



2020-21

Rights and Responsibilities

Handbook for Students, Parents, and School Personnel

Port Angeles School District
905 West 9th Street
Port Angeles, WA 98363
www.portangelesschools.org

Important

Please review the policies and procedures listed in the booklet. The online version is available at www.portangelesschools.org.

Please complete the “Acknowledgement of Receipt” form on page 2. If applicable, please complete the “Student Housing Questionnaire” form and return all forms to your student’s school as soon as possible. Thank you!



**Handbook for Students, Parents,
and School Personnel 2020-2021**
Distribution Notice and Acknowledgment Signature Page

Please complete, sign and return this page to your student's school as soon as possible.

The purpose of the handbook is to familiarize students and families with their rights and responsibilities in helping maintain a dynamic, responsive, and nurturing learning environment. This handbook is available to all students, staff and families on the district website at www.portangelesschools.org. Hard copies will be distributed to all students within the first few days of school. If you have any questions regarding this handbook, please contact your school administrator.

Please note that this page of the handbook is the *Annual Distribution Notice and Acknowledgement of Receipt* form. **This form must be filled out and signed by the student and the parent each year.**

With the signatures below, we acknowledge that we have reviewed the contents of the **Handbook for Students, Parents, and School Personnel 2020-2021**. This document has given me and my student notice of the types of misconduct for which discipline, suspension, or expulsion may be imposed and procedures for administering such corrective action. It has also provided us with important information regarding the Family Educational Rights and Privacy Act (FERPA), student use of technology, district pesticide use, and asbestos management practices.

Student Name (Please print)

Student Signature

School

Parent/Guardian Name (Please print)

Parent/Guardian Signature

Date



905 West 9th Street
Port Angeles, Washington 98363
v 360-457-8575 f 360-457-0795
www.portangelesschools.org

Student Housing Questionnaire

The answers to the following questions can help determine the services this student may be eligible to receive under the McKinney-Vento Act 42 U.S.C. 11435. The McKinney-Vento Act provides services and supports for children and youth experiencing homelessness. (Please see reverse side for more information)

If you own/rent your own home, you do not need to complete this form.

If you do not own/rent your own home, please check all that apply below. (Submit to District Homeless Liaison. Contact information can be found at the bottom of the page).

- | | |
|--|---|
| <input type="checkbox"/> In a motel | <input type="checkbox"/> A car, park, campsite, or similar location |
| <input type="checkbox"/> In a shelter | <input type="checkbox"/> Transitional Housing |
| <input type="checkbox"/> Moving from place to place/couch surfing | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> In someone else's house or apartment with another family | |
| <input type="checkbox"/> In a residence with inadequate facilities (no water, heat, electricity, etc.) | |

Name of Student: _____
First Middle Last

Name of School: _____ Grade: _____ Birthdate (MM/DD/YY): _____ Age: _____

Gender: _____
☐ Student is unaccompanied (not living with a parent or legal guardian)
☐ Student is living with a parent or legal guardian

ADDRESS OF CURRENT RESIDENCE: _____

PHONE NUMBER OR CONTACT NUMBER: _____ NAME OF CONTACT: _____

Print name of parent(s)/legal guardian(s): _____
(Or unaccompanied youth)

*Signature of parent/legal guardian: _____ Date: _____
(Or unaccompanied youth)

*I declare under penalty of perjury under the laws of the State of Washington that the information provided here is true and correct.

Please return completed form to:

Rebecca Larsen
District Liaison

360 565-3706
Phone Number

Lincoln Center, 905 W. 9th Street
Location

For School Personnel Only: For data collection purposes and student information system coding

☐ (N) Not Homeless ☐ (A) Shelters ☐ (B) Doubled-Up ☐ (C) Unsheltered ☐ (D) Hotels/Motels

McKinney-Vento Act 42 U.S.C. 11435

SEC. 725. DEFINITIONS.

For purposes of this subtitle:

(1) The terms enroll' and enrollment' include attending classes and participating fully in school activities.

(2) The term homeless children and youths' —

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes —

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

(6) The term unaccompanied youth' includes a youth not in the physical custody of a parent or guardian.

Additional Resources

Parent information and resources can be found at the following:

[National Center for Homeless Education](#)

[National Association for the Education of Homeless Children and Youth \(NAEH CY\)](#)

[SchoolHouse Connection](#)

PORT ANGELES SCHOOL DISTRICT NO. 121

Port Angeles, Washington

TO: All Principals, Assistant Principals, Teachers, Support Staff, Parents, and Students

FROM: Martin Brewer, Superintendent of Schools
Michelle Olsen, Assistant Superintendent – Teaching and Learning

RE: 2020-2021 Handbook for Students, Parents, and School Personnel

DATE: December 2020

Dear Parents, Students, and Staff:

Welcome to the 2020-21 school year! The pandemic has presented a tremendous challenge for families, businesses, and individuals. The Port Angeles Community and schools are up to this challenge and will continue to collaborate to support student learning. PASD has transformed our instructional practices and partnered with several community organizations to meet the current needs of our students and families. Some partnerships are:

- Sodexo is currently serving more than 10,000 meals each week
- Port Angeles Education Foundation has helped to remove barriers for families around internet connectivity
- Lower Elwha Klallam Tribe's creation of the Learning Center
- Families working to meet health related expectations to return to school and found ways to set up school at home.
- North Olympic Healthcare continues to provide behavioral health services for families in need

We are so very proud of all Port Angeles educators and staff. Our PASD team works incredibly hard to meet the diverse needs of students and families. Our educators have discovered the silver lining within this pandemic and we are stronger for it.

We are committed to providing a safe and secure learning environment in our schools. The direct result of precautionary measures we have implemented such as wearing masks, maintaining social distancing, good handwashing and hygiene, and enhanced cleaning and ventilation have been proven to work in our school district and across the State of Washington. We are committed to the safety of all staff and students.

Nelson Mandela once said, "It's always impossible until it is done." We will get through this together.

We wish each of you a successful year and know that we are here to help and support all students and parents.

PORT ANGELES SCHOOL DISTRICT #121

Handbook for Students, Parents, and School Personnel 2020-21 v.1 (December 2020)

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Distribution: The Handbook for Students, Parents, and School Personnel is published online on the school district website, www.portangelesschools.org. To find the handbook, click on Students > Code of Conduct Handbook. The handbook is subject to change at any time, with or without notice, and the most current version is always available online. If you have questions or comments about the handbook, please consult with your school principal.

The Handbook for Students, Parents, and School Personnel is distributed pursuant to Washington Administrative Code (“WAC”) Chapter 392-400, which prescribes substantive and procedural due process rights of students. A copy of WAC 392-400 may be obtained from the Office of the Superintendent of the District or online at

This handbook is also in compliance with Public Law 101-226, Drug-Free Schools and Communities Act Amendments.

Disclaimer: This handbook and policies are governed by the laws of the State of Washington and the United States of America. The policies and procedures contained herein are subject to amendment from time to time by Congress, the State Legislature, or Board of Education. Every attempt to provide accurate information has been made. The most current versions are published online on the district’s website, www.portangelesschools.org. <http://apps.leg.wa.gov/wac/>. In the event of any conflict between a school’s rules and this handbook, the terms of this handbook shall prevail. In the event of a conflict between this handbook and the provisions of Chapter 392-400 WAC, the WAC shall prevail.

Discrimination: The Port Angeles 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 identify, 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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights and Title IX Officer: Scott Harker, Human Resources Director,
sharker@portangelesschools.org, 905 W 9th St, Port Angeles, WA 98363, 360-457-8575

Pamela Sanford, Director of Special Services - Section 504 Coordinator
psanford@portangelesschools.org, 905 W 9th St, Port Angeles, WA 98363, 360-457-8575

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: <https://app.eduportal.com/share/46CBADB6-1>

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.

For more detailed information concerning sexual harassment, see the District Sexual Harassment Policy listed in the Table of Contents of this Handbook.

Introduction: The Port Angeles School District Handbook for Students, Parents, and School Personnel 2020-2021 sets forth the written rules and regulations of the Port Angeles School District regarding student conduct, recognitions and positive reinforcements, corrective actions and rights, and it indicates the types of misconduct for which discipline, suspension and expulsion may be imposed. In addition to these rules and regulations, each school in the district may provide additional rules and procedures regarding student conduct and the administration of positive reinforcements and corrective actions at that school. Compliance with standards of conduct is mandatory.

Every teacher, school administrator, school bus driver, and other school employees of the school district shall have the authority to impose reasonable consequences on any student for misconduct in accordance with the procedures specified in this handbook; to temporarily remove a student from a class, subject, or activity as provided for herein; and to make recommendations to appropriate school authorities for the discipline, suspension or expulsion of any student. Except as otherwise provided, only a school administrator, the superintendent, or his or her designee may initiate a suspension or expulsion.

STUDENT RIGHTS AND RESPONSIBILITIES

Policy: 3200 – Rights and Responsibilities

Revised: 10/10/2019

Annually, the superintendent or designee will develop handbooks pertaining to student rights, conduct, and discipline, and make the handbooks available to all students, their parents/guardians, and staff members. The building principal and certificated building staff member(s) will confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards as related to the established student handbooks. They will seek to develop precise definitions for common problem behaviors and build consensus on what constitutes manifestation of those problem behaviors. The definitions will also address differences between major and minor manifestations of problem behaviors to identify those problem behaviors that teachers and other classroom staff members can generally address and those problem behaviors that are so severe that a district administrator needs to be involved. This work will also help district staff members identify and address differences in the perception of subjective misbehaviors and reduce the effect of implicit bias.

They will also confer annually to establish criteria for determining when certificated staff members will complete classes to improve classroom management skills.

All students who attend the district's schools will comply with the written policies, rules, and regulations of their schools, will pursue the required course of studies, and will submit to the authority of building staff member(s), subject to such discipline, including other forms of discipline as the school building principal or designee will determine.

Cross References: 3241 - Student Discipline

Legal References: RCW 28A.150.240 Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty
28A.400.110 Principal to assure appropriate student discipline — building discipline standards — classes to improve classroom management skills
28A.405.060 Course of study and regulations - Enforcement — Withholding salary warrant for failure
28A.600.010 Enforcement of rules of conduct — Due process guarantees — Computation of days for short-term and long-term suspensions

28A.600.020 Exclusion of student from classrooms — Written disciplinary procedures —long term suspension or expulsion
28A.600.040 Pupils to comply with rules and regulations
Chapter 392-168 WAC Special service programs - Citizen complaint procedure for certain categorical federal programs

Adoption Date: 10/10/2005

Revised Dates: 10/10/2019

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) [20 U.S.C. § 1232g; 34 CFR Part 99]

From the U.S. Department of Education website, <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>:

- A. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- B. The Family Education Rights and Privacy Act of 1974 requires school districts to notify parents that schools maintain official records regarding their child which include information deemed necessary to the welfare of students and the orderly operation of schools or information required by law and regulation. FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:
 - 1. The right to inspect and review the student's education records within 45 school days of the day the district receives a request for access.
 - a. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
 - b. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
 - 2. The right to request the amendment of a student's education records that the parent or eligible student believes are inaccurate or misleading.
 - a. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - b. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
 - 3. The right to object to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.
 - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - b. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
 - 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920.

For an Exemption Request, contact the receptionist at Lincoln Center, 905 W. 9th Street, Port Angeles.

PORT ANGELES SCHOOL DISTRICT STATEMENT ON ACADEMIC INTEGRITY

The Port Angeles School District's mission is to prepare each student to live, work, and learn successfully in a changing world. The principles of academic integrity and honesty are central to the concept that creating life-long learners is the primary purpose of education. All teachers and administrators expect a student's academic work to be original and solely produced by the student. The school district does not tolerate plagiarism, cheating or other forms of academic dishonesty.

At times teachers may have students work collaboratively on projects or assignments. This type of cooperative work is acceptable when it is teacher-directed.

Academic dishonesty is defined as an action, or attempted action, that intends to create an unfair academic advantage for oneself and/or an unfair academic advantage for another student. Academic dishonesty includes, but is not limited to:

Plagiarism: Quoting text or other works on a paper or homework without citing the source, submitting an assignment procured from the internet, or submitting an assignment created by someone else that is claimed as one's own work.

Cheating: Copying work from another student or from the internet, or giving one's own work to another student to be copied; looking at another student's work during an exam; looking at your notes when prohibited; giving another student answers to questions during an assessment; passing test information from an earlier class to a later class.

Fabricating: Intentional fabrication of information, data, research, or citations in assignments.

Collusion: Assisting another individual to commit academic dishonesty; working together on an assessment or assignment unless specifically allowed by the teacher; taking an assessment or completing an assignment for another student, or having another student take an assessment or complete an assignment for one's self student; giving or selling an assignment to another student.

Technology Misconduct: Taking an assessment out of the classroom unless specifically allowed (either in person or by using electronic means); using electronic devices to copy or share assessment materials; using online translation services and submitting those translations as one's own work; using online searches to find answers to assessment questions; posting answers to assessment questions online.

Academic Misconduct: Intentional violation of school policies; changing an assessment or assignment, and claiming it had been graded incorrectly; an act or omission that is intended to deceive a staff member for academic advantage; lying to a staff member when confronted with allegations of academic dishonesty.

ATHLETIC CODE

The opportunity to participate in the interscholastic program is a privilege granted to all students of the district. Participants in this voluntary program are expected to conform to specific regulations established by the WIAA, district policy, coaches or advisors, and the specific league in which they are participating ("the Olympic league"). A student who violates any rule is subject to suspension or expulsion from the activity. The procedural guidelines to enforce Washington Interscholastic Activity Association (WIAA) regulations, the league rules and Port Angeles School District policies consistently throughout the district, and to provide students certain rights, are available on the Port Angeles School District website at: <https://app.eduportal.com/share/37568032-1>. Behavior and academic eligibility rules also apply.

ATTENDANCE

Policy 3110 - Qualification of Attendance and Placement

Revised: 8/25/2008

Age of Admission

Attending the schools of the district shall be recognized as a right and responsibility for those who meet the requirements prescribed by law. Every resident of the district who satisfies the minimum entry age requirement and is less than 21 years of age has the right to attend the district's schools until he/she completes high school graduation requirements. Children of age 8 and less than age 18 are required by law to attend a public school, an approved private school or educational center, unless they are receiving approved home-based instruction. Under certain circumstances children who are at least 16 and less than 18 years of age may be excused from further attendance at school. The superintendent shall exercise his/her authority to grant exceptions when he/she determines that the student:

- A. Is lawfully and regularly employed; and;
- B. Has permission of a parent; or,
- C. Is emancipated pursuant to Chapter 13.64 RCW; or/Is subject to one of the other exceptions to compulsory attendance.
- D. A resident student who has been granted an exception retains the right to enroll as a part-time student and shall be entitled to take any course, receive any ancillary services and take or receive any combination of courses and ancillary services which is offered by a public school to full-time students.

Entrance Qualifications

To be admitted to a kindergarten program which commences in the fall of the year a child must be no less than 5 years of age prior to September 1 of that school year.

To be admitted to a first grade program which commences in the fall of the year a child must be not less than 6 years of age prior to September 1 of that school year.

Any student not otherwise eligible for entry to the first grade who has successfully completed a state-approved kindergarten program of 450 or more hours including instruction in the essential academic learning requirements and other subjects that the district determines are appropriate shall be permitted entry into the first-grade program.

If necessary, the student may be placed in a temporary classroom assignment for the purposes of evaluation prior to making a final determination of the student's appropriate placement. Such determination shall be made no later than the 30th calendar day following the student's first day of attendance.

Exemptions

Special exemptions may be made for younger pupils who appear to be sufficiently advanced to succeed in the educational program.

The superintendent shall identify screening processes and instruments that shall provide reliable estimates of these skills and abilities, develop procedures for implementing this policy and establish fees to cover expenses incurred in the administration of preadmission screening processes.

The district shall provide a fee waiver or a reduction in fees for low income students whose parents are unable to pay the full cost of preadmission screening.

Admission of Students Aged Twenty-One or Older

Student aged 21 or older may enroll in a school in the district under the following conditions:

- A. There is available space in the school and program which the student shall attend;
- B. Tuition is prepaid;
- C. The student provides his/her own transportation;
- D. The student resides in the state of Washington; and
- E. In the judgment of the superintendent, no adult education program is available at reasonable costs and the district's program is appropriate to the needs of the student.

Placement of Students on Admission

The decision of where to place a student seeking admission to the district rests with the principal.

Generally students meeting the age of admission requirements or transferring from a public or approved private school shall be placed in kindergarten or first grade, or the grade from which they transferred.

The principal shall evaluate the educational record and assessments of all other students to determine their appropriate placement.

A temporary classroom assignment may be made for no more than thirty calendar days for the purpose of evaluation prior to making the final placement decision.

Cross References: Board Policy 2121 Substance Abuse Program
Board Policy 2140 Guidance and Counseling
Board Policy 2108 Remediation Programs
Board Policy 3114 Part-time, Home-based, or Off-campus Students
Board Policy 3121 Compulsory Attendance
Board Policy 3122 Excused and Unexcused Absences
Board Policy 4220 Complaints Concerning Staff or Program

Legal References: RCW 28A.225.010 Attendance mandatory — Age — Person having custody shall cause child to attend public school — When excused
RCW 28A.225.020 School's duties upon juvenile's failure to attend school
RCW 28A.225.160 Attendance age eligibility
RCW 28A.225.220 Adults, children from other districts, agreements for attending school — Tuition
WAC 392-335 Uniform Entry Qualifications
WAC 392-134-010 Attendance rights of part-time public school students
WAC 392-137 District policies — Procedure and criteria for release of resident students and admission of nonresident students

Management Resource: Policy News, August 1999 Districts may set K-screening fees

Adoption Date: 10/10/2005

Revised: 8/25/2008

Policy 3121 - Compulsory Attendance

Revised: 10/10/2005

Compulsory Attendance

Parents/Guardians of any child eight years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session unless the child is enrolled in an approved private school, an educational center as provided in chapter 28A.205 RCW or is receiving home-based instruction. Parents/guardians of any child six or seven years old, who have enrolled the child in school, shall cause the child to attend school for the full time when such school may be in session, unless the child is formally withdrawn from enrollment by the parents/guardians.

Exception may be granted by the superintendent in the following circumstances:

- A. The student is physically or mentally unable to attend school;
- B. The student is attending a residential school operated by the Department of Social and Health Services;
- C. The student's parents/guardians have requested a temporary absence for purposes agreed to by the district and which will not cause a serious adverse effect on the student's educational process;
- D. The student is sixteen years of age, regularly and lawfully employed and either has parent/guardian permission or is emancipated pursuant to chapter 13.64 RCW;
- E. The student has met graduation requirements; and
- F. The student has received a certificate of educational competence (GED).

Any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent/guardian or to the school.

The district shall not require enrollment for either (a) a minimum number of semesters or trimesters or (b) a minimum number of courses in a semester or trimester which exceeds the enrollment time or courses necessary for a student to meet established course, credit, and test requirements for high school graduation.

Cross References: Board Policy 3114 Part-time, Home-based, or Off-campus Students

Board Policy 3122 Excused and Unexcused Absences

Legal References: AGO 1980 No. 6 Truancy — Enforcement of compulsory attendance law

RCW 28A.225.010, Attendance mandatory — Age — Persons having custody shall cause child to attend public school — When excused

RCW 28A.225.080 Employment permits

RCW 28A.225.090 Penalties in general — Defense-Suspension of fine — Complaints to court

WAC 180-51-020 Additional local standards

Policy 3121P - Compulsory Attendance (Procedure)

Revised: 10/10/2005

Statement of Policy

Regular attendance at school is considered necessary for effective learning and progress in the classroom. Illness, medical and dental appointments, death in the family, and participation in school sponsored activities are considered legitimate reasons for absence from school. The following procedures governing student attendance and the return to class following an absence reflect a belief that the school and the home are involved in attendance accountability and that the school will make every reasonable effort to keep the parent informed of irregular attendance.

1. Staff members only will take roll and maintain accurate attendance records;
2. Staff members will record attendance within ten minutes at the beginning of each period;
3. The office will maintain a master attendance file based upon the daily absentee reports;
4. Any student leaving school, with advanced parental/guardian permission, for a legitimate absence must sign out at the office;
5. Students are accountable for all the scheduled periods of their program;
6. When a student is absent the parent/guardian should call the school the day of absence and notify the attendance office. A note explaining the absence must be brought to the attendance office with the student the following day;
7. The attendance office may telephone a parent/guardian when students are reported absent from class to identify the cause of the absence;
8. When a student is absent without the knowledge of the parent/guardian, or the school, the absence will be treated as a truancy. Conferences between parents/guardians and school personnel may be necessary following absence, and suspension if necessary, to bring about an improvement of such undesirable attendance behavior;
9. Teachers will submit a list of those students participating in an activity requiring absence from class in advance of the absence; and

10. Parent/guardian must be sent a letter of notification when absences, tardiness, and/or nonparticipation become excessive or may affect a grade or credit.

Policy 3122 - Excused and Unexcused Absences
Revised: 01/14/2021

Definition of Absence

Absence from in-person learning

WAC 392-401-015A states the definition of an absence:

1. A student is absent when they are:
 - a. Not physically present on school grounds; and
 - b. Not participating in the following activities at an approved location:
 - i. Instruction;
 - ii. Any instruction-related activity; or
 - iii. Any other district or school approved activity/event that is regulated by an instructional/ academic accountability system, such as participation in district-sponsored sports.

Definition of absence from remote learning

(1) A student is absent from remote learning when the student is not participating in planned instructional activities on a scheduled remote learning day. (2) Evidence of student participation in remote learning may include, but is not limited to: (a) Daily logins to learning management systems; (b) Daily interactions with the teacher to acknowledge attendance (including messages, emails, phone calls or video chats); or (c) Evidence of participation in a task or assignment.

Excused and Unexcused Absences

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes each day or participate in all assigned remote instructional activities. Upon enrollment and at the beginning of each school year, the district will inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parents/guardians in correcting truancy. The district will make this information available online and will take reasonable steps to ensure parents/guardians can request and receive such information in languages in which they are fluent. Parents/guardians will be required to date and acknowledge review of this information online or in writing consistent with RCW 28A.225.005.

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be absent from class or not able to participate remotely. School staff members will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

The following are valid excuses for absences:

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent/guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to WAC 392-400 if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status; and
12. An approved activity that is consistent with district policy and is mutually agreed upon by the building principal or designee and a parent/ guardian, or emancipated youth.

13. Absences related to the student's illness, health condition, or medical appointments due to COVID-19;
14. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19;
15. Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program;
16. Absences due to the student's parent/guardian work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
17. Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity; and
18. Other COVID-19 related circumstances as determined between school and parent/guardian or emancipated youth.

The building principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. The Superintendent will approve additional categories or criteria for excused absences.

1. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; where reasonable, if a student misses a participation-type class, they can request an alternative assignment that aligns with the learning goals of the activity missed.
2. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority staff member responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence can be verified by a parent/guardian or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student will require that the district keep the information confidential. Students thirteen (13) and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen (14) and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.
3. Except as provided in subsection (2) of this section, in the event that a student in elementary school is required to attend school under RCW 28A.225.010 or 28A.225.015(1) and has five (5) or more excused absences in a single month during the current school year, or ten (10) or more excused absences in the current school year, the district will schedule a conference or conferences with the parent/guardian and student at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the student's regular attendance, and the supports and resources that can be made available to the parent/guardian so that the student is able to regularly attend school. To satisfy the requirements of this section, the conference will include at least one school (1) district staff member such as a nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a student who has an individualized education program or a plan developed under section 504 of the rehabilitation act of 1973, in which case the reconvening of the team that created the program or plan is required.

This conference is not required if the school has received prior notice or a doctor's note has been provided and an academic plan has been put in place so that the student does not fall behind.

Unexcused Absences

1. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one (1) of the criteria above for an excused absence.
2. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of their absence. A student's grade will be affected if a graded activity or assignment occurs during the period of time when the student is absent.
3. The school will notify a student's parent/ guardian in writing or by telephone whenever the student has failed to attend school after one (1) unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language the parent/guardian understands.
4. The school will hold a conference with the parent/guardian after three (3) unexcused absences within any month during the current school year. The conference will analyze the causes of the student's absences and develop a plan that identifies student, school, and family commitments to reduce the student's absences from school. If the parent/guardian does not attend the conference, the building principal or designee will still hold the conference with the student. However, the building principal or designee will notify the parent/guardian of the steps the district has decided to take to eliminate or reduce the student's absences.
5. Between the student's second and fifth unexcused absence, the building principal or designee will take the following data-informed steps:
 - a. Middle and high school students will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other district assessment

- b. These steps will include, where appropriate, providing an available approved best practice or research-based intervention, or both, consistent with the WARNS profile or other assessment, if an assessment was applied, adjusting the student's school program or school or course assignment, providing more individualized or remedial instruction, providing appropriate vocational courses or work experience, referring the student to a community truancy board, requiring the student to attend an alternative school or program, or assisting the parent/guardian or student to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.
 - c. For any student with an existing individualized education plan or 504 plan, these steps will include the convening of the student's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent/guardian is given, a functional behavior assessment to explore the function of the absence behavior will be conducted and a detailed behavior plan completed. Time will be allowed for the behavior plan to be initiated and data tracked to determine progress.
6. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parent/guardian that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
 7. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/guardian, student or parent/guardian and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

The Superintendent or designee will enforce the district's attendance policies and procedures. Full knowledge and cooperation of students and parent/guardian are necessary for the success of the policies and procedures. Procedures will be disseminated broadly and made available to parent/guardian and students annually.

Unexcused absences from remote learning.

Absences from remote learning will be marked as a "no truancy remote learning absence" until February 28, 2020. Such absences will not be marked as excused or unexcused. Beginning October 5, 2020, any absence from remote learning is unexcused unless it meets one of the criteria in WAC 392-401A-020.

Tardies and Disciplinary Actions

1. Students shall not be absent if:
 - a. They have been suspended, expelled, or emergency expelled pursuant to WAC 392-400 ;
 - b. Are receiving educational services as required by RCW 28A.600.015 and WAC 392-400; and
 - c. The student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.
2. A full day absence is when a student is absent for fifty percent or more of their scheduled day.
3. A school nor the district will not convert or combine tardies into absences that contribute to a truancy petition.

A student will be considered absent if they are on school grounds but not in their assigned setting.

Tiered response system for student absences

WAC 392-401A-045 states:

School districts must implement a tiered response system to reduce chronic absenteeism and address barriers to student engagement in learning during the COVID epidemic. Tiered response systems under this section must include:

- (a) Monitoring daily attendance data for all students who are absent from remote learning, whether excused or unexcused;
- (b) A process to contact families and verify current contact information for each enrolled student that includes multiple attempts and modalities in the parent/guardian home language;
- (c) Daily notification of absences to parent/guardian;
- (d) A process for outreach from the school to determine student needs, such as basic needs, connectivity and hardware, connection with health and social services as necessary;
- (e) Differentiated supports that address the barriers to attendance and participation that includes universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence; and
- (f) When feasible and appropriate, transitioning the students to full-time in-person learning or other programs to accommodate the student's needs.

Students dependent pursuant to RCW 13.34

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults can include the student's caseworker, educational liaison, and attorney if one is appointed, parent/guardian, foster parent and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member will proactively support the student's management of their school work.

Migrant Students

The district, parent/guardian and student are encouraged to work to create an Extended Absence Agreement with the school to decrease the risk of an adverse effect on the student's educational progress.

Cross References:

- 2000 - Student Learning Goals
- 2024 - Online Learning
- 2161 - Education of Students with Disabilities
- 2162 - Education of Student with Disabilities Under Section 504
- 2165 - Home and Hospital Instruction
- 2170 - Career and Technical Education
- 2250 - Alternative Programs Policy
- 2255 - Alternative Learning Programs
- 2421 - Promotion and Retention
- 3110 - Admission and Attendance
- 3114 - Part-time, Home-based or Off-campus Students
- 3115 - Homeless Students, Enrollment Rights and Services
- 3116 - Student in Foster Care
- 3120 - Enrollment
- 3121 - Compulsory Attendance
- 3200 - Students Rights and Responsibilities
- 3230 - Student Privacy and Searches
- 3232 - Parent/Guardian and Student Right in Administration of Surveys, Analysis or Evaluations
- 3241 - Student Discipline
- 3400 - Student Health
- 3413 - Student Immunization and Life Threatening Health Conditions
- 4020 - Confidential Communications
- 4200 - Safe and Orderly Learning Environment
- 4218 - Language Access Plan

Adoption Date: 10/10/2005

Revised Dates: 11/05/2007, 09/26/2011, 02/27/2012, 10/24/2019, 1/14/2021

Policy 3122P - Excused and Unexcused Absences (Procedure)

Revised: 12/06/2010

Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness.

The following are valid excuses for absences and tardiness. Missed work assignments and activities may be made up in the manner provided by the teacher.

1. Participation in school-approved activity. To be excused, this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
2. Absence caused by illness, health condition, family emergency, or religious purposes. When possible, the parent or guardian is expected to notify the school office prior to the absence. If not explained by a call, the parent or guardian should send a signed note of explanation with the student upon his/her return to school. A parent or guardian may request that a student be excused from attending school in observance of a religious holiday.
3. Absence for parental or guardian-approved activities. This category of absence shall be counted as excused for purposes agreed upon by the principal and the parent or guardian.
4. 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.

Extended illness or health condition

If a student is confined to home or hospital for an extended period, the school shall arrange for the accomplishment of assignments at the place of confinement whenever practicable. If the student is unable to do his/her school work, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

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 parent or guardian shall apply to the principal or counselor, and a limited program shall be written following the advice and recommendations of the student's medical advisor. The recommended limited program shall be approved by the principal. Staff shall be informed of the student's needs, though the confidentiality of medical information shall be respected at the parent or guardian request.

Unexcused absences

Following each unexcused absence the school will make an attempt to call the parent or guardian of the student.

Tardiness

Arriving on time to each class is an expected behavior. Tardiness may result in school-based disciplinary action and potential referral to the juvenile court.

Tardiness Procedures and Regulations

Tardiness will be considered by the school authorities as very detrimental to the welfare of the offending individual and a serious offence against the school government. The school will attempt to inform the parents or guardian after it is known that a student's tardiness is excessive.

Elementary students are considered tardy five minutes after the first bell rings. A pattern of excessive tardiness will result in notification to parents or guardians, and possibly disciplinary action, or referral to juvenile court.

High School and Middle School students are considered tardy if they are not in class by the time the bell rings.

High School Guidelines per Trimester:

- | | |
|--------------|---|
| 5-10 Tardies | 2 after school detentions or Wednesday morning detention (2 hours 7:30- 9:15 am) |
| 15 Tardies | Saturday School or 2 Wednesday morning detentions (4 hours) and referred to an administrator. |
| 30 Tardies | 2 nd Saturday School, parents will be contacted, and referred to an administrator. |
| 45 Tardies | 3 rd Saturday School and referred to an administrator. |
| 60 or more | Tardies 2 days In-School Suspension |

Failure to attend Saturday School also results in In-School Suspension.

Early Dismissal from School

Early dismissal will be granted for the same reasons allowable for legal absences. Students are encouraged to schedule appointments with their licensed health care practitioner other than during school hours. However, when emergency demands, the appointment should be made as early or as late in the school day as possible, or during study halls, if there is enough time.

To obtain an early dismissal slip, students should bring a written note signed by the parent or guardian requesting permission to leave and stating the reason for early dismissal. If the student returns the same day, he/she must pick up an admit slip from the Attendance Office before returning to class.

Truancy Procedures and Regulations

Truancy defined

The willful absence of a student from school without the consent or knowledge of the parent or guardian, or school authorities, and/or absence without leave for reasons unacceptable to the school authorities.

The school will make an attempt to inform the parents or guardian immediately after it is known that a student is truant. This will be done by a telephone call or by direct contact at the home by the attendance clerk.

If a student fails to attend school without valid justification the school shall:

1. Inform the student's parent or guardian by a notice in writing or by telephone that the student has failed to attend school without valid justification after one unexcused absence within any month during the current school year;
2. Schedule a conference or conferences with the parent or guardian and student at a time and place reasonably convenient for all persons included for the purpose of analyzing the causes of the student's absences after two unexcused absences within any month during the current school year. If a regularly scheduled parent or guardian-teacher conference day is to take place within thirty days of the second unexcused absence, then the school district may schedule this conference on that day; and
3. Take steps to eliminate or reduce the student's absences. These steps shall include, where appropriate, adjusting the student's school program, or school, or course assignment; providing more individualized or remedial instruction; preparing the student for employment with specific vocational courses or work experience, or both, and assisting the parent or guardian or student to obtain supplementary services that might eliminate or ameliorate the causes for the absence from school. If action taken by a school is not successful in substantially reducing a student's absences from school, any of the following actions may be taken after five or more unexcused absences during the current school year: (1) The attendance officer of the school district, through its attorney, may petition the juvenile court to assume jurisdiction for the purpose of alleging a violation by the parent or guardian; or (2) a petition alleging a violation by the student may be filed with the juvenile court by the parent or guardian of the student or by the attendance officer or the district, through its attorney, at the request of the parent or guardian. Any person violating any of the provisions of the law shall not be fined more than twenty-five dollars for each day or unexcused absence from school. However, a student found to be in violation of the law shall be required to attend school and shall not be fined. If the student fails to comply with the court order to attend school, the court may order the student punished by detention or may impose alternatives to detention such as community service hours or participation in dropout prevention programs or referral to a community truancy board, if available.

Because truancy is detrimental to the welfare of the offending individual student, disciplinary action will be taken by the school to require regular daily attendance. Disciplinary action may range in consequence from probation, detention, community service, in-school suspension, suspension, expulsion, and/or court action. All suspensions and expulsions shall be reported to the superintendent.

Make-Up Assignments and Incompletes

1. After an excused absence from class, the student has the responsibility of seeing his/her teachers outside of class time to acquire assignments missed and to get help as needed;
2. Class participation and oral work, such as discussion, explanations, etc., are difficult to make up. Teachers try to be reasonable in giving credit for work missed because of absence.
3. Promptness in making up work is important. It should be completed within one week after absence, as a rule;
4. Under a parent or guardian-authorized excuse, credit will be allowed for work made up in advance of absence. Oral work, discussions, explanations and participation are of such a nature that teachers may not be able to assume responsibility to the student for the class work missed. After emergency absences marked "parent or guardian authorization," the student will have the opportunity to make up all work, including tests, after he/she comes back; and
5. After a prolonged or brief absence near the end of the quarter, a grade of "incomplete" may be given to allow the student time to make up the assignments missed. The "incomplete" is to be made up within two weeks after report cards are issued. In unusual cases, an extension of time will be granted by the office upon application.
6. Students in regular attendance may not receive a grade of "incomplete".

All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations regarding corrective action or punishment. (See policies 3300 through 3332.)

BUS RULES AND REGULATIONS

Bus Driver has full authority from the School District, to ensure students comply with the following rules and regulations for the safe operation and transportation of students on our buses.

I. General Rules and Regulations

- A. Students will comply and obey the bus driver promptly when instruction is given.
- B. Failure of a student to follow and comply with bus rules and regulations or other misconduct on the bus will result in parent contact to enlist corrective actions of disruptive behavior. Continued unacceptable behavior will result in suspension or termination of bus privileges.
- C. Exceptions to any of the following rules must be approved by a School District authority.

II. Specific Rules and Regulations

- A. Cellphone use is not allowed on the school bus during regular school hours. Cellphones must be put away until the student is off the bus.
- B. Students must give their proper identity when requested by the bus driver.
- C. Students shall only ride their regularly scheduled bus. Exceptions are by written approval of a School District authority to be shown to the bus driver when boarding the bus.
- D. Students shall meet the bus and exit the bus only at their regularly assigned stops. Upon exiting the bus, students will go straight to their destination.
- E. Students are expected to follow all school rules of conduct at bus stops. Self-discipline should be exercised by students at all bus loading areas.
- F. Students are expected to be at their bus stop 5 minutes before the scheduled arrival. Bus drivers are instructed not to wait for tardy students. Drivers are instructed not to honk their horn to gain the attention of a student or parent.
- G. Students shall remain seated while the bus is in motion and until the bus comes to a complete stop.
- H. Students shall be seated quickly after boarding the bus and seat assignments may be issued to students by the bus driver. Failure to follow the bus driver's instructions can result in enforcement of rule **B**, under "General Rules & Regulations".
- I. Students shall board and exit the bus in an orderly manner. Pushing and shoving may result in disciplinary action.
- J. When a bus is arriving or departing from any stop, students shall stand clear. A minimum of 10 feet is expected.
- K. Students shall not stand or play in the roadway while waiting for the bus.
- L. Students walking on the roadside should walk facing oncoming traffic whenever possible.
- M. Students shall cross the road or highway only in front of the bus, never behind. The student shall wait for the bus driver to cross them with a hand signal when it safe to proceed.
- N. Private property and school property for bus stops shall be respected at all times.
- O. Students shall refrain from throwing refuse or any other object within or outside the bus.
- P. Students are not permitted to eat or drink when being transported on the bus.
- Q. Students and parents shall not smoke, vape or use tobacco/nicotine products, light or use any combustible product on or around the bus or at the bus stops.
- R. Students shall not open windows on the bus more than six inches or to a line indicated on the window frame.
- S. Students shall not extend any part of their body out the bus window regardless if the bus is moving or not.
- T. Students shall not bring on board or possess any object that can cause injury or damage to the bus, such as; skateboards, sharp objects, any glass containers, weapons of any type, straps or pens extending from clothing or backpacks which could adversely affect the safety of bus passengers.
- U. Parents or guardians of students damaging school buses shall be responsible for proper reimbursement of the cost to repair damage to the Port Angeles School District.
- V. Large objects shall not be transported on the school bus during regular to and from school routes. (Music instruments, sports equipment, etc.)
- W. The bus isles and emergency exits shall be kept clear of objects at all times.
- X. The use of loud, abusive or vulgar language or obscene gestures is prohibited.
- Y. No unnecessary talking with the bus driver. Distractions can lead to a potential accident.
- Z. Students shall observe silence upon the drivers request during dangerous situations, i.e.: railroad crossings, emergency situations either on or outside of the bus, etc.
- AA. Students are not permitted to sit in the driver's seat at any time.
- BB. Emergency Exit Doors shall be used only in the case of an actual emergency and emergency exit drills. In the event of an actual emergency, emergency exit procedures as practiced during the drills shall be followed.
- CC. Animals are not permitted on school buses. Exceptions are: service animals with valid certification/I.D.'s, such as Seeing Eye dogs, Hearing and Enabler dogs.

MEDICATION AT SCHOOL

Policy 3416 – Medication at School

Revised: 10/25/18

Under normal circumstances prescribed and over the counter medication should be dispensed before and/or after school hours under supervision of the parent/guardian. If a student must receive prescribed or over-the-counter oral or topical medication, eye drops or ear drops ("medications") from an authorized staff member, the parent/guardian must submit a written authorization accompanied by a written and signed request from a licensed health professional prescribing within the scope of his/her prescriptive authority. Oral medications are administered by mouth either by swallowing or by inhaling, including through a mask that covers the mouth and nose. If the medication will be administered at school the health professional must also provide written, current and unexpired instructions for the administration of the medication.

The superintendent or designee shall establish procedures for:

- A. Delegating, training and supervision of staff members in the administration of prescribed or non-prescribed oral medication to students by a physician or registered nurse;
- B. Designating staff members who may administer prescribed or non-prescribed oral medication to students;
- C. Obtaining signed and dated parental/guardian and health professional requests for the dispensing of prescribed or non-prescribed oral medications, including instructions from the health professional if the medication is to be given at school;
- D. Storing prescribed or non-prescribed medication in a locked or limited access facility;
- E. Maintaining records pertaining to the administration of prescribed or non-prescribed oral medication; and
- F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

If a building nurse is available a nasal spray that is a legend drug or a controlled substance must be administered by the building nurse. If no building nurse is available a nasal spray that is a legend drug or a controlled substance may be administered by a trained staff member or parent-designated adult who is not a building nurse. The board will allow staff members, who have received appropriate training and volunteered for such training, to administer a nasal spray that is a legend drug or a controlled substance. After a staff member who is not a building nurse administers a nasal spray that is a legend drug or a controlled substance, the staff member will summon emergency medical assistance as soon as practicable;

No medication shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent/guardian will submit a written and signed permission statement. Such an authorization will be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member will be trained prior to injecting a medication.

If the district decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent/guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

The Superintendent or designee will designate a professional person licensed under chapter [18.71](#), 18.57, or [18.79](#) RCW as it applies to registered nurses and advanced registered

nurse practitioners, to consult and coordinate with the student's parents/guardians and health care provider, and train and supervise the appropriate staff member in proper procedures for care for students with diabetes to ensure a safe, therapeutic learning environment. Parent-designated adults who are staff members are required to receive the training provided under this subsection. Parent-designated adults who are not staff members will show evidence of comparable training. The parent-designated adult must also receive additional training as established in subsection A. of this section for the additional care the parents/guardians have authorized the parent-designated adult to provide. The professional person designated under this subsection is not responsible for the supervision of the parent-designated adult for those procedures that are authorized by the parents/guardians.

Parent Designated Adult (PDA)

For the purposes of this section, "parent-designated adult" means a volunteer, who may be a staff member, who receives additional training from a health care professional or expert in epileptic seizure care selected by the parent/guardians, and who provides care for the student consistent with the student's health plan.

To be eligible to be a parent-designated adult, a staff member not licensed under chapter [18.79](#) RCW must file, without coercion by the district, a voluntary written, current, and unexpired letter of intent stating the staff member's willingness to be a parent-designated adult.

If a staff member who is not licensed under chapter [18.79](#) RCW chooses not to file a letter under this section, the staff member will not be subject to any district reprisal or disciplinary action for refusing to file a letter.

Cross References: Policy 3419 Self-Administration of Asthma and Anaphylaxis Medications
Policy 3420 Anaphylaxis Prevention and Response
Legal References: RCW 28A.210.260 Public and Private Schools Administration of Oral Medication by — Conditions
RCW 28A.210.270 Public and Private Schools Administration of Oral Medication by — Immunity from Liability
RCW 28A.210.260 Public and Private Schools – Administration of Medication -Conditions
RCW 18.79 Nursing Care

Adoption Date: 10/10/2005
Revised: 1/28/2013; 10/25/2018

STUDENT DRESS

Policy No. 3224 - Student Dress

Revised: 3/8/2018

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the board. Students' choices in matters of dress should be made in consultation with their parents/guardians. Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- B. Damage to school property will result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the students' dress or appearance. A material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, and gang-related apparel.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion are not subject to this policy.

The superintendent or designee will establish procedures providing guidance to students, parents/guardians, and staff regarding appropriate student dress in school or while engaging in extracurricular or co-curricular activities. Such procedures will ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be asked, with notice to his/her parents/guardians, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

Cross References: Board Policy 3220 Freedom of Expression
Legal References: RCW 28A.320.140 Schools with Special standards
WAC 180-40-215 Student Rights
WAC 180-40-225 School district rules defining misconduct

Adoption Date: 10/10/2005
Revised: 3/8/2018

Policy No. 3224P - Student Dress (Procedure)

Revised: 11/8/2019

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

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

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

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

If the student's dress or grooming is objectionable under these provisions, the principal will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal will take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students will be accorded due process safeguards before any corrective action may be taken.

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

Adoption Date: 10/10/2005

Revised Dates: 8/25/2008, 11/8/2019

STUDENT DISCIPLINE

Policy 3241 – Student Discipline

Revised: 6/13/19

Rules of student conduct are essential for maintaining a safe and supportive learning environment for all students. A student's refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for disciplinary action.

Staff members are responsible for supervising student behavior, employing effective classroom management methods, and enforcing the rules of student conduct in a fair, consistent, and nondiscriminatory manner. Disciplinary action must be reasonable, culturally responsive, and necessary under the circumstances, while reflecting the district's priority to maintain a safe and positive learning environment for all students and staff members. The district will administer disciplinary action in a way that responds to the needs and strengths of students, supports students in meeting behavioral expectations, and keeps them within the classroom to the maximum extent possible.

When administering discipline under this policy and the related procedure, district staff member(s) must not:

- A. Unlawfully discriminate against a student on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal;
- B. Deprive a student of constitutional rights to freedom of speech, press, peaceable assembly, petition the government and its representatives for a redress of grievances, free exercise of religion, free from sectarian control or influence, subject to reasonable time, place, and manner limitations on exercising such rights;
- C. Deprive a student of the constitutional right to be secure in the person, papers, and effects against unreasonable searches and seizures;
- D. Unlawfully interfere in a student's pursuit of an education while enrolled in the district; or
- E. Deprive a student of the right to an equal educational opportunity, in whole or in part, without due process of law.

The district will distribute its discipline policy and procedure to students, their parents/guardians and the community on an annual basis. The district will provide students and/or their parents/guardians with all required substantive and procedural due process concerning grievances, hearings, and/or appeals of corrective action. The district will ensure that it provides such information with language assistance for students and parent/guardians with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

The district will also strive to provide trainings regarding policies and procedures related to student discipline for appropriate school and staff members whose duties require them to interact with students and enforce or implement components of student discipline. The district will assist long-term suspended and expelled students in returning to school as soon as possible by providing them with a re-engagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion.

The District, however, may preclude a student from returning to the student's regular educational setting following the end date of a **suspension or expulsion for the purpose of protecting victims of certain offenses, as follows:**

- A. A student committing an offense under RCW 28A.600.460 (2), when the activity is directed toward a staff member will not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the staff member is assigned; and
- B. A student who commits an offense under RCW 28A.600.460 (3), when directed toward another student, may be removed from the classroom of the victim for the duration of the student's attendance at that school or any other school where the victim is enrolled.

The district will annually collect and review data on disciplinary actions taken against students within each school. The data will be disaggregated into subgroups as required by RCW 28A.300.042 and will include students protected by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. The review will include short-term

suspensions, long-term suspensions, and expulsions. In reviewing the data, the district will determine whether it has disciplined a substantially disproportionate number of students within any of the disaggregated categories. If the district finds disproportionality, the district will take action to ensure that it is not the result of discrimination.

In consultation with district staff members, students, families, and the community, the district will periodically review and update this policy and its accompanying procedure.

Cross References:	2121 - Substance Abuse Program 2161 - Special Education and Related Services for Eligible Students 2162 - Education of Students Under Section 504 of the Rehabilitation Act of 1973 3122 - Excused and Unexcused Absences 3210 - Nondiscrimination 3240 - Student Conduct Expectations and Reasonable Sanctions 3244 - Prohibition of Corporal Punishment 3520 - Student Fees, Fines, or Charges 4210 - Regulation of Dangerous Weapons on School Premises 4218 - Language Access Plan
Legal References:	RCW 9A.16.100 Use of force on children — Policy — Actions presumed Unreasonable RCW 9A.1.280 Possessing dangerous weapons on school facilities — Penalty — Exceptions RCW 28A.150.240 Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty Chapter 28A.225, RCW Compulsory school attendance and admission Chapter 28A.320, RCW Provisions applicable to all districts RCW 28A.400.100 Principals and vice principals — Employment of —Qualifications — Duties RCW 28A.400.110 Principal to assure appropriate student discipline — Building discipline standards — Classes to improve classroom management Skills Chapter 28A.600 RCW, Students WAC 392-190-048 Access to course offerings – Student discipline Chapter 392-400, WAC, Student Discipline 34 CFR Part 100.3 Regulations implementing Civil Rights Act of 1964 42 U.S.C. 2000d et seq. Civil Rights Act of 1964

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Policy 3241P – Student Discipline Procedure

Revised 6/20/19

I. Definitions

For purposes of all disciplinary policies and procedures, the following definitions will apply:

- A. “Behavioral violation” means a student’s behavior that violates the district’s discipline policies.
- B. “Classroom exclusion” means the exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements of WAC 392-400-330 and 392-400-335. Classroom exclusion does not include action that results in missed instruction for a brief duration when:
 - 1. A teacher or other school personnel attempts “other forms of discipline” to support the student in meeting behavioral expectations; and
 - 2. The student remains under the supervision of the teacher or other school personnel during such brief duration.
- C. “Culturally responsive” has the same meaning as “cultural competency” in RCW 28A.410.270, which states "cultural competency", includes knowledge of student cultural histories and contexts, as well as family norms and values in different cultures; knowledge and skills in accessing community resources and community and parent outreach; and skills in adapting instruction to students' experiences and identifying cultural contexts for individual students.
- D. “Discipline” means any action taken by a school district in response to behavioral violations.
- E. “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.
- F. “Emergency expulsion” 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.

- G. “Expulsion” means a denial of admission to the student’s current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through 392-400-480.
- H. “Length of an academic term” means the total number of school days in a single semester, as defined by the board of directors.
- I. “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.
- J. “Parent” has the same meaning as in WAC 392-172A-01125, and means (a) a biological or adoptive parent of a child; (b) a foster parent; (c) a guardian generally authorized to act as the child’s parent, or authorized to make educational decisions for the student, but not the state, if the student is a ward of the state; (d) an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student’s welfare; or a surrogate parent who has been appointed in accordance with WAC 392-172A.05130. If the biological or adoptive parent is attempting to act as the parent and more than one party meets the qualifications to act as a parent, the biological or adoptive parent will be presumed to be the parent unless he or she does not have legal authority to make educational decisions for the student. If a judicial decree or order identifies a specific person or persons to act as the “parent” of a child or to make educational decision on behalf of a child, then that person or persons shall be determined to be the parent for purposes of this policy and procedure.
- K. “Reengagement meeting” means a meeting held between the district, the student and parent/guardian to discuss how to return a long-term suspended or expelled student to an educational setting as soon as possible.
- L. “Reengagement plan” means a culturally responsive written plan developed between the district, a student and his/her parent/guardian designed to aid the student in taking the necessary steps to remedy the situation that led to the student’s suspension or expulsion and to return to an educational setting as soon as possible. Parents/guardians of students must have access to, provide meaningful input on, and have the opportunity participate in the student’s reengagement plan.
- M. “School board” means the governing board of directors of the Port Angeles School District.
- N. “School business day” means any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the office of the superintendent is open to the public for business. A school business day concludes or terminates upon the closure of the superintendent’s office for the calendar day.
- O. “School day” means any day or partial day that students are in attendance at school for instructional purposes.
- P. “Suspension” means the denial of attendance in response to inappropriate behavior 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.
- Q. “In-school suspension” means a suspension in which a student is excluded from the student’s regular educational setting but remains in the student’s current school placement for up to ten (10) consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
- R. “Short-term suspension” means a suspension in which a student is excluded from school for up to ten (10) consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
- S. “Long-term suspension” means a suspension in which a student is excluded from school for more than ten (10) consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

II. Engaging with Families & Language Assistance

- A. The district must provide for early involvement of parents in efforts to support students in meeting behavioral expectations. Additionally, the district must make every reasonable attempt to involve the student and parent in the resolution of behavioral violations. Unless an emergency circumstance exists, providing opportunity for this parental engagement is required before administering a suspension or expulsion.
- B. The district must ensure that it provides all discipline related communications [oral and written] required in connection with this policy and procedure in a language the student and parent(s) understand. These discipline related communications include notices, hearings, conferences, meetings, plans, proceedings, agreements, petitions, and decisions. This effort may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964. For parents who are unable to read any language, the district will provide written material orally.

III. Supporting Students with “Other Forms of Discipline” - Interventions

- A. Unless a student’s on-going behavior poses an immediate and continuing danger to others, or a student’s on-going behavior poses an immediate and continuing threat to the educational process, staff members must first attempt one or more forms of other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the district must first consider other forms of discipline.
- B. The types of behaviors for which the staff members may use other forms of discipline include any violation of the rules of conduct, as developed annually by the Superintendent. In connection with the rules of conduct, school principals and certificated building staff will confer at least annually to develop precise definitions and build consensus on what constitutes manifestation of problem behaviors. (See policy 3220 – Rights and Responsibilities.) The purpose of developing definitions and consensus on manifestation of a problem behavior is to address the differences in perception of subjective behaviors and reduce the effect of implicit or unconscious bias.
- C. These other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior available online at: <http://www.k12.wa.us/SSEO/pubdocs/BehaviorMenu.pdf>

The district has identified the following examples of supports and interventions that staff may use as “other forms of discipline”:

Examples of Classroom Interventions Prior to Exclusion	Examples of Building Interventions Prior to Exclusion
• Specific Praise	• School-wide behavior expectations that are taught and retaught
• Reinforcement plans	• Building-wide lessons taught to the expectations
• Ongoing teaching/re-teaching of behavioral expectations	• Video modeling
• Social-emotional curriculum taught by counselors	• Visual expectations
• Specialized schedule	• Re-teaching expectation
• Visual break schedule	• Positive behavior intervention strategies
• Visuals for expectations	• Community circles
• Sensory space in the classroom	• Give verbal and/or visual warning about expectations
• Prompt entire class about expectations	• Meet with intervention specialist
• Give verbal and/or visual warning about expectation	• Work with an advocate or counselor
• Provide choices	• Check in/check out process
• Re-teaching behavior expectations	• Behavior plan
• Behavior support plan	• Anger management skills
• Behavioral progress monitoring record	• De-escalation strategies • Brain/physical break/calming walk
• Trauma-informed practices	• Alter passing time to limit time in hallways with other students
• Check-in / check-out process	• Restorative practices • Buddy Rooms
• Move seat • Mentor advocates for students	• Brain breaks – de-escalation strategies • Whole group incentives
• Discipline by proximity • “Caught you being cool”	• Work with MTSS team or building PBIS team
• Behavior and classroom management techniques for healthy relationships	• Peer mediation

- D. Staff members are not restricted to the above list and may use any other form of discipline compliant with WAC 392-400-025(9).
- E. Additionally, staff may use after-school detention as another form of discipline for not more than thirty (30) minutes for kindergarten (K) through (5th) grades or sixty (60) minutes for (6th) through twelfth (12th) grades on any given day. Before assigning after-school detention, the staff member will inform the student of the specific behavior prompting the detention and provide the student with an opportunity to explain or justify the behavior. At least one professional staff member will directly supervise students in after-school detention.
- F. Administering other forms of discipline cannot result in the denial or delay of the student's nutritionally adequate meal or prevent a student from accomplishing a specific academic grade, subject, or graduation requirements.
- G. Students and parents may challenge the administration of other forms of discipline, including the imposition of after-school detention using the grievance process below.

IV. Staff Authority and Exclusionary Discipline

- A. District staff members are responsible for supervising students immediately before and after the school day; during the school day; during school activities (whether on or off campus); on school grounds before or after school hours when a school group or school activity is using school grounds; off school grounds, if the actions of the student materially or substantially affect or interferes with the educational process; and on the school bus.
- B. Staff members will seek early involvement of parents in efforts to support students in meeting behavioral expectations. The Superintendent has general authority to administer discipline, including all exclusionary discipline. If the district wants other staff members to have exclusionary discipline authority, the procedure must identify by title. The Superintendent designates disciplinary authority to impose short-term suspension, long-term suspension, expulsion and emergency expulsion to school principals, assistant principals, assistant superintendents, directors of special education, and directors of human resources.

V. Classroom Exclusions

- A. After attempting at least one other form of discipline, as set forth above, teachers have statutory authority to impose classroom exclusion. Classroom exclusion means the exclusion of a student from the classroom or instructional activity area based on a behavioral violation that disrupts the educational process. As stated above, the Superintendent, school principals, and certificated staff will work together to develop definitions and consensus on what constitutes behavior that disrupts the educational process to reduce the effect of implicit or unconscious bias. The superintendent designates disciplinary authority to school principals, assistant principals, assistant superintendents, directors of special education, and directors of human resources to impose classroom exclusion with the same authority and limits of authority as classroom teachers.
- B. Classroom exclusion may be for all or any portion of the balance of the school day. Classroom exclusion does not encompass removing a student from school, including sending a student home early or telling a parent to keep a student at home, based on a behavioral violation. Removing a student from school constitutes a suspension, expulsion, or emergency expulsion and must include the notification and due process as stated in the section below.
- C. Classroom exclusion cannot result in the denial or delay of the student's nutritionally adequate meal or prevent a student from accomplishing a specific academic grade, subject, or graduation requirements.
- D. The school will provide the student an opportunity to make up any assignments and tests missed during a classroom exclusion. The district will not administer any form of discipline, including classroom exclusions, in a manner that would result in the denial or delay of a nutritionally adequate meal to a student or prevent a student from accomplishing a specific academic grade, subject, or graduation requirements.
- E. Following the classroom exclusion of a student, the teacher or other school personnel must report the classroom exclusion, including the behavioral violation that led to the classroom exclusion, to the principal or the principal's designee as soon as reasonably possible. The principal or designee must report all classroom exclusions, including the behavioral violation that led to it to the Superintendent. Reporting of the behavioral violation that led to the classroom exclusion as "other" is insufficient.
- F. The teacher, principal, or the principal's designee must notify the student's parents regarding the classroom exclusion as soon as reasonably possible. As noted above, the district must ensure that this notification is in a language and form (i.e. oral or written) the parents understand.

- G. When the teacher or other authorized school personnel administers a classroom exclusion 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:
 - 1. The teacher or other school personnel must immediately notify the principal or the principal's designee; and
 - 2. The principal or the principal's designee must meet with the student as soon as reasonably possible and administer appropriate discipline.
- H. The district will address student and parent grievances regarding classroom exclusion through the grievance procedures.

VI. Grievance Process for "Other Forms of Discipline" and Classroom Exclusion

- A. Any parent/guardian or student who is aggrieved by the imposition of other forms of discipline and/or classroom exclusion has the right to an informal conference with the principal for resolving the grievance. If the grievance pertains to the action of an employee, the district will notify that employee of the grievance as soon as reasonably possible.
- B. At such conference, the student and parent will have the opportunity to voice issues and concerns related to the grievance and ask questions of staff members involved in the grievance matter. Staff members will have opportunity to respond to the issues and questions related to the grievance matter. Additionally, the principal will have opportunity to address issues and questions raised and to ask questions of the parent, student, and staff members.
- C. If after exhausting this remedy the grievance is not yet resolved, the parent and student will have the right, upon two (2) school business days prior notice, to present a written and/or oral grievance to the Superintendent or designee. The Superintendent or designee will provide the parent and student with a written copy of its response to the grievance within ten (10) school business days. Use of the grievance process will not impede or postpone the disciplinary action, unless the principal or Superintendent elects to postpone the disciplinary action.
- D. Discipline that may be grieved under this section includes other forms of discipline, including after-school detention; classroom exclusion; removal or suspension from athletic activity or participation; and removal or suspension from school-provided transportation.

VII. Suspension and Expulsion – General Conditions and Limitations

- A. The district's use of suspension and expulsion will have a real and substantial relationship to the lawful maintenance and operation of the school district, including but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process that is conducive to learning. The district will not expel, suspend, or discipline in any manner for a student's performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of preserving the educational process. The district will not administer any form of discipline in a manner that would prevent a student from accomplishing a specific academic grade, subject, or graduation requirements.
- B. As stated above, the district must have provided the parent(s) opportunity for involvement to support the student and resolve behavioral violations before administering suspension or expulsion. Additionally, the Superintendent or designee must consider the student's individual circumstances and the nature of the violation before administering a short-term or in-school suspension.
- C. The principal or designee at each school must report all suspensions and expulsions, including the behavioral violation that led to the suspension or expulsion, to the Superintendent or designee within twenty-four (24) hours after the administration. Reporting the behavioral violation that led to the suspension or expulsion as "other" is insufficient.
- D. An expulsion or suspension of a student may not be for an indefinite period and must have an end date. After suspending or expelling a student, the district will make reasonable efforts to return the student to the student's regular educational setting as soon as possible. Additionally the district must allow the student to petition for readmission at any time. The district will not administer any form of discipline in a manner that prevents a student from completing subject, grade-level, or graduation requirements.
- E. When administering a suspension or expulsion, the district may deny a student admission to, or entry upon, real and personal property that the district owns, leases, rents, or controls. The district must provide an opportunity for students to receive educational services during a suspension or expulsion (see below).

- F. The district will not suspend or expel a student from school for absences or tardiness.
- G. If during a suspension or expulsion the district enrolls a student in another program or course of study, the district may not preclude the student from returning to the student's regular educational setting following the end of the suspension or expulsion, unless one of the following applies:
 - 1. The Superintendent or designee grants a petition to extend a student's expulsion under WAC 392-400-480;
 - 2. The change of setting is to protect victims under WAC 392-400-810; or
 - 3. Other law precludes the student from returning to his or her regular educational setting.
- H. In accordance with RCW 28A.600.420, a school district must expel a student for no less than one year if the district has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. The Superintendent may modify the expulsion on a case-by-case basis.
- I. A 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 an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. These provisions do not apply to students while engaged in a district authorized military education; a district authorized firearms convention or safety course; or district authorized rifle competition.

VIII. In-School Suspension and Short-Term Suspension

- A. The superintendent designates school principals, assistant principals, assistant superintendents, directors of special education, and directors of human resources with the authority to impose in-school and short-term suspension. Before administering an in-school or short-term suspension, staff members must have first attempted one or more other forms of discipline to support the student in meeting behavioral expectations and considered the student's individual circumstances. The district will not administer in-school suspension that would result in the denial or delay of the student's nutritionally adequate meal.
- B. Unless otherwise required by law, the district is not required to impose in-school or short-term suspensions and instead, strives to keep students in school, learning in a safe and appropriate environment. However, there are circumstances when the district may determine that in-school or short-term suspension is appropriate. As stated above, the district will work to develop definitions and consensus on what constitutes behavioral violations to reduce the effect of implicit or unconscious bias. In accordance with the other parameters of this policy, these circumstances may include the following types of student behaviors:
 - 1. Commission of any crime on school grounds or during school activity;
 - 2. Possession, use, sale, or delivery of illegal or controlled chemical substances;
 - 3. Sexual misconduct that could constitute sexual assault or harassment on school grounds, at school activities, or on school provided transportation;
 - 4. Threats of violence to other student or staff;
 - 5. Being intoxicated or under the influence of controlled substance, alcohol or marijuana at school or while present at school activities;
 - 6. Bomb scares or false fire alarms that cause a disruption to the school program;
 - 7. Cheating or disclosure of exams;
 - 8. Dress code violations that the student refuses to correct including but not limited to clothing with lewd, sexual, drug, tobacco, alcohol-related messages, or apparel closely associated with gangs or hate groups;
 - 9. Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged, 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;
 - 10. Gang-related activity;
 - 11. Harassment/intimidation/bullying;
 - 12. Intentional deprivation of student and staff use of school facilities;
 - 13. Intentional endangerment to self, other students, or staff, including endangering on a school bus;
 - 14. Intentional injury to another;
 - 15. Intentionally defacing or destroying the property of another;
 - 16. Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
 - 17. Preventing students from attending class or school activities;
 - 18. Refusal to cease prohibited behavior;

19. Refusal to leave an area when repeatedly instructed to do so by school personnel;
20. Sexual misconduct that could constitute sexual assault or harassment on school grounds, at school activities, or on school provided transportation;
21. Substantially and intentionally interfering with any class or activity;
22. Use or possession of weapons prohibited by state law and Policy 4210.

C. Initial Hearing: Obtaining the Student's Perspective

1. Before administering any in-school or short-term suspension, the district will attempt to notify the student's parent(s) as soon as reasonably possible regarding the behavioral violation. Additionally, the principal or designee must conduct an informal initial hearing with the student to hear the student's perspective. The principal or designee must provide the student an opportunity to contact his or her parent(s) regarding the initial hearing. The district must hold the initial hearing in a language the parent and student understand.
2. At the initial hearing, the principal or designee will provide the student:
 - a. Notice of the student's violation of this policy;
 - b. An explanation of the evidence regarding the behavioral violation;
 - c. An explanation of the discipline that may be administered; and
 - d. An opportunity for the student to share his or her perspective and provide explanation regarding the behavioral violation.

D. Notice

1. Following the initial hearing, the principal or designee must inform the student of the disciplinary decision regarding the behavioral violation, including the date when any suspension or expulsion will begin and end.
 2. No later than one (1) school business day following the initial hearing with the student, the district will provide written notice of the suspension or expulsion to the student and parents in person, by mail, or by email in a language and form the student and parents will understand. The written notice must include:
 - a. A description of the student's behavior and how the behavior violated this policy;
 - b. The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end;
 - c. The other forms of discipline that the district considered or attempted, and an explanation of the district's decision to administer the suspension or expulsion;
 - d. The opportunity to receive educational services during the suspension or expulsion;
 - e. The right of the student and parent(s) to an informal conference with the principal or designee; and
 - f. The right of the student and parent(s) to appeal the in-school or short-term suspension;
- E.** For students in kindergarten through fourth grade, the district will not administer in-school or short-term suspension for more than ten (10) cumulative school days during any single semester. For students in grades five through twelve, the district will not administer in-school or short-term suspension for more than fifteen (15) cumulative school days during any single semester, or more than ten (10) cumulative school days during any single trimester. Additionally, the district will not administer a short-term or in-school suspension beyond the school year in which the behavioral violation occurred.
- F.** The district will not administer in-school or short-term suspensions in a manner that would result in the denial or delay of a nutritionally adequate meal to a student.
- G.** When administering an in-school suspension, school personnel must ensure they are physically in the same location as the student to provide direct supervision during the duration of the in-school suspension. Additionally, school personnel must ensure they are accessible to offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes.

IX. Long-Term Suspensions and Expulsions

- A.** Before administering a long-term suspension or an expulsion, district personnel must consider other forms of discipline to support the student in meeting behavioral expectations. The district must also consider the other general conditions and limitations listed above.
- B.** Unless otherwise required by law, the district is not required to impose long-term suspension or expulsion and may impose long-term suspension or expulsion only for specify misconduct. In general, the district strives to keep students in school, learning in a safe and appropriate environment. However, in accordance with the other parameters of this policy there are circumstances when the district may determine that long-term suspension or expulsion is appropriate for student behaviors listed in RCW 28A.600.015 (6)(a) through (d), which include:

1. Commission of any crime on school grounds or during school activity;
 2. Possession, use, sale, or delivery of illegal or controlled chemical substances;
 3. Sexual misconduct that could constitute sexual assault or harassment on school grounds, at school activities, or on school provided transportation;
 4. Threats of violence to other student or staff;
 5. Having a firearm on school property or school transportation in violation of RCW 28A.600.420;
 6. Any of the following offenses listed in RCW 13.04.155, including:
 - a. Any violent offense as defined in RCW 9.94A.030, including
 - b. Any felony that Washington law defines as a class A felony or an attempt, criminal conspiracy, or solicitation to commit a class A felony;
 - c. Manslaughter;
 - d. Indecent liberties committed by forcible compulsion;
 - e. Kidnapping;
 - f. Arson;
 - g. Assault in the second degree;
 - h. Assault of a child in the second degree;
 - i. Robbery;
 - j. Drive-by shooting; and
 - k. Vehicular homicide or vehicular assault caused by driving a vehicle while under the influence of intoxicating liquor or any drug, or by operating a vehicle in a reckless manner.
 7. Any sex offense as defined in RCW 9.94A.030, which includes any felony violation of chapter 9A.44 RCW (other than failure to register as a sex offender in violation of 9A.44.132), including rape, rape of a child, child molestation, sexual misconduct with a minor, indecent liberties, voyeurism, and any felony conviction or adjudication with a sexual motivation finding;
 8. Inhaling toxic fumes in violation of chapter 9.47A RCW;
 9. Any controlled substance violation of chapter 69.50 RCW;
 10. Any liquor violation of RCW 66.44.270;
 11. Any weapons violation of chapter 9.41 RCW, including having a dangerous weapon at school in violation of RCW 9.41.280;
 12. Any violation of chapter 9A.36 RCW, including assault, malicious harassment, drive-by shooting, reckless endangerment, promoting a suicide attempt, coercion, assault of a child, custodial assault, and failing to summon assistance for an injured victim of a crime in need of assistance;
 13. Any violation of chapter 9A.40 RCW, including kidnapping, unlawful imprisonment, custodial interference, luring, and human trafficking;
 14. Any violation of chapter 9A.46 RCW, including harassment, stalking, and criminal gang intimidation; and
 15. Any violation of chapter 9A.48 RCW, including arson, reckless burning, malicious mischief, and criminal street gang tagging and graffiti.
 16. Two or more violations of the following within a three-year period
 - a. Criminal gang intimidation in violation of RCW 9A.46.120;
 - b. Gang activity on school grounds in violation of RCW 28A.600.455;
 - c. Willfully disobeying school administrative personnel in violation of RCW 28A.635.020; and
 - d. Defacing or injuring school property in violation of RCW 28A.635.060; and
 - e. Any student behavior that adversely affects the health or safety of other students or educational staff.
- C. In addition to being a behavior specified in RCW 28A.600.015, before imposing long-term suspension or expulsion, district personnel must also determine that if the student returned to school before completing a long-term suspension or expulsion the student would pose an imminent danger to students, school personnel, or pose an imminent threat of material and substantial disruption to the educational process. As stated above, the district will work to develop definitions and consensus on what constitutes such an imminent threat to reduce the effect of implicit or unconscious bias.
- D. Behavior agreements
1. The district authorizes staff to enter into behavior agreements with students and parents in response to behavioral violations, including agreements to reduce the length of a suspension conditioned on the participation in treatment services, agreements in lieu of suspension or expulsion, or agreements holding a suspension or expulsion in abeyance. Behavior agreements will also describe district actions planned to support behavior changes by the students. The district will provide any behavior agreement in a language and form the student and parents understand.

2. A behavior agreement does not waive a student's opportunity to participate in a reengagement meeting or to receive educational services. The duration of a behavior agreement must not exceed the length of an academic term. A behavior agreement does not preclude the district from administering discipline for behavioral violations that occur after the district enters into an agreement with the student and parents.

E. Initial hearing

1. Before administering any suspension or expulsion, the district will attempt to notify the student's parent(s) as soon as reasonably possible regarding the behavioral violation. Additionally, the principal or designee must conduct an informal initial hearing with the student to hear the student's perspective. The principal or designee must make a reasonable attempt to contact the student's parents and provide an opportunity for the parents to participate in the initial hearing in person or by telephone. The district must hold the initial hearing in a language the parent and student understand. At the initial hearing, the principal or designee will provide the student:
 - a. Notice of the student's violation of this policy;
 - b. An explanation of the evidence regarding the behavioral violation;
 - c. An explanation of the discipline that may be administered; and
 - d. An opportunity for the student to share his or her perspective and provide explanation regarding the behavioral violation.
2. Following the initial hearing, the principal or designee must inform the student of the disciplinary decision regarding the behavioral violation, including the date when any suspension or expulsion will begin and end.

F. Notice

No later than one (1) school business day following the initial hearing with the student, the district will provide written notice of the suspension or expulsion to the student and parents in person, by mail, or by email. If the parent cannot read any language, the district will provide language assistance. The written notice must include:

1. A description of the student's behavior and how the behavior violated this policy;
2. The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end;
3. The other forms of discipline that the district considered or attempted, and an explanation of the district's decision to administer the suspension or expulsion;
4. The opportunity to receive educational services during the suspension or expulsion;
5. The right of the student and parent(s) to an informal conference with the principal or designee;
6. The right of the student and parent(s) to appeal the suspension or expulsion; and
7. For any long-term suspension or expulsion, the opportunity for the student and parents to participate in a reengagement meeting.

- G.** Other than, for the firearm exception under WAC 392-400-820, the district will not impose a long-term suspension or an expulsion for any student in kindergarten through fourth grade.

- H.** If a long-term suspension or expulsion may exceed ten (10) days, the district will consider whether the student is currently eligible or might be deemed eligible for special education services. If so, the principal will notify relevant special education staff of the suspension or expulsion so that the district can ensure it follows its special education discipline procedures as well as its general education discipline procedures.

X. Difference between Long-Term Suspension and Expulsion

- A.** A long-term suspension may not exceed the length of an academic term. The district may not administer a long-term suspension beyond the school year in which the behavioral violation occurred.
- B.** An expulsion may not exceed the length of an academic term, unless the superintendent grants a petition to extend the expulsion under WAC 392-400-480. The district is not prohibited from administering an expulsion beyond the school year in which the behavioral violation occurred.

XI. Emergency Expulsions

- A.** The district may immediately remove a student from the student's current school placement, when the district has sufficient cause to believe that the student's statements or observable behaviors pose:

1. An immediate and continuing danger to other students or school personnel; or

2. An immediate and continuing threat of material and substantial disruption of the educational process.
- B. The district may not impose an emergency expulsion solely for investigating student conduct.
- C. For purposes of determining sufficient cause for an emergency expulsion, the phrase “immediate and continuing threat of material and substantial disruption of the educational process” means:
 1. The student’s behavior results in an extreme disruption of the educational process that creates a substantial barrier to learning for other students across the school day; and
 2. School personnel have exhausted reasonable attempts at administering other forms of discipline to support the student in meeting behavioral expectations.
- D. An emergency expulsion may not exceed ten (10) consecutive school days. An emergency expulsion will end or be converted to another form of discipline within ten (10) school days from its start.
- E. After an emergency expulsion, the district will attempt to notify the student’s parents, as soon as reasonably possible, regarding the reason the district believes the student’s statements or behaviors 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 education process.
- F. Notice

Within twenty-four (24) hours after an emergency expulsion, the district will provide written notice to the student and parents in person, by mail, or by email. The written notice will include:

 1. The reason the student’s statements or behaviors pose an immediate and continuing danger to students or school personnel, or poses an immediate and continuing threat of material and substantial disruption of the educational process;
 2. The duration and conditions of the emergency expulsion, including the date on which the emergency expulsion will begin and end;
 3. The opportunity to receive educational services during the emergency expulsion;
 4. The right of the student and parent(s) to an informal conference with the principal or designee; and
 5. The right of the student and parent(s) to appeal the emergency expulsion, including where and to whom the appeal must be requested.
- G. If the district converts an emergency expulsion to a suspension or expulsion, the district will:
 1. Apply any days that the student was emergency expelled before the conversion to the total length of the suspension or expulsion; and
 2. Provide the student and parents with notice and due process rights under WAC 392-400-455 through 392-400-480 appropriate to the new disciplinary action.
- H. All emergency expulsions, including the reason the student’s statements or behaviors pose an immediate and continuing danger to other students or school personnel, will be reported to the superintendent or designee within twenty-four (24) hours after the start of the emergency expulsion.

XII. Appeal, Reconsideration, and Petition

- A. Optional informal conference with school administrator
 1. If a student or the parent(s) disagree with the district’s decision to suspend, expel, or emergency expel the student, the student or parent(s) may request an informal conference with the principal or designee to resolve the disagreement. The parent or student may request an informal conference orally or in writing.
 2. The principal or designee must hold the conference within three (3) school business days after receiving the request, unless otherwise agreed to by the student and parent(s).
 3. During the informal conference, the student and parent(s) will have the opportunity to share the student’s perspective and explanation regarding the events that led to the behavioral violation. The student and parent will also have the opportunity to confer with the principal or designee and school personnel involved in the incident that led to the suspension or expulsion. Further, the student and parent will have the opportunity to discuss other forms of discipline that the district could administer.
 4. An informal conference will not limit the right of the student or parent(s) to appeal the suspension or expulsion, participate in a reengagement meeting, or petition for readmission.
- B. Appeals

1. The appeal provisions for in-school and short-term suspension differ from those for long-term suspension and expulsion. The appeal provisions for long-term suspension or expulsion and emergency expulsion have similarities but the timelines differ.
2. A student or the parent(s) may appeal a suspension, expulsion, or emergency expulsion to the Superintendent or designee orally or in writing. For suspension or expulsion, the request to appeal must be within five (5) school business days from when the district provided the student and parent with written notice. For emergency expulsion, the request to appeal must be within three (3) school business days from when the district provided the student and parent with written notice.
3. When an appeal for long-term suspension or expulsion is pending, the district may continue to administer the long-term suspension or expulsion during the appeal process, subject to the following requirements:
 - a. The suspension or expulsion is for no more than ten (10) consecutive school days from the initial hearing or until the appeal is decided, whichever is earlier;
 - b. The district will apply any days of suspension or expulsion occurring before the appeal is decided to the term of the student's suspension or expulsion and may not extend the term of the student's suspension or expulsion; and
 - c. If the student returns to school before the appeal is decided, the district will provide the student an opportunity to make up assignments and tests missed during the suspension or expulsion upon the student's return.
4. In-school and short-term suspension appeal
 - a. For short-term and in-school suspensions, the Superintendent or designee will provide the student and parents the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing.
 - b. The Superintendent or designee must deliver a written appeal decision to the student and parent(s) in person, by mail, or by email within two (2) school business days after receiving the appeal. The written decision must include:
 - i. The decision to affirm, reverse, or modify the suspension;
 - ii. The duration and conditions of the suspension, including the beginning and ending dates;
 - iii. The educational services the district will offer to the student during the suspension; and
 - iv. Notice of the student and parent(s)' right to request review and reconsideration of the appeal decision, including where and to whom to make such a request.
5. Long-term suspension or expulsion and emergency expulsion appeal
 - a. For long-term suspension or expulsion and emergency expulsions, the Superintendent or designee will provide the student and parent(s) written notice in person, by mail, or by email, within one (1) school business day after receiving the appeal request, unless the parties agree to a different timeline. Written notice will include:
 - i. The time, date, and location of the appeal hearing;
 - ii. The name(s) of the official(s) presiding over the appeal;
 - iii. The right of the student and parent(s) to inspect the student's education records;
 - iv. The right of the student and parent(s) to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing;
 - v. The rights of the student and parent(s) to be represented by legal counsel; question witnesses; share the student's perspective and explanation; and introduce relevant documentary, physical, or testimonial evidence; and
 - vi. Whether the district will offer a reengagement meeting before the appeal hearing.
 - b. For long-term suspension or expulsion, the student, parent(s) and district may agree to hold a reengagement meeting and develop a reengagement plan before the appeal hearing. The student, parent(s), and district may mutually agree to postpone the appeal hearing while participating in the reengagement process.

C. Hearings

1. A hearing to appeal a long-term suspension or expulsion or emergency expulsion is a quasi-judicial process exempt from the Open Public Meetings Act (OPMA). To protect the privacy of student(s) and others involved, the district will hold hearing without public notice and without public access unless the student(s) and/or the parent(s) or their counsel requests an open hearing. Regardless of whether the hearing is open or closed, the district will make reasonable efforts to

comply with the Family Educational Rights and Privacy Act (FERPA) concerning confidentiality of student education records.

2. When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:
 - a. A single hearing will not likely result in confusion; and
 - b. No student will have his/her interest substantially prejudiced by a group hearing.
3. If the official presiding over the hearing finds that a student's interests will be substantially prejudiced by a group hearing, the presiding official may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing.
4. For long-term suspension or expulsion, the district will hold an appeal hearing within three (3) school business days after the superintendent or designee received the appeal request, unless otherwise agreed to by the student and parent(s).
5. For emergency expulsion, the district will hold an appeal hearing within two (2) school business days after the superintendent or designee received the appeal request, unless the student and parent(s) agree to another time.
6. The school board will designate the superintendent or a hearing officer to hear and decide appeals. The presiding official(s) may not have been involved in the student's behavioral violation or the decision to suspend or expel the student.
7. Upon request, the student and parent(s) may review the student's education records or physical evidence. The district will make the records or physical evidence available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.
8. If a witness for the district cannot or does not appear at the appeal hearing, the presiding official(s) may excuse the witness' nonappearance if the district establishes that:
9. The district will audio record the appeal hearing by manual, electronic, or other type of recording device and upon request of the student or parent(s) provide them a copy of the recording.
 - a. The district made a reasonable effort to produce the witness; and
 - b. The witness' failure to appear is excused by fear of reprisal or another compelling reason.
10. The district will record the appeal hearing by manual, electronic, or other type of recording device and upon request of the student or parent(s) provide them a copy of the recording.
11. For long-term suspension or expulsion, the presiding official(s) will base the decision solely on the evidence presented at the hearing. The presiding official(s) will provide a written decision to the student and parent(s) in person, by mail, or by email within three (3) school business days after the appeal hearing. The written decision will include:
 - a. The findings of fact;
 - b. A determination whether (i) the student's behavior violated this policy; (ii) the behavioral violation reasonably warrants the suspension or expulsion and the length of the suspension or expulsion; and (iii) the suspension or expulsion is affirmed, reversed, or modified;
 - c. The duration and conditions of suspension or expulsion, including the beginning and ending dates;
 - d. Notice of the right of the student and parent(s) to request a review and reconsideration of the appeal decision. The notice will include where and to whom to make such a request; and
 - e. Notice of the opportunity for a reengagement meeting and contact information for the person who will schedule it.
12. For emergency expulsion, the district will provide a written decision to the student and parent(s) in person, by mail, or by email within one (1) school business day after the appeal hearing. The written decision will include:
 - a. The findings of fact;
 - b. A determination whether the student's statements or behaviors continue to pose (i) an immediate and continuing danger to students or school personnel; or (ii) an immediate and continuing threat of material and substantial disruption of the educational process;
 - c. Whether the district will end the emergency expulsion or convert the emergency expulsion to a suspension or expulsion. If the district converts the emergency expulsion to a suspension or expulsion, the district will provide the

student and parent(s) notice and due process consistent with the disciplinary action to which the emergency expulsion was converted; and

- d. Notice of the right of the student and parent(s) to request a review and reconsideration of the appeal decision. The notice will include where and to whom to make such a request.

D. Reconsideration of Appeal

1. The student or parents may request the school board review and reconsider the district's appeal decision for long-term suspensions or expulsions and emergency expulsions. This request may be either oral or in writing.
2. For long-term suspension or expulsion, the student or parent(s) may request a review within ten (10) school business days from when the district provided the student and parent(s) with the written appeal decision.
3. For emergency expulsion, the student or parent(s) may request a review within five (5) school business days from when the district provided the student and parent(s) with the written appeal decision.
 - a. In reviewing the district's decision, the school board or discipline appeal council, if established, must consider (i) all documentary and physical evidence from the appeal hearing related to the behavioral violation; (ii) any records from the appeal hearing; (iii) relevant state law; and (iv) this policy adopted.
 - b. The school board (or discipline appeal council) may request to meet with the student and parent(s), the principal, witnesses, and/or school personnel to hear further arguments and gather additional information.
 - c. The decision of the school board (or discipline appeal council) will be made only by board or discipline council members who were not involved in (i) the behavioral violation; (ii) the decision to suspend or expel the student; or (iii) the appeal decision. If the discipline appeal council presided over the appeal hearing, the school board will conduct the review and reconsideration.
4. For long-term suspension or expulsion, the school board will provide a written decision to the student and parent(s) in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision must identify:
 - a. Whether the school board affirms, reverses, or modifies the suspension or expulsion;
 - b. The duration and conditions of the suspension or expulsion, including the beginning and ending dates of the suspension or expulsion; and
 - c. For long-term suspensions or expulsions, notice of the opportunity to participate in a reengagement meeting.
5. For emergency expulsion, the school board will provide a written decision to the student and parent(s) in person, by mail, or by email within five (5) school business days after receiving the request for review and reconsideration. The written decision must identify:
 - a. Whether the school board affirms or reverses the school district's decision that the student's statements or behaviors posed (i) an immediate and continuing danger to students or school personnel; or (ii) an immediate and continuing threat of material and substantial disruption of the educational process.
 - b. If the emergency expulsion has not yet ended or been converted, whether the district will end the emergency expulsion or convert the emergency expulsion to a suspension or expulsion. If the district converts the emergency expulsion to a suspension or expulsion, the district will provide the student and parent(s) notice and due process under WAC 392-400-455 through 392-400-480 consistent with the disciplinary action to which the emergency expulsion was converted

XIII. Petition to Extend an Expulsion

- A. When risk to public health or safety warrants extending a student's expulsion, the school administrator or designee may petition the superintendent or designee for authorization to exceed the academic term limitation on an expulsion. The petition will inform the superintendent or designee of:
 1. The behavioral violation that resulted in the expulsion and the public health or safety concerns;
 2. The student's academic, attendance, and discipline history;
 3. Any nonacademic supports and behavioral services the student was offered or received during the expulsion;
 4. The student's academic progress during the expulsion and the educational services available to the student during the expulsion;
 5. The proposed extended length of the expulsion; and
 6. The student's reengagement plan

- B. The principal or designee may petition to extend an expulsion only after the development of a reengagement plan under WAC 392-400-710 and before the end of the expulsion. For violations of WAC 392-400-820 involving a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools, the principal or designee may petition to extend an expulsion at any time.
- C. Notice

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

 - 1. A copy of the petition;
 - 2. The right of the student and parent(s) to an informal conference with the Superintendent or designee to be held within five (5) school business days from the date the district provided written notice to the student and parent(s); and
 - 3. The right of the student and parent(s) to respond to the petition orally or in writing to the Superintendent or designee within five (5) school business days from the date the district provided the written notice.
- D. The Superintendent or designee may grant the petition only if there is substantial evidence that, if the student were to return to the student's previous school of placement after the length of an academic term, the student would pose a risk to public health or safety. The Superintendent or designee must deliver a written decision to the principal, the student, and the student's parent(s) in person, by mail, or by email within ten (10) school business days after receiving the petition.
- E. If the Superintendent or designee does not grant the petition, the written decision must identify the date when the expulsion will end.
- F. If the Superintendent or designee grants the petition, the written decision must include:
 - 1. The date on which the extended expulsion will end;
 - 2. The reason that, if the student were to return before the initial expulsion end date, the student would pose a risk to public health or safety; and
 - 3. Notice of the right of the student and parent(s) to request a review and reconsideration. The notice will include where and to whom to make such a request;
- G. Review and Reconsideration of extension of expulsion
 - 1. The student or parent(s) may request that the school board review and reconsider the decision to extend the student's expulsion. The student or parents may request the review orally or in writing within ten (10) school business days from the date the superintendent or designee provides the written decision;
 - 2. The school board may request to meet with the student or parent(s) or the school administrator to hear further arguments and gather additional information;
 - 3. The decision of the school board may be made only by discipline appeal council members who were not involved in the responding to the inappropriate behavior, the decision to expel the student, or the appeal decision;
 - 4. The school board will provide a written decision to the student and parent(s) in person, by mail, or by email within ten (10) school business days after receiving the request for review and reconsideration. The written decision will identify:
 - 4. Any extension of an expulsion may not exceed the length of an academic term; and
 - 5. The district will annually report the number of petitions approved and denied to the Office of Superintendent of Public Instruction (OSPI).

XIV. Educational Services

- A. The district will offer educational services to enable a student who is suspended or expelled to:
 - 1. Continue to participate in the general education curriculum;
 - 2. Meet the educational standards established within the district; and
 - 3. Complete subject, grade-level, and graduation requirements.
- B. When providing a student the opportunity to receive educational services during exclusionary discipline, the school must consider:
 - 1. Meaningful input from the student, parents, and the student's teachers;

2. Whether the student's regular educational services include English language development services, special education, accommodations and related services under Section 504 of the Rehabilitation Act of 1973, or supplemental services designed to support the student's academic achievement; and
 3. Access to any necessary technology, transportation, or resources the student needs to participate fully in the educational services.
- C. After considering the factors and input described above, the district will determine a student's educational services on a case-by-case basis. The types of educational services the district will consider include, but are not limited to:
1. Classwork assigned and returned through email;
 2. On-line class materials with a staff contact person who can offer support to the student;
 3. An assigned staff person to work with the student/parent/guardian to provide support;
 4. Access to on-line courses;
- D. Any educational services in an alternative setting should be comparable, equitable, and appropriate to the regular educational services a student would have received in the absence of exclusionary discipline.
- E. As soon as reasonably possible after administering a suspension or expulsion, the district will provide written notice to the student and parents about the educational services the district will provide. The notice will include a description of the educational services and the name and contact information of the school personnel who can offer support to keep the student current with assignments and course work.
- F. For students subject to suspension or emergency expulsion up to five (5) days, a school must provide at least the following:
1. Course work, including any assigned homework, from all of the student's regular subjects or classes;
 2. Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes; and
 3. An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion.
- G. For students subject to suspension or emergency expulsion for six (6) to ten (10) consecutive school days, a school must provide at least the following:
1. Course work, including any assigned homework, from all of the student's regular subjects or classes;
 2. An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion; and
 3. Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes. School personnel will make a reasonable attempt to contact the student or parents within three (3) school business days following the start of the suspension or emergency expulsion and periodically thereafter until the suspension or emergency expulsion ends to:
 - a. Coordinate the delivery and grading of course work between the student and the student's teacher(s) at a frequency that would allow the student to keep current with assignments and course work for all of the student's regular subjects or classes; and
 - b. Communicate with the student, parents, and the student's teacher(s) about the student's academic progress.
- H. For students subject to expulsion or suspension for more than ten (10) consecutive school days, a school will make provisions for educational services in accordance with the "Course of Study" provisions of WAC 392-121-107.

XV. Readmission

- A. The readmission process is different from and does not replace the appeal process. Students who have been suspended or expelled may make a written request for readmission to the district at any time. If a student desires to be readmitted at the school from which he/she has been suspended/expelled, the student will submit a written application to the principal, who will recommend admission or non-admission. If a student wishes admission to another school, he/she will submit the written application to the Superintendent. The application will include:
1. The reasons the student wants to return and why the request should be considered;
 2. Any evidence that supports the request; and
 3. A supporting statement from the parent or others who may have assisted the student.

- B. The Superintendent will advise the student and parent of the decision within seven (7) school days of the receipt of such application.

XVI. Reengagement

Reengagement Meeting

- A. The reengagement process is distinct from a written request for readmission. The reengagement meeting is also distinct from the appeal process, including an appeal hearing, and does not replace an appeal hearing. The district must convene a reengagement meeting for students with a long-term suspension or expulsion.
- B. Before convening a reengagement meeting, the district will communicate with the student and parent(s) to schedule the meeting time and location. The purpose of the reengagement meeting is to discuss with the student and his or her parent(s)/guardian(s) a plan to reengage the student.
- C. The reengagement meeting must occur:
 - 1. Within twenty (20) calendar days of the start of the student's long-term suspension or expulsion, but no later than five (5) calendar days before the student's return to school; or
 - 2. As soon as reasonably possible, if the student or parents request a prompt reengagement meeting.

Reengagement Plan

- D. The district will collaborate with the student and parents to develop a culturally sensitive and culturally responsive reengagement plan tailored to the student's individual circumstances to support the student in successfully returning to school. In developing a reengagement plan, the district must consider:
 - 1. The nature and circumstances of the incident that led to the student's suspension or expulsion;
 - 2. As appropriate, students' cultural histories and contexts, family cultural norms and values, community resources, and community and parent outreach;
 - 3. Shortening the length of time that the student is suspended or expelled;
 - 4. Providing academic and nonacademic supports that aid in the student's academic success and keep the student engaged on track to graduate; and
 - 5. Supporting the student parents, or school personnel in taking action to remedy the circumstances that resulted in the suspension or expulsion and preventing similar circumstances from recurring.
- E. The district must document the reengagement plan and provide a copy of the plan to the student and parents. The district must ensure that both the reengagement meeting and the reengagement plan are in a language the student and parents understand.
- F. Exceptions for protecting victims

The district may preclude a student from returning to the student's regular educational setting following the end date of a suspension or expulsion to protect victims of certain offenses as follows:

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

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HARRASMENT, INTIMIDATION, AND BULLYING

Policy 3207 - Prohibition of Harassment, Intimidation, and Bullying

Revised: 10/24/19

The board is committed to a safe and civil educational environment for all students, staff members, parents/guardians, volunteers, and community members that is free from harassment, intimidation, or bullying. As defined in legislation, “Harassment, intimidation or bullying” means any intentional electronic, written, verbal, or physical act including but not limited to, one (1) shown to be motivated by any characteristic in RCW 28A.640.010 and RCW 28A 642.010, such as race, creed, religion, color, national origin, honorable discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with disability, or other distinguishing characteristics, when the act:

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

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

Additional distinguishing characteristics can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

This policy recognizes that ‘harassment,’ ‘intimidation,’ and ‘bullying’ are separate but related behaviors. Each must be addressed appropriately. The accompanying procedure differentiates the three behaviors, however, this differentiation should not be considered part of the legal definition of these behaviors

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

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may be prohibited by other district policies or building, classroom or program rules.

Training

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff members and volunteers. Specific training requirements are included in procedure.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement, and other community agencies.

Interventions

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

Students with Individual Education Plans or Section 504 Plans

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the aggressor or target of harassment, intimidation or bullying, the school principal or designee will convene the student’s IEP or Section 504 team to determine whether the incident had an impact on the student’s ability to receive a Free Appropriate Public Education (FAPE). The meeting should occur regardless of whether the harassment, intimidation, or bullying incident was based on the student’s disability. During the meeting, the Section 504 team will evaluate issues such as the student’s academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation, or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the

student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Retaliation/False Allegations

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

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

Compliance Officer

The Superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one (1) mandatory training opportunity offered by the Office of Superintendent of Public Instruction (OSPI).

Written Procedures

The superintendent or his/her designee will adopt written procedures to addressing the elements of this policy.

Cross References:

- 2161 - Education of Students with Disabilities
- 3200 - Rights and Responsibilities
- 3210 - Nondiscrimination
- 3211 - Gender-Inclusive Schools
- 3220 - Freedom of Expression
- 3241 - Student Discipline
- 4200 - Safe and Orderly Learning Environment
- 4301 - Relations with the Law Enforcement, Child Protective Agencies and the County Health Department
- 4314 - Notification of Threats of Violence or Harm
- 5010 - Nondiscrimination and Affirmative Action
- 5011 - Sexual Harassment
- 5253 - Maintaining Professional Boundaries between Employees and Students
- 5270 - Resolution of Staff Complaints
- 5281 - Disciplinary Action and Discharge
- 5282 - Civility
- 5520 - Staff Development
- 6513 - Workplace Violence Prevention

Legal References:

- RCW 28A.300.285 Harassment, intimidation, and bullying prevention policies and procedures — Model policy and procedure — Training materials — Posting on web site — Rules — Advisory committee
- RCW 28A.640.010 Discrimination prohibited
- RCW 28A.642.010 Discrimination prohibited - Definitions
- WAC 392-190-059 Harassment, intimidation and bullying prevention policy and procedure – School districts.

Adoption Date: **10/10/2005**

Revised Dates: **4/14/2016, 10/24/2019**

Policy 3207P - Prohibition of Harassment, Intimidation and Bullying

Revised 9/08/2008

Informal Complaint Process

- A. Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying.
- B. At the building level, programs will be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements.
- C. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint.
- D. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect.
- E. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include:

- A. An opportunity for the complainant to explain to the alleged perpetrator, either in writing or face-to-face, that the conduct is unwelcome, disruptive, or inappropriate;
 - 1. A statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or
 - 2. A general public statement from an administrator in a building reviewing the district harassment, intimidation, and bullying policy without identifying the complainant.
- B. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process

- A. Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized.
- B. Complainants should not be promised confidentiality at the onset of an investigation.
- C. It cannot be predicted what will be discovered or what kind of hearings may result.
- D. Efforts should be made to ensure the confidence and trust of the person making the complaint.
- E. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es).
- F. Student complainants and witnesses may have a parent or trusted adult with them during any district-initiated investigatory activities.
- G. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:
 - 1. All formal complaints shall be in writing.
 - 2. Formal complaints shall describe the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation, or bullying.
 - 3. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
 - 4. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to file a formal complaint based upon the information in the officer's possession.
 - 5. The compliance officer shall investigate all formal, written complaints of harassment, intimidation, or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
 - 6. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the outcome of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the complaint.
 - 7. The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
 - a. That the district intends to take corrective action; or
 - b. That the investigation is incomplete to date and will be continuing; or
 - c. That the district does not have adequate evidence to conclude that bullying, harassment, or intimidation occurred.
- H. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order, from imposing the discipline until the appeal process is concluded.

Mediation between the alleged victim and the individual accused of harassment, intimidation, or bullying behavior shall not be pursued as a corrective measure unless requested by the alleged victim and agreed to by the accused individual.

If a student remains aggrieved by the superintendent's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3210, Nondiscrimination, or a complaint pursuant to Policy 4220, Complaints Concerning Staff or Programs.

- A. A fixed component of all district orientation sessions for employees, students, and regular volunteers shall introduce the elements of this policy. Staff shall be provided information on recognizing and preventing harassment, intimidation, or

bullying. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedures. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation, or bullying.

- B. Students shall be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, and bullying, and their rights and responsibilities under this and other district policies, and rules during introductory (annual) student orientation sessions and on other appropriate occasions, which may include parents.
- C. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation, and bullying including electronically transmitted messages or images.

NONDISCRIMINATION AND AFFIRMATIVE ACTION

Policy 3210 - Nondiscrimination Revised 3/10/2016

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a student with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings; educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

The district's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents/guardians, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the district's compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the district's Section 504 and Title IX compliance officers.

The district will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedure.

The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district.

The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy.

Cross References: 4260 - Use of School Facilities
 2151 - Interscholastic Activities
 2150 - Co-Curricular Program
 2140 - Guidance and Counseling
 2030 - Service Animals in Schools
 3207 – Bullying/Harassment
 2020 - Curriculum Development and Adoption of Instructional Materials

Legal References: Chapter 28A.640 RCW Sexual equality
 Chapter 28A.642 RCW Discrimination prohibition
 Chapter 49.60 RCW Discrimination — Human rights commission
 WAC 392-190-020 Training—Staff responsibilities—Bias awareness
 WAC 392-190-060 Compliance – School district designation of responsible employee - Notification
 WAC 392-400-215 Student rights
 20 U.S.C. 7905 Boy Scouts of American Equal Access Act
 42 U.S.C. 12101-12213 Americans with Disabilities Act

Management Resources: 2014 - December Issue
2013 - April Issue
2012 - December Issue
2011 - June Issue
Policy News, August 2007 Washington's Law Against Discrimination

Adoption Date: 10/10/2005

Revised Dates: 5/05/2008, 8/22/2011, 3/10/2016

Procedure 3210P - Nondiscrimination and Complaint (Procedure)

Revised: 5/19/2016

Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the school board directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy 3210) and more particularly to policies dealing with guidance and counseling (Policy 2140), co-curricular program (Policy 2150), trained guide dog or service animals (Policy 2030) and curriculum development and instructional materials (Policy 2020). As used in this procedure:

- A. **Grievance** means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.
- B. **Complaint** means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.
- C. **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.

A. Informal Process for Resolution

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the district must notify complainant of their right to file a formal complaint.

B. Formal Process for Resolution

Level One: Complaint to District

The complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The district and complainant may agree to resolve the complaint in lieu of an investigation. The compliance officer shall provide the superintendent with a full written report of the complaint and the results of the investigation.

The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date at the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.

The decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the district

deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

Any corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

Level Two – Appeal to the School Board Directors

If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to school board directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

The board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony as the school board directors deems relevant and material. Unless otherwise agreed to by the complainant, the school board directors will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the school board directors will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three: Complaint to the Superintendent of Public Instruction

If a complainant disagrees with the decision of the school board directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the school board directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
2. A complaint must be in writing and include:
 - a. A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws;
 - b. The name and contact information, including address, of the complainant;
 - c. The name and address of the district subject to the complaint;
 - d. A copy of the district's complaint and appeal decision, if any; and
 - e. A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.
3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction (OSPI) may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or school board directors.
4. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance. A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four: Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that

office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

C. Mediation

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

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

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be a staff member of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered a staff member of the district or charter school or other public or private agency solely because he or she serves as a mediator.

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

D. Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the compliance officer for a period of six years.

Policy: 5010 - Nondiscrimination and Affirmative Action

Revised 10/25/2018

Nondiscrimination

The district will provide equal employment opportunity and treatment for all applicants and staff members in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The superintendent will designate a staff member to serve as the compliance officer.

Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff members and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women, and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.

The superintendent or designee will develop an affirmative action plan which specifies the personnel procedures to be followed by staff members and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, persons with disabilities, ethnic minorities, women and Vietnam veterans, although under state law, racial minorities, and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff members in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.

Employment of Persons with Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

- A. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination and the district will not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects

his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions, and includes fringe benefits and other elements of compensation.

- B. The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
 - 1. Making facilities used by staff members readily accessible and usable by persons with disabilities; and
 - 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.
- C. The district will not use any employment tests or criteria that screen out individuals with disabilities unless the test or criteria is clearly and specifically job-related. Also, the District will not use such tests or criteria if alternative tests or criteria (that do not screen out individuals with disabilities) are available.
- D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff member complaints.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any individual who has participated in the enforcement of these rights under state or federal law.

Cross References: 2030 - Service Animals in Schools
5270 - Resolution of Staff Complaints
5407 - Military Leave

Legal References: RCW 28A.400.310 Law against discrimination applicable to districts' employment practices
RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
RCW 28A.642 Discrimination prohibition
RCW 49.60 Discrimination — Human rights commission
RCW 49.60.030 Freedom from discrimination — Declaration of civil rights
RCW 49.60.180 Unfair practices of employers
RCW 49.60.400 Discrimination, preferential treatment prohibited
RCW 73.16 Employment and Reemployment
WAC 392-190 Equal Education Opportunity – Unlawful Discrimination Prohibited
WAC 392-190-0592 Public school employment — Affirmative action program
42 USC 2000e1 – 2000e10 Title VII of the Civil Rights Act of 1964
20 USC 1681 - 1688 Title IX Educational Amendments of 1972
42 USC 12101 – 12213 Americans with Disabilities Act
8 USC 1324 (IRCA) Immigration Reform and Control Act of 1986
38 USC 4301-4333 Uniformed Services Employment and Reemployment Rights Act
29 USC 794 Vocational Rehabilitation Act of 1973
34 CFR 104 Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance
38 USC 4212 Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)

Adoption Date: 12/2000

Revised Dates: 10/25/2018

Policy: 5010P

Nondiscrimination and Affirmative Action Procedure

Revised 11/21/2019

Affirmative Action

In accordance with state and federal requirements, the district shall develop an Affirmative Action Plan. Such plan shall include a work force analysis, a projection of possible work force vacancies, an analysis of activities designed to take appropriate affirmative action and a grievance procedure.

Nondiscrimination

To ensure fairness and consistency, the following grievance procedure is to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district will be adversely affected in any way because the staff member utilized these procedures. As used in this procedure, "grievance" will mean a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws. A "complaint" will mean a charge alleging specific acts, conditions or circumstances which are in violation of the anti-discrimination laws. A "respondent" will mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

Grievance Procedure

To ensure fairness and consistency, the following review procedures are to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district will be adversely affected in any way because the staff member utilized these procedures.

- A. **Grievance** means a complaint which has been filed by an employee relating to alleged violations of any state or federal anti-discrimination laws.
- B. **Complaint** means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.
- C. **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The district is prohibited by law from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with their right to file a grievance under this procedure and from retaliating against an individual for filing such a grievance.

A. Informal Process for Resolution

When a staff member has an employment problem concerning equal employment opportunity, he/she will discuss the problem with the immediate supervisor, personnel director or superintendent within 60 days of the circumstances which gave rise to the problem. The staff member may also ask the compliance officer to participate in the informal review procedure. It is intended that the informal discussion will resolve the issue. If the staff member feels he/she cannot approach the supervisor because of the supervisor's involvement in the alleged discrimination, the staff member may directly contact the compliance officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue the staff member may proceed to the formal review procedures. During the course of the informal process, the district will notify complainant of their right to file a formal complaint.

B. Formal Process for Resolution

Level One: Complaint to District

The complaint must set forth the specific acts, conditions, or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer will provide the superintendent with a full written report of the complaint and the results of the investigation.

The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.

The decision of the superintendent or designee will include:

1. A summary of the results of the investigation;

2. Whether the district has failed to comply with anti-discrimination laws;
3. If non-compliance is found, corrective measures the district deems necessary to correct it; and
4. Notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

Any corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

Level Two - Appeal to Board of Directors

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

Level Three - Complaint to the Superintendent of Public Instruction

If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Office of Superintendent of Public Instruction.

1. A complaint must be received by the Office of Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Office of Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
2. A complaint must be in writing and include:
 - a) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws;
 - b) The name and contact information, including address, of the complainant;
 - c) The name and address of the district subject to the complaint;
 - d) A copy of the district's complaint and appeal decision, if any; and
 - e) A proposed resolution of the complaint or relief requested.
 - f) If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.
3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
4. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

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

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that

office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

1. Mediation

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

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

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

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

2. Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the district compliance officer for a period of 6 years.

Resources

District Contact

Director Of Human Resources
905 W. 9th Street
Port Angeles, WA 98363
360.457.8575

State Contacts

Superintendent of Public Instruction
Equity and Civil Rights Office
P.O. Box 47200
Olympia, WA 98504-7200
360.725.6162

Washington State Human Rights Commission
711 South Capitol Way, Suite 402
P.O. Box 42490
Olympia, WA 98504-2490
360.753.6770

Office for Civil Rights
U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174
206.607.1600

Adoption Date: 2/12/2007

Revised Dates: 7/9/2012, 5/7/2015, 11/21/2019

SEXUAL HARASSMENT OF STUDENTS

Policy 3205 – Sexual Harassment of Students Prohibited

Revised 12/12/19

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

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the district even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, staff members, or third parties involved in district activities.

Under federal and state law, the term “sexual harassment” may include:

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

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

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally.

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

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

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent or designee will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff member responsibilities under this policy.

Any school staff member who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff members are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district’s Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district’s Section 504 Coordinator.

District/school staff member(s), including staff members, contractors, and agents shall not provide a recommendation of employment

for a staff member, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

Notice and Training

The Superintendent or designee will develop procedures to provide age-appropriate information and education to district staff members, students, parents/guardians and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff member, student, and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff member(s), students, parents/guardians, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each staff member and reproduced in each student, staff member, volunteer, and parent/guardian handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The Superintendent or designee will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The Superintendent is encouraged to involve staff member(s), students, volunteers, and parents/guardian in the review process.

Cross References:	3200 - Rights and Responsibilities 3207 - Prohibition of Harassment, Intimidation, and Bullying 3210 - Nondiscrimination 3211 - Transgender Students 3220 - Freedom of Expression 3241 - Student Discipline 4200 - Safe & Orderly Learning Environment 4310 - Relationships with Law Enforcement and other
Government Agencies	4314 - Notification of Threats of Violence or Harm 5010 - Nondiscrimination and Affirmative Action 5011 - Sexual Harassment 5015 - Staff and Private Use of Social Media 5253 - Maintaining Professional Boundaries Between Employees and Students 5270 - Resolution of Staff Complaints 5281 - Disciplinary Action and Discharge 5282 - Civility 6513 - Workplace Violence Prevention
Legal References:	20 U.S.C. 1681-1688 WAC 392-190-058 Sexual harassment RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies

Policy: 3205P - Sexual Harassment of Students Prohibited Procedure

Adoption Date: 12/12/2019

The procedure is intended to set forth the requirements of Policy 3205, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in school district activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the district will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

I. Notice

- A. Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, be reproduced in each student, staff, volunteer and parent handbook.

- B. In addition to the posting and reproduction of this procedure and Policy 3205, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at *905 W 9th St., Port Angeles, WA 98363*.

II. Staff Responsibilities

- A. In the event of an alleged sexual assault, the school principal will immediately inform:
 - 1. The Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures; and
 - 2. Law enforcement.
- B. The principal will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

III. Confidentiality

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

IV. Retaliation

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

V. Informal Complaint Process

- A. Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to *the Assistant Superintendent*.
- B. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.
- C. During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant.
- D. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).
- E. Informal remedies may include:
 - 1. An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
 - 2. A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;

3. A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
 4. Developing a safety plan;
 5. Separating students; or
 6. Providing staff and/or student training
- F. Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the district believes the complaint needs to be more thoroughly investigated.
- G. The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

VI. Formal Complaint Process

Level One – Complaint to District

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized.

At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation.

The following process will be followed:

A. Filing of Complaint

1. All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
2. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to:
 - a) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or
 - b) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
3. Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Coordinator, Assistant Superintendent at 905 W 9th St., Port Angeles, WA 98363, 360-457-8575.
4. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

B. Investigation and Response

1. The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
2. Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation. When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

C. Superintendent Response

1. The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.
2. The response of the superintendent or designee will include:

- a) A summary of the results of the investigation;
 - b) A statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed;
 - c) If sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate;
 - d) Notice of the complainant's right to appeal to the school board and the necessary filing information; and
 - e) Any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
3. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.
 4. Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
 5. The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Level Two - Appeal to Board of Directors

A. Notice of Appeal and Hearing

1. If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
2. The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
3. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

B. Board Decision

1. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
2. The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
3. The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction

A. Filing of Complaint

1. If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.
2. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
3. A complaint must be in writing and include:
 - a) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws;
 - b) The name and contact information, including address, of the complainant;
 - c) The name and address of the district subject to the complaint;
 - d) A copy of the district's complaint and appeal decision, if any; and

- e) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

B. Investigation, Determination and Corrective Action

1. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
 2. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
 3. All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.
- C. A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing

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

A. Other Complaint Options

1. *Office for Civil Rights (OCR), U.S. Department of Education*
OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination. DD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr
2. *Washington State Human Rights Commission (WSHRC)*
WSHRC enforces the Washington Law against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination. 1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

B. Mediation

1. At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.
2. The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.
3. Mediation must be conducted by a qualified and impartial mediator who may not:
 - a) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or
 - b) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.
4. If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

C. Training and Orientation

1. A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will

be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

2. Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.
3. Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.
4. As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:
 - a. Demands for sexual favors in exchange for preferential treatment or something of value;
 - b. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
 - c. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
 - d. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
 - e. Using derogatory sexual terms for a person;
 - f. Standing too close, inappropriately touching, cornering or stalking a person; or
 - g. Displaying offensive or inappropriate sexual illustrations on school property.

D. Policy and Procedure Review

1. Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee.
2. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes.
3. The superintendent will consider adopting changes to this procedure if recommended by the committee.

Adoption Date: 12/12/2019

SEXUAL HARASSMENT OF STAFF

Policy No: 5011 - Sexual Harassment of District Staff Prohibited Revised 3/24/16

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

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by students, employees or third parties involved in school district activities.

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

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school- related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably

calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

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

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

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline

Staff Responsibilities

The superintendent will develop and implement procedures for receiving, investigating, and resolving both formal and informal complaints and reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents/guardians and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents/guardians, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduce in each staff, volunteer and parent/guardian handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers and parents/guardians in the review process.

Cross References:	3205 - Sexual Harassment of Students Prohibited
	3207 - Prohibition of Harassment, Intimidation and Bullying
	3210 - Nondiscrimination
	3240 - Student Conduct
	3421 - Child Abuse, Neglect, and Exploitation Prevention
	5010 - Nondiscrimination and Affirmative Action
Legal References:	RCW 28A.640.020 Regulations, guidelines to eliminate discrimination— Scope — Sexual harassment policies
	WAC 392-190-058 Sexual harassment
	20 U.S.C. 1681-1688
Management Resources:	2015 - July Policy Alert
	2014 - December Issue
	2010 - October Issue

Adoption Date: 2/12/2007

Revised Dates: 1/23/2012, 3/24/2016

Policy: 5011P - Procedure - Sexual Harassment of District Staff Prohibited
Revised 11/26/2019

The procedure is intended to set forth the requirements of Policy 5011, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at district employees carried out by other students, employees or third parties involved in school district activities. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

I. Notice

Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 5011, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at *[905 West 9th Street, Port Angeles, WA 98363]*.

II. Staff Responsibilities

In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement. The principal will notify the targeted district staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

III. Confidentiality

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

IV. Retaliation

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

Informal Complaint Process

- A. Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to the Director of Human Resources.
- B. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.
- C. During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant.
- D. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

- E. Informal remedies may include:
 1. An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
 2. A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
 3. A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant.
 4. Developing a safety plan;
 5. Separating staff person; or
 6. Providing staff and/or student training.
- F. Informal complaints may become formal complaints at the request of the complainant, parent or guardian, or because the district believes the complaint needs to be more thoroughly investigated.
 1. The district will inform the complainant how to report any subsequent problems.
 2. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems.
 3. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

V. **Formal Complaint Process**

- A. **Level One – Complaint to District**
 Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation. The following process will be followed:
- B. **Filing of Complaint**
 1. All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment.
 2. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve.
 3. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a complaint.
 4. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to:
 - a. Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or
 - b. Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
 5. Complaints may be submitted by mail, fax, e-mail or hand-delivery to the Title IX Coordinator, Director of Human Resources Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

VI. **Investigation and Response**

- A. The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation.
- B. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest.
- C. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
- D. Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence.
- E. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities.
- F. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.
- G. When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

VII. Superintendent Response

- A. The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.
- B. The response of the superintendent or designee will include:
 - 1. A summary of the results of the investigation;
 - 2. A statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed;
 - 3. If sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate;
 - 4. Notice of the complainant's right to appeal to the school board and the necessary filing information; and
 - 5. Any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and other support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- C. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.
- D. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.
- E. Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
- F. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.
- G. The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems.
- H. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

VIII. Level Two -Appeal to Board of Directors

Notice of Appeal and Hearing

- A. If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.:
- B. The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- C. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

IX. Decision

- A. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- B. The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- C. The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

X. Level Three - Complaint to the Superintendent of Public Instruction

Filing of Complaint

If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Superintendent of Public Instruction.

- A. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- B. A complaint must be in writing and include:
 - 1. A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws;
 - 2. The name and contact information, including address, of the complainant;
 - 3. The name and address of the district subject to the complaint;
 - 4. A copy of the district's complaint and appeal decision, if any; and
 - 5. A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

XI. Investigation, Determination and Corrective Action

- A. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
- B. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified.
- C. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- D. All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.
- E. A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

XII. Level Four - Administrative Hearing

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

XIII. Other Complaint Options

- A. *Office for Civil Rights (OCR), U.S. Department of Education*
OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr
- B. *Washington State Human Rights Commission (WSHRC)*
WSHRC enforces the Washington Law against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

XIV. Mediation

- A. At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.
- B. The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.
- C. Mediation must be conducted by a qualified and impartial mediator who may not:
 - 1. Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or
 - 2. Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.
- D. If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

XV. Training and Orientation

- A. A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.
- B. Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.
- C. Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.
- D. As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:
 - 1. Demands for sexual favors in exchange for preferential treatment or something of value;
 - 2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
 - 3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
 - 4. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
 - 5. Using derogatory sexual terms for a person;
 - 6. Standing too close, inappropriately touching, cornering or stalking a person; or
 - 7. Displaying offensive or inappropriate sexual illustrations on school property.

XVI. Policy and Procedure Review

- A. Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure.
- B. The Title IX/Civil Rights Compliance Coordinator will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

TECHNOLOGY

Technology - Acceptable Use of the Internet

The Port Angeles School District is providing the computer network and internet access for all students and employees. This service allows employees and students to share information, learn new concepts, and research diverse subjects. Students and their parents are

responsible for knowing and complying with all district policy including policies 2022 and 3245 which relate to use of the computer network and internet and agree to report any misuse of the computer network or the Internet to a teacher or supervisor. Students and staff members using the computer network or internet must understand the district may revise policy governing the use of these resources as it deems necessary. The district will provide notice of any changes either by posting such a revised version of a policy on its website or by providing written notice to the students, parents/guardians, and district employees. Access to these resources may be revoked without notice at any time.

Disclaimer

- The district makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the accounts. The district also denies any responsibility for the accuracy or quality of the information obtained through the account.
- Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the district, its affiliates, or employees.
- Account users are responsible for any losses sustained by the district or its affiliates, resulting from the account users' intentional misuse of the accounts.

Policy No. 3245 – Students and Telecommunication Devices, Cameras, and Video Recorders

Revised: 4/27/2017

Students in possession of personal telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, smart watches and cameras while on school property, riding the school bus or while attending school-sponsored or school-related activities shall observe the following conditions:

- A. Telecommunication devices, cameras and video recorders for elementary students shall be turned off and secured in a backpack during school hours.
- B. Telecommunication device usage is not allowed while riding the school bus to and from school during the regular school hours.
- C. Telecommunication devices for elementary and middle school students shall be turned on and operated only before and after the regular school day, and high school students shall be turned on and operated only before and after the regular school day, passing periods, and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a building administrator or staff member authorizes a student to use the device.
- D. Students will be allowed to utilize the District's wireless network for educational purposes unless the student's parent/guardian denies the student access by proactively notifying the school/district and filing an Internet Opt-Out form (2022F) which will be effective for one school year. The Opt-Out form must be filed each school year.
- E. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.
- F. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conducts, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events/school related activities, or on school buses or vehicles provided by the district.
- G. When a staff member has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which shall only be returned to the student's parent/guardian.
- H. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events/school related activities. I. Students shall comply with any additional rules developed by the district concerning the appropriate use of devices.
- J. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion..

Cross References: 2022 Electronic Resources
3207 Prohibition of Harassment, Intimidation and Bullying
3241 Classroom Management, Corrective Actions or Punishment
3241P Classroom Management, Corrective Actions or Punishment
4310 Relations with Law Enforcement Agencies, Child Protective Agencies and County Health

Management Resources: *Policy News*, February 2004 Evolution of Cell Phone Use
Policy News, June 2010 Students and Sexting
Policy News, October 2010 Students and Telecommunication Devices Revisited

Adoption Date: 10/10/2005

Revised: 8/09/2010, 01/24/2011, 08/17/2016, 2/23/2017, 04/13/2017, 4/27/2017

Procedure 3245P - Port Angeles School District Administrative Procedure Students and Telecommunication Devices
Revised: 5/25/2017

It is assumed that students will be accessing the electronic communications system including but not limited to the Internet, Google Apps for Education, and Microsoft Office 365 on a routine bases. Parent/guardian must sign an Internet Opt-Out form (2022F) in order to inform the District if they do not wish their student to have access to the Internet, Google Apps for Education, and Microsoft Office 365.

Definitions:

- A. Sexting means sending, forwarding, displaying, retaining, storing or posting sexually explicit, lewd, indecent or pornographic photographs, images or messages by or on a cell phone, computer or other electronic means during school hours or school activities on or off campus; while on school district property, during any recess, lunch or leave periods on or off school district property; or beyond the hours of school operation if the behavior detrimentally affects the personal safety or well-being of school-related individuals, the governance, climate or efficient operation of the school; or the educational process or experience.
- B. Disrupting the Learning Environment: means any intentional gesture, any intentional electronic communication or any intentional written, verbal or physical act or statement initiated, occurring, transmitted or received by a student at school that a reasonable person under the circumstance should know will have the effect of:
 - 1. Insulting, mocking or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school; or
 - 2. Creating an intimidating, threatening, hostile or abusive educational environment for a student or group of students through substantially severe, persistent or pervasive behavior.
- C. Third parties include, but are not limited to coaches, school volunteers, parent/guardian, school visitors, service contractors or others engaged in district business or activities that are not directly subject to District control at inter-district and intra-district athletic competitions or other school events.

Reporting Violations:

Any student, staff member, parent/guardian or third party who has knowledge of conduct in violation of this policy or any student who feels he/she has been a victim of sexting, menacing, retaliation or reprisal in violation of this policy shall immediately report the concerns to:

- A. The building principal or his/her designee;
- B. A teacher who will be responsible for notifying the building principal or designee immediately if the matter cannot be adequately addressed by the teacher, or warrants administrative intervention;
- C. A counselor, who is responsible for notifying the building principal or designee immediately if the matter cannot be addressed by the counselor or is sufficiently serious to warrant administrative intervention; or
- D. The superintendent of schools or designee.

Investigating:

The principal or designee shall be responsible for timely investigation if a complaint made under this policy. The investigation, witness statements, and evidence shall be documented along with the outcome of the investigation. In the course of the investigation, administrative staff will not send, receive or unnecessarily view or transmit sexting photographs or any other inappropriate images on either the district's or their personal electronic devices. The examination or viewing of the evidence/information will be limited to the extent necessary to determine that misconduct occurred.

Parent/Guardian Notification:

Parent/guardian of all students identified in the report shall be notified of the investigation and informed of their students' involvement in the incident.

Discipline:

Students whose behavior violates this policy will be subject to discipline up to and including expulsion. Law enforcement will also be notified when conduct may violate criminal laws. In addition to discipline, the district will assist students and/or parent/guardian to resolve concerns and issues prior to the use of the formal criminal complaint process. These interventions may include consultation, counseling, education, mediation and/or other opportunities for problem-solving. In imposing discipline the administrator will take into consideration the context of the events, all relevant circumstances, and the parties' prior behavior, the nature of the behavior and its potential harm and the emotional and/or physical harm resulting from the reported party's actions. Exceptional misconduct penalties may be imposed, if in the opinion of the administration it is warranted.

Adoption Date: 08/23/2010

Revised Dates: 06/2010, 12/2012, 08/17/2016, 5/25/2017

Policy 2022 – Electronic Resources and Internet Safety

Revised: 10/6/2016

The Board recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that staff members and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Electronic Resources

- A. The district will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff members to educate them in such areas of need.
- B. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools.
- C. The district's technology will enable staff members and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.
- D. The superintendent or designee will:
 - 1. Create strong electronic resources and develop related educational systems that support innovative teaching and learning;
 - 2. Provide appropriate staff development opportunities regarding this policy; and
 - 3. Develop procedures to support this policy.
- E. The superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff members and students as to use of district electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on district property and related to district activities or while attending school sponsored or school related activities.

Internet Safety

- A. To help ensure student safety and citizenship with electronic resources, all students will be educated about Internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- B. To promote Internet safety and appropriate online behavior of students and staff members as they use electronic resources and access material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines, and, for students, related instructional materials for every grade level. The superintendent or designee in evaluating such procedures and instructional materials should take into account district electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff members use of electronic resources.
- C. As a component of district Internet safety measures, all district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.
- D. When students use the Internet from school facilities for educational purposes, staff members will make a reasonable effort to supervise student access and use of the internet. If material is accessed that violates district policies, procedures or student guidelines for electronic resources or acceptable use, district staff members may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

Policy 2022P - Electronic Resources and Internet Safety Procedure

I. Electronic Resources

The district provides the electronic communications system for its students and staff members. The components of the electronic communications system include, but are not limited to:

- A. The computer network,
- B. Both local and wide area, servers on those networks,
- C. The computer workstations,
- D. The email system,
- E. Access to the internet,
- F. Cell phones connected to our network.

II. Student Internet Access

It is assumed that students will be accessing the electronic communications system including, but not limited to, the internet, Google Apps for Education, and Microsoft Office 365 on a routine basis. **Parent/Guardian must sign an Internet Opt-Out form (2022F)** in order to inform the district if they do **not** wish their student to have access to the internet, Google Apps for Education, and Microsoft Office 365.

III. Access to electronic communications systems

- A. Computer resources are to be used exclusively to support the instructional and business objectives and policies of the district. All staff members must sign and adhere to the Internet User Agreement.
- B. All existing district rules apply to staff members' conduct when using electronic communication systems, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of district resources, sexual harassment, information, data security, and confidentiality.
- C. Staff members are expected to communicate in a professional manner consistent with state laws governing the behavior of staff members and with federal laws governing copyright. Communications over the network are often public in nature; therefore, general rules and standards for professional behavior and communications will apply.
- D. While direct connection to electronic communication systems offers a cornucopia of potential benefits, it can also open the door to some significant risks to data and systems if staff members do not follow appropriate security discipline. A staff member may be held accountable for any breaches of security or confidentiality resulting from misuse of the district's electronic communication systems.
- E. Reports of inappropriate behavior, violations or complaints will be routed to the staff member's supervisor for appropriate action. Violations may result in disciplinary action consistent with district policies and regulations regarding staff members' conduct, up to and including termination.
- F. Unacceptable use is defined to include, but is not limited to, the following:
 - 1. Copying and/or downloading any commercial software or other material in violation of federal copyright laws.
 - 2. Use of the network for financial gain, or illegal activity.
 - 3. Use of the network to download, store, and copy or transmit pornographic, racist, sexist or other offensive or derogatory material.
 - 4. Any form of vandalism, including but not limited to, damaging computers, computer systems or networks, other user files, and/or disrupting the operation of the network.
 - 5. Use of profanity, obscenity or other language that may be offensive to another individual.
 - 6. Accessing another individual's account or a restricted account without prior consent. (Passwords should be frequently changed and never shared.)
 - 7. Management of personal finances.
 - 8. Conducting any form of personal transaction, personal business, EBay, etc.
 - 9. Any other conduct which may constitute a violation of district policy.

District computers are intended for school use, not for personal use. School computers belong to the school, not the person using them. Proper usage includes – but is not restricted to the topics outlined below.

IV. Back-up Information

- A. The district is not responsible for loss of information from misuse, malfunction of computing hardware and software, or external contamination of data or programs. The district will make every effort to ensure the integrity of its computer systems and the information stored thereon. However, staff members and students must be aware that no security or back-up system is 100% reliable.
- B. Each computer user is responsible for making and keeping a back-up of their data. Routine back-ups or saving are a normal expected part of computer use as a part of each staff member position. If staff members need help creating a

back-up of their data, they can contact the technology department or refer to the technology web page for instructions.

V. Care, responsibility and use of district owned equipment.

District property is self-insured through district funds, however, if the property, i.e. district laptop is taken off site then the responsibility for the cost to replace any equipment that is stolen, lost, or damaged is to the staff members.

VI. Copyright

It is the intent of the district to adhere to the provision of copyright laws in all areas including the internet. Illegal copies of copyrighted material may not be made or used on district equipment.

A. Copyright Violation Guidelines

1. Under current US law, all creative efforts are copyrighted the moment they are first put on paper, input into a computer, or recorded in any tangible form. While registration or stating that an item is copyrighted could increase the penalties to an infringer and the monetary return to the copyright holder in a civil suit, copyright notice is not required.
2. Copyright is violated whether a fee is charged or not.
3. Postings to the internet are not automatically in the public domain and do not grant permission to do further copying.
4. Copyright is not lost simply because it is not defended.
5. Copyright exists in civil law and criminal law. Criminal fines start at \$10,000 per violation.
6. Every attempt should be made to get permission from the copyright holder prior to republishing any material.

B. Copyright Violation and Software Piracy

1. The district forbids the use, distribution, or installation of any software not owned by the district or school.
2. All school owned software must have a copy of the license kept in a secure file in the school and another copy sent to the Director of Educational Technology.
3. The district reserves the right at any time, without notification, to uninstall, remove or delete any software, from any computer or network server, which does not comply with district software policy.

VII. Disclaimer of Liability

- A. The district will not be liable for the staff members' or students' inappropriate use of the district's electronic communication resources or violations of copyright restrictions, staff members' or students' mistakes or negligence, or costs incurred by staff members' or students'.
- B. The district will not be responsible for ensuring the accuracy or usability of any information found on the internet.
- C. The district shall not be responsible for any damages to the user from the use of the computer system, including loss of data, non-delivery or missed delivery of information or service interruptions.

VIII. E-mail

- A. E-mail creates a permanent record that may be archived and retrievable at a later date, even if the user has deleted it.
- B. E-mail is subject to the district document retention policy. Be cautious about what you send and to whom. E-mail items older than 90 days may be purged from the servers.
- C. E-mail is a public record which may be examined by any individual at any time. There is no expectation of personal privacy in such communications.
- D. E-mail attachments may introduce viruses. Be cautious of the origin of an email; if the e-mail includes an attachment, do NOT open it – delete it immediately.
- E. Staff members may not use their district-provided email account for personal, non-school related communications, monetary gain, political/religious advocacy, union activities not approved by negotiated agreement, or private business enterprises.

IX. Large file downloads and network bandwidth

- A. Internet radio and music and video downloads that are not directly related to instruction or expressly authorized can overload the network bandwidth and are prohibited.
- B. Computers purchased by the district are provided solely as a resource for instructional or job-specific uses. Limit use of bandwidth intensive resources during peak hours (7:30 AM to 3:00 PM) so that available bandwidth can be reserved for

student instructional use.

X. Limitation/termination/revocation of system user's access

The district may limit, suspend or revoke a system user's access to the district's system(s) upon violation of district policy and/or procedures.

XI. Privately owned devices

- A. Anyone who brings their privately owned device on district property or while attending district sponsored or district related activities is personally responsible for the equipment.
- B. Responsibility for the maintenance and repair of the equipment rests solely with that individual, including installation of software and configuration of peripherals.
- C. Any damage to the equipment, including results from viruses, is the responsibility of the individual.
Software residing on privately owned devices must be personally owned unless authorized by the district and within the licensing constraints of the software company.
- D. The district retains the right to determine where and when privately owned equipment may be attached to the network.

XII. Software Downloads

- A. The only software that may be installed on a district computer is software that has been approved by the Director of Educational Technology or designees.
- B. No executable files of any sort may be downloaded from the web onto district computers. This specifically includes (but is not restricted to) screen savers, utility programs, instant messenger services, games or music.
- C. No software is to be brought from outside the district to be installed on district computers without the approval of the Director of Educational Technology or designees.

XIII. Director of Educational Technology Responsibilities

The Director of Educational Technology as well as the building Principal or designee at the school will do the following:

- A. Disseminate and enforce district policy, administrative rules and regulations for the network and guidelines for students and staff member access.
- B. Ensure that all staff members supervising students who use the district's system(s) provide training emphasizing the appropriate and responsible uses.
- C. Monitor or examine all system(s) activities deemed appropriate to ensure proper use of the system(s).
- D. Set limits for computer storage utilization on the system(s) as needed.

XIV. Vandalism

Any malicious attempt to harm or destroy district equipment, materials, or user data, is prohibited. Deliberate attempts to compromise, degrade or disrupt system performance or operation will be viewed as violations of district policies and procedures and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the placement, transmission or creation of computer viruses or other data or programs that negatively impact the computer or system.

XV. Internet Safety and filtering software

- A. To the extent practical, technology protection measures (internet filter) shall be used to block or filter the internet, and other forms of electronic communications to prevent access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or pornographic, or to any material deemed harmful.
- B. Technology protection measures may be disabled or minimized for bona fide research or other lawful purposes.
- C. In order to address the issue of inappropriate Web-based material and to comply with the Child Internet Protection Act, the district has installed an internet filtering system.
 - 1. All Web-based content accessed through computers connected to the district network is filtered through this system.
 - 2. Installation and operation of this or any internet filtering system on district computers does not preclude staff members, students and community members from their responsibility to use the network services responsibly.
 - 3. In some cases, sites with educational value that are inadvertently blocked may be considered for review. Only district personnel may submit a request to unblock a site. The staff member may submit a detailed request to their building administrator describing intended use in the curriculum or other job related function.

4. In other cases, objectionable sites may not be identified by the filter and may need to be blocked. Anyone with a concern about an objectionable site may submit a request for review to the building principal or designee or Director of Educational Technology.
 5. While every effort will be made to act on blocking and unblocking requests as quickly as possible, in some cases the review may take 3-5 days. Those submitting a request will be notified when a decision is made. The individual must provide the exact URL code (copy and paste into the email) in order for the site to be reviewed.
- D. It shall be the responsibility of all staff members to supervise and monitor usage of the online computer network and access to the internet in accordance with this policy and the Children's Internet Protection Act.

XVI. Privacy

- A. There can be no expectation of privacy on any device in the district, including privately owned devices that are used over district internet access or are related to fulfillment of district staff member responsibilities. Staff members must be aware that all information accessed, created, sent, received or stored on a district computer and the network is not private.
- B. While the district respects the privacy of staff members or students and does not have a practice of monitoring or reviewing electronic information, the district reserves the right to do so for any reason.
- C. The district may monitor and review activity in order to analyze the use of systems, monitor compliance with policies, conduct audits, or obtain information for other reasons.
- D. The district reserves the right to disclose any electronic message to law enforcement officials, the public or other third parties.
- E. Instructional or school-related records stored on personal privately owned electronic devices may be subject to disclosure as public school records so their use for school or student communication purposes is cautioned.

XVII. Publishing Student Information on the Web

- A. No home phone numbers or addresses of students may be published.
- B. Students shall not include personal information that would permit others to determine the location of the student at any given time. This includes place of employment, specific times and dates of extracurricular activities, class schedules, and other information that poses a safety concern for the student.
- C. Content on the Web pages(s) must comply with the internet user agreement.
- D. Links to student web pages not located on the district web servers may not be made from the schools' or districts' web pages.

XVIII. Social Networking Sites

- A. While a staff member may use Facebook, MYSPACE, twitter, or other social networking sites in his/her personal life, it is not appropriate to "accept" students as "friends" who may wander onto his/her page or seek to elicit such a contact. Nor is it appropriate to seek out or search for students for the purposes of establishing a personal social media connection. If a staff member has already accepted students onto his/her personal social networking page, set a boundary for them to follow such as:
- B. All staff members have been asked by the district to use district communication mechanisms to communicate with students. If you wish to contact me, my school email address is: _____ and my school voice mail is _____. I look forward to working with you at school.
- C. Any use of social media for school-related purposes or instruction must fulfill an educational purpose.

TITLE I NOTIFICATIONS

Port Angeles School District is a Title I District

Dry Creek, Franklin, Hamilton, Jefferson, Roosevelt Elementary Schools, and Lincoln High School all participate in the Title I Program. Title I, Part A is part of the "Every Student Succeeds" Act. Its goal is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards.

Our Title I schools qualify for federal grant money which we use for additional staffing, parent involvement, staff development, and extended school day opportunities to help us meet that goal. This update is intended to provide you with important information about this law and your child's education.

Please contact the principal if you would like more information about Title I activities or parent participation at your child's school.

District and School Report Card Information

Are you interested in knowing how your child's school did on state assessments? How different groups of children performed compared to other schools? You can find out by going to reportcard.ospi.k12.wa.us.

The Report Card contains information about test results as well as other statistics about the school. To find results for Port Angeles Public Schools, use the drop down menu in the box at the top left of the webpage to find Port Angeles School District and press go. To find results for your child's school, follow those directions to go to Port Angeles School District, then use the drop down menu to find your school.

Right to Request Teacher and Para Educator Qualifications

All parents and guardians have the right to request information regarding the professional qualifications of your child's classroom teacher(s) or instructional para educators. If you request this information, the district will provide you with the following:

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subjects in which the teacher provides instruction;
2. Whether the teacher is teaching under a an emergency or other provisional status for which Washington qualifications or certification has been waived;
3. The college major of the teacher and any graduate degree or certificate; and
4. Whether your child is receiving Title I services from paraprofessionals, and if so, whether those paraprofessionals meet state/federal requirements of the Every Student Succeeds Act.

If you would like to request this information, please contact Scott Harker at 360-565-8575

Section 1111(h) (6) (A), ESEA.) Guidance, C-6



Policy: 4130 - Title I Parental/Guardian Involvement
Revised 11/28/2005

The board recognizes that parent/guardian and family engagement helps students participating in Title I programs achieve academic standards. To promote parent/guardian and family engagement, the board adopts the following policy, which describes how the district will involve parent/guardian and family members of Title I students in developing and implementing the district's Title I programs.

District-Wide Parent/Guardian and Family Engagement

The district will do the following to promote parent/guardian and family engagement:

- A. The district will involve parents/guardians and family members in jointly developing the district's Title I plan.
 - 1. Parents/guardians and students from all schools will be invited to an annual meeting to explain the goals and purposes of Title I, Learning Assistance Program (L.A.P.), English Language Development (ELD), Special Education, Highly Capable Services and other support programs.
 - 2. At the annual meetings, parents will review and give input on Title I, L.A.P., Special Education, Highly Capable Services and other support programs.
 - 3. Distribute the district parent/guardian and family engagement policy on an annual basis through newsletters and the district and school building websites.
 - 4. To the extent needed and practicable, distribute the parent/guardian and family engagement policy in multiple languages and formats.
- B. The district will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all schools within the district in the planning and implementing of effective parent/guardian and family involvement activities to improve student academic achievement and school performance.
- C. The district will conduct, with the meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness in improving the academic quality of all Title I schools. At that meeting, the following will be identified:
 - 1. Barriers to greater participation by parents/guardians in Title I activities;
 - 2. The needs of parents/guardians and family members to assist with the learning of their students, including engaging with school staff members and teachers; and
 - 3. Strategies to support successful school and family interactions.

The district will use the findings from the annual evaluation to design evidence-based strategies for more effective parental/guardian involvement and to revise this policy when necessary.

The district will facilitate removing barriers to parental/guardian and family engagement by doing the following:

- 1. Conducting joint parent/guardian and family meetings,
 - 2. Holding meetings at various times of the day and evening and
 - 3. Facilitate parent/guardian attendance at meetings through the payment of transportation.
- D. The district will involve parents/guardians of Title I student in decisions about how the Title I funds reserved for parent/guardian and family engagement are spent. The district will use Title I funds reserved for parent/guardian and family engagement for at least one (1) of the reasons specified in 20 U.S.C. § 6318(a) (3) (D).
- E. The district and each of the schools providing Title I services will do the following to support a partnership among schools, parents/guardians, and the community to improve student academic achievement:
 - 1. Provide assistance to parents/guardians of Title I students in understanding the following topics:
 - a. Washington's challenging academic standards;
 - b. State and local academic assessments, including alternate assessments;
 - c. The requirements of Title I;
 - d. How to monitor their student's progress; and
 - e. How to work with educators to improve the achievement of their children
 - 2. Provide materials and training to help parents/guardians work with their student(s) to improve their student's academic achievement, such as literacy training and using technology, as appropriate, to foster parental/guardian involvement by doing the following:

- a. Giving guidance as to how parents can assist at home in the education of their child.
 - b. Holding parent meetings at various times of the day to parents and guardians to participate
 - c. Outlining Title I, Part A supports for students in foster care throughout the district
 - d. Provide opportunities for parents/guardians to meet with classroom and Title I, Part A teachers to discuss their student's progress.
3. Educate teachers, specialized instructional support staff members, building principals, and other staff members with the assistance of parents/guardians, in the value and utility of contributions of parents/guardians and how to do the following:
 - a. Reach out, communicate with, and work with parents/guardians as equal partners;
 - b. Implement and coordinate parent/guardian programs; and
 - c. Build ties between parents/guardians and the schools.
4. Coordinate and integrate parent/guardian and family engagement strategies, to the extent feasible and appropriate, with similar strategies used under other programs, such as:
 - a. Head Start;
 - b. Even Start;
 - c. Learning Assistance Program;
 - d. Special Education; and
 - e. State-operated preschool programs.
5. Ensure that information related to the school and parent/guardian programs, meetings, and other activities, is sent to the parents/guardians of participating students. The information will be provided in an understandable and uniform format, including alternative formats upon request in a language the parents/guardians can understand.

School-Based Parent/Guardian and Family Engagement Plans

Each school building offering Title I services will have a separate parent/guardian and family engagement plans, which will be developed with parents/guardians and family members of Title I students. Parents/guardians and family members will receive written notice of their school's parent/guardian and family engagement plan in an understandable and uniform format in a language the parents/guardians can understand.

Each school-based plan will describe how each school building will do the following:

- A. Convene an annual meeting at a convenient time, to which all parents/guardians of Title I students will be invited and encouraged to attend, to inform parents/guardians of their schools' participation under Title I, to explain the requirements of Title I, and to explain the rights that parents/guardians have under Title I;
- B. Offer a flexible number of meetings, such as meetings in the morning or evening;
- C. Involve parents/guardians, in an organized, ongoing, and timely way in the planning, reviewing, and improving of Title I programs; and
- D. Provide parents/guardians of Title I students the following:
 1. Timely information about Title I programs;
 2. A description and explanation of the curriculum in use at the school (s), the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; and
 3. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their student(s), and respond to any suggestions as soon as practicably possible.

Each school-based plan will include a school-parent/guardian compact that outlines how parents/guardians, the entire school staff members, and students will share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership to help students achieve state standards. The compact will do the following:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I students to meet Washington's challenging academic standards and describe the ways in which each parent/guardian will be responsible for supporting their student's learning, volunteering in their student's classroom, and participating, as appropriate, in decisions relating to the education of their student(s), including the positive use of extracurricular time; and

B. Address the importance of communication between teachers and parents/guardians on an ongoing basis through the following:

1. Annual parent/guardian-teacher conferences during which the compact will be discussed as the compact relates to the individual 'students' achievements;
2. Frequent reports to parents/guardians on their 'students' progress;
3. Reasonable access to staff members, opportunities to volunteer and participate in their student's class, and observation of classroom activities; and
4. Ensuring regular two-way, meaningful communication between family members and school staff members in a language that family members can understand.

Legal References: 20 USC 6311 ("No Child Left Behind Act")

Adoption Date: 11/28/2005

Revised Dates: 2/23/2017, 3/09/2017, 10/10/2019

If you believe that the law that applies to federal programs like Title I has been violated, you have the right to file a complaint. First contact your child's school. If you can't reach a solution, you can contact the School District. If you still don't reach a solution, you can file a complaint through the Office of the Superintendent of Public Instruction.

Citizen Complaint Against a School District or Other School Service Provider

Here is an overview of the citizen complaint process described fully in Chapter 392-168 WAC, Special Service Programs—Citizen Complaint Procedure for Certain Categorical Federal Programs.

- Find this WAC online: <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>.

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

Follow steps 1 through 5 to complete the citizen complaint process

STEP 1 Use Your Local Process First

If you have followed the citizen complaint process of your school district, ESD or school service provider (sub grantee) **and are unable to reach a satisfactory solution**, use this citizen complaint process through OSPI.

STEP 2 File a Citizen Complaint Through OSPI

A citizen complaint **must be in writing**, signed by the person filing the complaint, and include:

- **Contact Information of the Person Filing the Complaint.** Your name, address, telephone number and email, if you have one.
- **Optional:** If someone is helping you to file this citizen complaint, include **1)** their contact information, and **2)** your relationship to them — for example, family member, a relative, friend or advocate.
- **Information About the School District, ESD or School Service Provider You Believe Committed This Violation.** Name and address of the school district, ESD or school service provider (sub grantee) you think violated a federal rule, law or regulation or a state regulation that applies to a federal program.
- **The Facts — What, Who & When.** Include a description of the facts and dates, in general, of when you think the alleged violation happened.
 1. What specific requirement has been violated?
 2. When did this violation occur?
 3. Who you believe is responsible: names of all the people, and the program or organization involved.
- **Optional:** Did you file a written citizen complaint first with the school district, ESD or school service provider? Although not required by Chapter 392-168 WAC, it is helpful if we can review a copy of your citizen complaint and the results, if any.
- **The Resolution You Expect.** A proposed solution, if you think you know or have ideas about how the issue can be resolved.

STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI

Office of Superintendent of Public Instruction

Attn: Citizen Complaint-Title I, Part A

P.O. Box 47200

Olympia, WA 98504

Fax: (360) 586-3305

STEP 4 OSPI Staff Process Your Complaint

Once federal program staff at OSPI receive your written complaint, here is what follows:

1. OSPI sends a copy of your complaint to the school district, ESD or school service provider (sub grantee).
2. The school district, ESD or school service provider begins a formal investigation led by a designated employee.
3. The designated employee provides the written response of the investigation to OSPI — within **20 calendar days**.
4. OSPI staff will send you a copy of the results of the investigation conducted by the school district, ESD or school provider (sub grantee).

Their response must clearly state one of two results:

1. Denial of the allegations in your complaint and the reason for denial.
2. Proposal of reasonable actions that will correct the violation.

If you need to provide more information about the allegations in the complaint, send that information to OSPI within **5 calendar days** of the date of the response from the school district, ESD or school service provider (sub grantee).

STEP 5 Final Decision by OSPI

OSPI will send you the final decision in writing within **60 calendar days** of the date federal program staff at OSPI received your written complaint — unless exceptional circumstances demand that this investigation take more time.

Here are the steps OSPI staff will follow to reach a final decision:

1. Review all the information gathered related to your complaint. The review could include the results of an independent, on-site investigation.
2. Decide independently whether or not the district, ESD or school service provider (sub grantee) violated a federal rule, law or regulation or a state regulation that applies to a federal program.
3. Provide you with the final decision: Findings of fact, conclusions, and reasonable measures necessary to correct any violation.
4. The district, ESD or school service provider (sub grantee) must take the corrective actions OSPI prescribes within **30 calendar days** of the final decision.
5. A citizen complaint is considered resolved when OSPI has issued a final written decision and corrective measures, if necessary, are complete.

Extend or Waive Timelines

If you as the complainant, and the school district, ESD or school service provider (sub grantee) named in your citizen complaint **agree to extend the timelines**, this agreement must be in writing and sent to OSPI **within 10 calendar days** of the date the school district, ESD or school service provider (sub grantee) received notification from OSPI.

Office of Superintendent of Public Instruction

Attn: Citizen Complaint—Title I, Part A

P.O. Box 47200

Olympia, WA 98504



905 West 9th Street, Port Angeles, Washington 98363 v 360 457 8575 f 360 457 0795 www.portangelesschools.org

Dear Parents,

In compliance with the requirements of the “Every Student Succeeds Act” (ESSA) the Port Angeles School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

A. The following information may be requested for teacher(s):

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

B. The following information may be requested for instructional paraprofessional(s): Paraprofessionals must work under the supervision of a certified teacher. In schools that operate a school wide program, all paraprofessionals must meet professional qualifications. In a Targeted Assistance program, any paraprofessional who is the direct supervision of a certificated teacher must meet the professional qualifications. Para educators can provide a copy of their high school diploma - transcripts are not necessary. Schools that operate a Title I, Part A program must have a high school diploma or GED and completed the following:

1. Completed at least two years of study at an institution of higher education; or
Obtained an associate's or higher degree; or
2. Pass the ETS Para Pro Assessment. The assessment measures skills, and content knowledge related to reading, writing and math;
3. Completed previously the apprenticeship requirements and must present a journey card or certificate. The portfolio and apprenticeships are no longer offered for enrollment; however, the Office of Superintendent of Public Instruction (OSPI) will continue to honor this pathway.

If you wish to request information concerning your child's teacher's and instructional paraprofessional's qualification, please contact Scott Harker at 360-457-8575.

Sincerely,

Scott Harker

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OPTIONAL COMPLAINT FORM

Complainant Information

Name _____

Street Address _____

City _____ State _____ Zip _____

Home/Cell Phone _____ Work Phone _____

Email _____

☐ Student ☐ Employee ☐ Other _____

School/Workplace _____ Title/Grade _____

Incident Information

Person(s) involved _____

Nature of incident _____

Date and Time of incident _____

Location of incident _____

Witness Information

List any witness(es) who may have seen or who know something about the alleged incident:

Are you aware of others who may be affected by the individual(s) against whom this complaint is made? ☐ Yes ☐ No

If yes, who? _____

Description of Incident

Describe the specific behavior, comment or conduct that is bringing about this complaint. Include as much detail as possible. (Attach additional pages if necessary)

Action Desired by Complainant or Parent/guardian

Certification

I hereby certify that the information in this complaint is true, correct, and complete to the best of my knowledge.

Complainant's/Parent's/Guardian's Signature (Optional)

Date

Received by

Parent/Guardian – Student Internet Access Opt-Out Form**Student Name:**

As the parent/guardian of the above student, who is under the age of 18, I am informing Port Angeles School District that I do not want my student to access the internet at any time from any district computer or device.

I understand that my student will be issued a district login ID and password and that my student will be able to log into district owned computers to complete class assignments and activities but that his/her account will be blocked from any internet access. I further understand that my student will not be able to use the internet to conduct online research or read online news and other information that may be vital to coursework and assignment. I will assume responsibility for providing my student with internet access to complete coursework, should the need arise.

I understand that his/her education may be negatively impacted by limiting his/her access to the internet.

I release the district, its affiliates, and its staff members from any claims or damages of any nature arising from my decision to block my student's use of the internet.

☐ I also do not want my student to use or access the electronic communications system in any way. (By checking this box you are denying your student access to any network connected device including but not limited to computers, tablets, or connected devices.)

This agreement shall be governed by and construed under the laws of the United States and the State of Washington.

Signed this date of

Parent/ Guardian's Signature:

Parent/ Guardian's Printed Name:

Student's School:

**This form will be kept in your student's records. It must be renewed each year.*

Last Revised: November 7th, 2016