthorized, intentional damage to district property or the property of others (other than arson, above).

Standard Range: 0 – 10 Day Suspension (Presumptive Standard Sanction – Elementary: School Consequences; Secondary: STS – 3 Days). Restitution will usually be required. See RR 3200 for mitigating and aggravating factors.

**DEFIANCE OF SCHOOL AUTHORITY/FAILURE TO COOPERATE/INSUBORDINATION/CUMULATIVE VIOLATIONS**

Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of school district policy. Defiance of school authority can also include intentional disruptive behavior.

Standard Range: 0 – 10 Day Suspension (Presumptive Standard Sanction – Elementary & Secondary: School Consequences). See RR 3200 for mitigating and aggravating factors.

**DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES:** (see Policy and Procedure 3418)

The possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, and other similar illegal chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

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

Standard Range Elementary: 0 – 10 Day Suspension

Presumptive Standard Sanction for Possession or Use: STS – 1 Day

Presumptive Standard Sanction for Distribution: STS – 5 Days

Standard Range Secondary: 3 – 20 Day Suspension

Presumptive Standard Sanction for Possession or Use: STS – 10 Days

Presumptive Standard Sanction for Distribution: LTS – 20 Days

See RR 3200 for mitigating and aggravating factors.

**FIGHTING OR FIGHTING INVOLVEMENT:**

Includes instigating, promoting (including promotion by presence as a spectator), filming, videotaping, and escalating a fight, as well as the failure to disperse at the scene of a fight.

Standard Range: 0 – 10 Day Suspension (Presumptive Standard Sanction – Elementary: STS – 0 Day; Secondary: STS – 5 Days). See RR 3200 for mitigating and aggravating factors.

**GANG CONDUCT:**

The Board of Directors is aware of the public existence of gangs which are involved in illegal, intimidating and harassing conduct and the Board hereby determines that such gangs and the expression of such gang membership cause or are likely to cause disruption in the school environment and present a threat to the health and safety of students and school personnel. “Gang” means a group which: (a) consists of three or more persons; (b) has identified leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. Any such activity or expression by students is prohibited while they are subject to the disciplinary control of the school district. Therefore, it may be a violation of this section for a student or students on or about school property or in any place involving a school-related activity to:

- a) Wear, possess, distribute or display any clothing, jewelry, display any sign, which by virtue of its color, arrangement, symbol or any other attribute, is evidence of membership of affiliation in any such gang; or imply gang membership or affiliation by written communication in conjunction with design, emblem upon any school or personal property or one’s person that is disruptive or interferes with the school environment, and/or activity, and/or educational objectives and/or process; or
- b) Use any speech, gesture, conduct, or commit any act or omission in furtherance of the interest of any such gang or such gang activity.

Standard Range: 0 – 10 Day Suspension (Presumptive Standard Sanction – Elementary & Secondary: School Consequences). See RR 3200 for mitigating and aggravating factors.

**HARASSMENT, INTIMIDATION OR BULLYING:** (See Policy and Procedure 3207)

For school discipline purposes, “harassment, intimidation and bullying” includes:

- Any violation of district policy 3207;
- Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district policy 3207;
- Unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability;
- A threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

Standard Range Elementary: 0 – 10 Day Suspension (Presumptive Standard Sanction – Elementary: School Consequence)

Standard Range Secondary: 3 – 20 Day Suspension (Presumptive Standard Sanction - Secondary: STS – 3 Days).

See RR 3200 for mitigating and aggravating factors.

**LEWD, OBSCENE, OR PROFANE LANGUAGE, GESTURES OR MATERIALS:**

For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited “materials” includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

Standard Range: 0 – 10 Day Suspension (Presumptive Standard Sanction – Elementary & Secondary: School Consequences). See RR 3200 for mitigating and aggravating factors.

**SEXUAL HARASSMENT:** (see Policy and Procedure 8700)

“Sexual harassment” means 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.

**THEFT/STEALING:**

Taking or knowingly being in possession of district property or property or others without permission. As part of the sanction, restitution will usually be required.

Standard Range: 0 – 10 Day Suspension (Presumptive Standard Sanction – Elementary: School

Consequences; Secondary: STS – 2 Days). See RR 3200 for mitigating and aggravating factors. Restitution will usually be required if property is not recovered and returned.



**TOBACCO/NICOTINE PRODUCTS – USE OR POSSESSION:**

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products, or smoking device including e-cigarette or other vapor products on the school premises, district transportation, or at school-sponsored functions.

Standard Sanction - Elementary: School Consequences

Standard Sanction – Secondary:

First Offense: Complete Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]. See RR 3200 for mitigating and aggravating factors.

Second Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal To complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in abeyance for community service].

Third Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal To complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in abeyance for community service].

**TRUANCY:** (see Policy and Procedure 3120)**UNEXCUSED ABSENCES AND TARDINESS:** (see Policy and Procedure 3120)

Students with one or more unexcused absences and/or tardiness and subject to compulsory attendance pursuant to Chapter 28A.225 RCW may be subject to corrective action that is reasonably calculated to modify the student's conduct. However, if a district imposes corrective action on a student for one or more unexcused absences, it must:

- Provide notice to the student's parent/guardian in writing in English or the primary language of the parent/guardian. That the student has failed to attend school without valid justification, and by any other means necessary to provide notice of these facts;
- Schedule a conference or conferences with the parents/guardians and the student to analyze the causes of the student's absences and determine whether the student would be appropriately placed in a special program designed for his/her educational success; and
- Take steps to reduce the student's absences, which include, where appropriate in the judgment of district staff, adjustments to the student's school program or school or courses or assisting the parent/guardian in obtaining supplementary services.

Additionally, a student's academic grade or credit may only be adversely affected by reason of tardiness or absences if:

- The student's attendance or participation is related to the instructional objectives or goals of the particular subject or course;
- The student's attendance or participation has been identified by the teacher pursuant to district policy as a basis for grading the subject or course; and
- The circumstances pertaining to the student's inability to attend school have been taken into consideration, including whether the absences are directly related to the student's disability under Section 504 of the Rehabilitation Act of 1964, Title II of the Americans with Disabilities Act (ADA) or the Individuals with Disabilities Education Act (IDEA).

**WEAPONS:** (SEE Policy and Procedure 10020)

This section addresses the possession or use of actual weapons in violation of district policy 10020, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 10020 should be addressed under other sections, as appropriate.

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.

Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

## **WEAPONS, Cont:**

Possessed or brought to school a weapon as defined by school district policy, but at least the following:

- Handgun
- Shotgun/Rifle
- Multiple firearms
- Other firearm as defined below
- Other weapons as defined below

Other firearm is defined by the Gun Free Schools Act as:

- Any weapon (including zip guns, starter guns, and flare guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- The frame or receiver of any handgun, shotgun, or rifle;
- Any firearm muffler or firearm silencers;
- Any destructive device, which includes:
  - a) any explosive, incendiary, or poison gas (such as: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device.
  - b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one half inch in diameter.
  - c) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - (d) Knife/dagger

Other weapon is defined as:

Anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm. Examples include chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, pointed instruments (pencils, pens); nun-cha-ka sticks; brass knuckles; stars; Billy clubs; tear gas guns; electrical weapons (stun guns); BB or pellet guns; and explosives or propellants.

Standard Range: 0 – 20 Day Suspension (Presumptive Standard Sanction – Elementary: STS – 3 Days; Secondary: LTS – 11 Days)

Sanction for Firearm at school: Emergency Expulsion.