

CHIMACUM SCHOOL DISTRICT #49



STUDENT RIGHTS & RESPONSIBILITIES HANDBOOK and Discipline Guide 2022-23

Chimacum School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical 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 has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX, and Section 504 Coordinator: Melinda Miller, 360-302-5886, melinda_miller@csd49.org; PO Box 278, Chimacum, WA 98325-0278.

Chimacum School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Jason Lynch at (360)302.5855.

**CHIMACUM SCHOOL DISTRICT
STUDENT RIGHTS & RESPONSIBILITIES
INFORMED CONSENT AGREEMENT FOR 2020-21**

<i>Initial Here</i>	I verify that I received and reviewed the Chimacum School District Student Rights and Responsibilities Handbook and Discipline Guide for the 2020-21 school year.
<i>Initial Here</i>	I have reviewed the Student Technology Rights, Responsibilities, & Acceptable Use Guidelines on pages 3-5 of this handbook and the Informed Consent Agreement for the Ethical Use of District Computer Resources on page 5-6. I understand the expectations for the use of school computer resources and agree to follow the stated guidelines.
<i>Initial Here</i>	I have reviewed the policy on Prohibition Against Harassment, Intimidation and Bullying on pages 6-7 of this handbook.
<i>Initial Here</i>	I participated in a lesson on Appropriate Use of School Technology provided by the staff member indicated below.
<i>Initial Here</i>	I hereby do NOT grant permission for the Chimacum School District to publish my original work online. I understand that said publication might include a change of formatting appropriate to the medium. I further understand that once published, network users outside of Chimacum School District will be able to access and obtain my work.

PHOTOGRAPH VIDEO NON-PERMISSION OPT-OUTFORM

From time to time, photographs or videos of students are taken during the school day for use in district and educational news releases, publications, video productions, social media, educational projects, and the district website.

If you do NOT wish to have your child photographed/videotaped for news media or school publicity purposes, you may pick-up an Opt Out form at your child's school. Complete, sign and return the opt out form to your school building office.

Student Name (printed)

Student Signature

Date Signed

Parent Name (printed)

Parent Signature

Date Signed

Staff Name (printed)

Staff Signature

Date Signed

**Remove this page from the booklet and send a signed copy
back to school with your student.**

CHIMACUM SCHOOL DISTRICT
STUDENT RIGHTS & RESPONSIBILITIES HANDBOOK

Discipline Guide

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SIGNATURE PAGE (first page in booklet)

Please sign this page along with your student to verify that you received and reviewed the Chimacum School District Student Rights and Responsibilities Handbook and Discipline Guide for the 2020-21 school year. **Remove the signature page from the booklet and send back to school with your student.**

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CHIMACUM SCHOOL DISTRICT NO. 49
Chimacum, Washington

Dear Students and Parents,

Our schools must be safe and orderly places where each student is free to participate fully in all educational opportunities. The Chimacum School District is committed to creating a humane and trusting environment where people treat each other with dignity and respect. These guidelines are designed to create a learning environment where everyone can learn successfully and act responsibly.

This District is dedicated to cultivating the academic and personal growth of our students and staff.

Every student has the right to learn and realize his or her unique potential, both individually and in collaboration with peers, parents, staff, and the wider community.

Every parent has the right to know how their child is doing in school and how they can support their child.

Every teacher has the right to teach with appropriate support from students, parents, and staff.

The District's code of discipline is reasonable, consistent and respectful. Students who fail to correct their behavior after receiving corrective action may be subject to long-term suspension or expulsion. Students, whose statements or behavior pose an immediate and continuing threat of material and substantial disruption of the educational process, may be emergency expelled.

Most students are very serious about wanting to take full advantage of the time they spend in school. Students who come to learn and participate seldom have problems with school rules.

Consistent attendance is absolutely vital. Students who maintain good attendance generally pass their classes, acquire academic skills on schedule, graduate on time, and successfully pursue postsecondary opportunities. Conversely, students with poor attendance tend to struggle in all of those areas. Kids can't learn when they aren't in school.

The rules, simply put: Respect others, and stay in school. Your success is important to all of us.

Sincerely,
Chimacum School Board, Administration, and Staff

INTRODUCTION

This handbook sets forth the written rules and regulations of the Chimacum School District regarding student conduct, corrective action 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 corrective action at that school.

Every teacher, school administrator, school bus driver, and other school employee designated by the school board shall have the authority to impose discipline 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 suspension or expulsion of any student. Except as otherwise provided for, only a building administrator, the superintendent or designee may initiate a suspension or expulsion.

This handbook is promulgated and distributed pursuant to Washington Administrative Code (WAC) Chapter 392-400 that prescribes substantive and procedural due process rights of students. A copy of WAC 392-400 may be obtained from the Superintendent's Office or at <http://www.leg.wa.gov/LawsAndAgencyRules/Pages/default.aspx>.

This handbook is in compliance with Public Law 101-226, Drug-Free Schools and Communities Act Amendments. Compliance with the published standards of conduct is mandatory.

STUDENT RIGHTS

1. No student shall be unlawfully denied an equal education opportunity or be unlawfully discriminated against because of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal.
2. All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.
3. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of the District.
5. No student shall be deprived of the right to an equal educational opportunity, in whole or in part, by the District without due process of law. Students are entitled to be free from unlawful interference of other students in the pursuit of education.
6. Students of majority age if emancipated from parent(s) or guardian(s) shall have adult rights regarding their education programs. School officials may request written acknowledgement from parents or guardians regarding a student's exercise of adult rights.

FERPA: THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. FERPA gives 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 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal 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 record that the parent or eligible student believes is inaccurate or misleading.

The parent or eligible student should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a formal hearing regarding the request for amendment. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting for his or her view about the contested information. 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District 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.

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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-8520.

FERPA requires school staff to maintain confidentiality regarding student discipline. Staff can discuss a child's discipline with the parent of that child, but cannot disclose confidential information about the discipline of other people's children.

NONDISCRIMINATION

Chimacum School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical 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 has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX, and Section 504 Coordinator: Melinda Miller, 360-302-5886, melinda_miller@csd49.org; PO Box 278, Chimacum, WA 98325-0278.

Chimacum School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Jason Lynch at (360)302.5855.

Any student, staff or community member who violates this policy by engaging in conduct defined above that directly or indirectly causes intimidation, harassment or physical harm to another student or staff member, on a school campus or at school activity, will be subject to appropriate disciplinary action.

Additional information can be found on the following websites:

- Department of Education - Office for Civil Rights: <http://www.ed.gov/about/office/list/ocr/index.html>
- Washington State Commission for Human Rights: <http://www.hum.wa.gov/>
- OSPI Office of Equity and Civil Rights: <https://www.k12.wa.us/equity/>

STUDENT TECHNOLOGY RIGHTS, RESPONSIBILITIES, & ACCEPTABLE USE GUIDELINES

Your child has the opportunity to use District electronic resources, and needs your permission to do so. Among other advantages, your child will be able to conduct research and communicate with other schools, colleges, organizations, and individuals around the world through the Internet and other electronic information systems and networks.

With this educational opportunity also comes responsibility. It is important that you and your child read and discuss the following terms and conditions, and then sign the informed consent form on page 14 of this booklet. When your child uses his or her school account and password, s/he must follow all relevant District rules. Inappropriate use will result in the loss of the privilege to use this educational tool, and other disciplinary action if appropriate.

Please stress to your child the importance of using only his or her account password, and of keeping it secret from other students. Your child should never let anyone else use his/her password to access the network. Your child is responsible for any activity that happens in his/her account.

The District has established procedures and rules regulating the materials that students may access on the network, but please be aware that these may not always prevent your child from accessing unacceptable and controversial material and communications on the Internet. We encourage you to consider the potential of your child being exposed to inappropriate material in your decision of whether or not to sign the informed consent form.

The District may monitor student use of the District network, including when accessed on students' personal electronic devices and devices provided by the District in order to improve student safety and system integrity.

If you have any questions, please contact your child's school office. If you want your child to have the opportunity to receive an electronic network account or access, please return the signed informed consent forms to the District as soon as possible.

HERE'S WHY WE WANT YOUR CHILD TO USE THE INTERNET

- Add to what you learn in class.
- Research class projects. (Make sure to cite your sources.)
- Communicate with your classmates and teachers about class projects.

GOOD NEWS – COPYRIGHT LAW PROTECTS YOUR WORK... AND THE WORK OF OTHERS

That's one of the reasons we need permission from a parent or guardian to publish what you create in any electronic medium. Similarly, **you must have written permission** from a copyright owner to download, copy, reproduce, or share web-based content such as software, music, audio files, movies, or images.

HERE'S WHAT YOU CAN DO ONLINE

Go to websites your teacher provides and use the tools on your computer to.....

- Create files, projects, videos, webpages, and podcasts for class projects.
- Create content for classroom databases, blogs, wikis, bulletin boards, social networking sites, online communities, webpages, and email.
- Publish your school work on the school website, if your parent or guardian gives us permission.

HERE'S WHAT WE DO NOT ALLOW

Do not sabotage the network

- Actions that harm the integrity of the school network and its resources such as hacking, cracking, and vandalizing.
- Actions that use our information or equipment inappropriately or illegally.

Do not target, torment, threaten, harass, humiliate, embarrass or endanger others

- Actions that bully someone through our network or on the web.
- Actions that communicate hate or discriminatory ideas, including "jokes."
- Actions that threaten or could harm others, for example, how to make a bomb or manufacture illicit drugs.
- Actions that access, upload/download, store or distribute obscene, pornographic or sexually explicit material.

SAFE ON THE STREET, SAFE ONLINE—THE SAME RULES APPLY

It's a world wide web and nothing on it is truly private. So, be smart about what you share. Keep information about yourself and others to your online self. If you wouldn't share a piece of information with a stranger on the street, then don't share the information with strangers online. We understand that building a safe and secure online identity is a learning process that takes time and experience. If you feel uncertain about something, ask school staff and a parent or guardian. We want to hear about the good stuff you encounter and the ideas and experiences that worry you. Don't be a victim.

The account we give you on the network is really yours. You are responsible for anything that happens when you are logged in—even if you didn't do it. If you suspect someone has tampered with your account, report it right away. If you come across web or email content you feel is harmful, insulting, dangerous, or inappropriate—report it immediately to school staff and to your parent or guardian.

INFORMED CONSENT AGREEMENT FOR THE ETHICAL USE OF DISTRICT COMPUTER RESOURCES

Terms and Conditions for Use of Technology and Online Resources

A student is personally responsible for his or her actions and activities when using District technology resources. General school rules for behavior and communication apply. The following are expressly prohibited:

- Sending, receiving, viewing, or displaying offensive text or images
- E-mail, IM, chat, texting, or other electronic communication unrelated to school and/or without staff approval
- Harassing, insulting or attacking others
- Damaging computers, computer attachments, networks or systems
- Violating copyright laws (author approval must be obtained before copying files or downloading any text, picture, or program unless they are in the public domain or published under a creative common license)
- Using or trying to use another person's password or account, with or without their knowledge
- Trespassing into another person's folders, work or files
- Intentionally wasting technology resources
- Employing the network for commercial purposes
- Reconfiguring any hardware, software or system
- Engaging in any conduct that teachers or administrators deem inappropriate
- Unauthorized use of any District technology resource

Unacceptable use of online resources or any technology will result in disciplinary action to include the suspension or revocation of these privileges.

Chimacum School District and its employees will not be liable for students' inappropriate use of technology, electronic communication resources or violations of copyright restrictions, students' mistakes or negligence, or cost incurred by students. The District will not be held responsible for ensuring accuracy or usability of any information found on the Internet.

Any activity, file or document created or accessed using District technology shall **not** be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for education or administration purposes.

PUBLICATION OF STUDENT WORK

Students and parents may grant permission to the Chimacum School District to publish original student work online or via other electronic media. Said publication might include a change of formatting appropriate to the medium. Once published online, student work may be accessed by Internet users outside Chimacum Schools.

“Original work” means work that is your own creation and not plagiarized. If you have used any copyrighted © pictures and/or text, you must first obtain the author's permission, and then give appropriate credit. You may use work published under a Creative Commons (CC) license, but you still need to give credit to the author/creator.

USE OF YOUR IMAGE BY THE SCHOOL

Students and parents may grant permission to the Chimacum School District to publish images or video footage of students for documentary or public relations purposes (e.g., yearbook, school newspaper).

TAKING PHOTOS OR VIDEO FOOTAGE OF OTHERS ON CAMPUS OR AT SCHOOL EVENTS

Students may NOT take photos or video footage of adults or other students without their express permission. Before publishing images or video footage of other people at school or using the school network or other resources, you must first verify that you have the consent of the students depicted and their parents.

PROHIBITION AGAINST HARASSMENT, INTIMIDATION, AND BULLYING

The Chimacum School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons that is free from harassment, intimidation, or bullying. The District prohibits harassment against any employee, student, volunteer, parent, or guardian on the basis of such person's 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 or for any other reason prohibited by law. The Chimacum School District includes District facilities, District premises and non-school property if the student or employee is at any school sponsored, school approved, or school related activity or function, such as field trips or social and athletic events where students are under the control of the District or where the employee is engaged in school business. Harassment can occur, adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

Harassment, intimidation, and bullying are prohibited both by District policy (3207) and by state law.

“Harassment, intimidation or bullying” means any intentionally written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- 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.

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 still be prohibited by other District policies or building, classroom, or program rules.

Any student who believes he or she has been harassed, intimidated or bullied—or who has witnessed the harassment, intimidation, or bullying of others—is encouraged to:

- Directly ask the alleged harasser to stop the offensive, unwelcome behavior **OR**
- Report the incident(s), verbally or in writing, to any District staff member, including a teacher, bus driver, school principal, Superintendent, or the District's Title IX Officer **OR**
- Make an anonymous report using the Safety Reporting feature on the District website (www.csd49.org). Please give as many details as possible (time, place, persons involved, who did what to whom, etc.) Retaliation, including threatening to harm someone for reporting harassment, intimidation or bullying, is prohibited and will result in appropriate discipline.
- It is also a violation of District policy to knowingly report false allegations of harassment, intimidation or bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.
- For more information, please see Chimacum School District procedure 3207P, which outlines the District's process for investigating allegations of harassment, intimidation and bullying, and instituting corrective measures for aggressors, when warranted. This procedure is available at each school in the District and on the District's website.

MANDATORY ATTENDANCE

Students shall be regular in attendance, remain on school grounds from the time of arrival and attend regularly scheduled classes, unless officially excused. Absences due to the following shall be excused:

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;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member;
9. Absences due to suspensions, expulsions or emergency expulsions imposed by the District if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities under applicable state regulation;
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 Principal or designee and a parent, guardian, or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. An excused absence shall be verified by the parent or guardian in accordance with school attendance procedures.

The District supports and enforces Washington's Compulsory Attendance Law, RCW 28A.225. School attendance has been and continues to be compulsory. This law requires the District to initiate a series of corrective steps when a student is absent and unexcused from attending school. After the seventh unexcused absence within a month or the tenth unexcused absence during the school year, the District will file a petition with the Juvenile Court alleging a compulsory attendance violation.

ATHLETIC CODE & TERMS FOR ALL OTHER INTERSCHOLASTIC COMPETITION

The opportunity to participate in interscholastic extracurricular programs is a privilege granted to all students of the District. Participants in this voluntary program are expected to conform to the specific regulations established by the Washington Interscholastic Activities Association (WIAA), school and District expectations for participation as a representative of the school and District, as well as the rules and regulations of the team, coaches or advisors, and the specific league(s) in which they are participating. A student who violates any rule is subject not only to school academic discipline, up to and including suspension or expulsion, but also suspension or disqualification from the extracurricular program. Such suspension or disqualification may be imposed regardless of when alleged violations occur, including in season or out of season or outside school hours, or where, including off-campus conduct. For details, see the Guide for Student Athletes on the Chimacum School District website.

SUMMARY OF RESPONSIBILITIES

Student Responsibilities

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations.

Administrative Responsibilities

The administrator's responsibilities are to guarantee student rights and privileges. Further, they are to ensure consistent and equitable application of the school's discipline policy. Administrators also review annually the rules and expectations of the board policy with teachers.

Teacher Responsibilities

A. Disciplinary Incidents in the Classroom

Since maintenance of good order in the classroom is a primary responsibility of the teacher, each teacher is responsible for handling student behavioral violations that are of a common or minor nature, and intervention shall

be the responsibility of the teacher and administrator. The following is the usual sequence of procedures for behavioral violations of this nature. However, deviations from the usual sequence may occur depending on the teacher, class, and student(s) involved in a given incident.

1. Specific behavioral expectations shall be defined by each classroom teacher for each class. A copy of these expectations and procedures shall be made available to each student and to the building administrator.
2. If there is a behavioral violation which requires a classroom exclusion, the teacher will contact the student's parent, preferably by phone, and with documentation of date and time. The teacher will communicate via mail, email, or text if unable to reach the parent by phone.
3. If behavioral violations continue, a referral may be made for alternative interventions (e.g. counselor, care team).
4. If behavioral violations continue, the student will be referred to the principal/designee.

B. Disciplinary Incidents Outside the Classroom

Students who violate the District's discipline policy outside the classroom will be subject to similar disciplinary sanctions as those who engage in behavioral violations within classrooms.

STUDENT DISCIPLINE GUIDE

PART I: DEFINITIONS

Behavioral Violation

Behavioral violation means a student's behavior that violates the District's discipline policy.

Classroom Exclusion

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

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

Culturally Responsive

This term has the same meaning as "cultural competency" in RCW 28A.410.270.

Discipline

Discipline means any action taken by the District and its employees in response to student behavioral violations.

Disruption of the Educational Process

This term means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.

Emergency Expulsion

Emergency expulsion means the removal of a student from school because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process, subject to the requirements of WAC 392-400-510 through 392-400-530.

Expulsion

Expulsion means a denial of admission to the student's current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through 392-400-480.

Length of an Academic Term

This term means the total number of school days in a single semester, as defined by the Chimacum School Board.

Other Forms of Discipline

This term means action used in response to behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.

Parent

Parent has the same meaning as in WAC 392-172A-01125.

School Business Day

School business day means any calendar day, except Saturdays, Sundays, or any federal, state, or school holiday, when the office of the superintendent of the District is open to the public for business.

School Day

School day means any day or partial day that students are in attendance at school for instructional purposes.

School Board

School board means the governing board of directors of Chimacum School District.

Suspension

Suspension means a denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions.

- a. In-school suspension means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
- b. Long-term suspension means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
- c. Short-term suspension means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

PART II: STUDENT CONDUCT AND RESPONSIBILITIES

The Chimacum School District is an exciting educational environment where students of all ages successfully prepare themselves for their unique futures as responsible members of society. As a result of the process of education, students should clarify their basic values and develop a commitment to act upon these values within the framework of their rights and responsibilities as participants in the democratic process.

Students shall comply with all federal, state and local laws, District policies, school rules, school bus rules (Appendix A), athletic code (Appendix B), parking regulations, and with the directions of any District personnel or authorities in the school building, on the school grounds, at school sponsored events, or on school buses.

The following acts are prohibited and, if carried out, constitute grounds for discipline:

ALCOHOLIC BEVERAGES, ILLEGAL AND PRESCRIPTION DRUGS – SALE, USE, OR POSSESSION

Students shall not sell, use, or possess any illegal drug or alcoholic beverage, intoxicant inhalant, or any substance the student represents as such. Students may possess and use prescribed medications that are regulated by District procedure, but students shall not sell such medications. Students shall not attempt to do the above acts, nor shall knowingly remain in any area where such activity is taking place.

ALCOHOLIC BEVERAGES, ILLEGAL OR PRESCRIPTION – GIVING/SHARING - Students shall not give or share with any student or minor any illegal or prescription drug or any alcoholic beverage, intoxicant inhalant, or any substance the student represents to be a substance listed above.

ARSON OR ATTEMPTED ARSON – Students shall not intentionally set fire to or attempt to set fire to a building or property.

ASSAULT – Students shall not engage in unwanted touching or violently attack another person.

BATTERY – Students shall not engage in unlawful use of force or violence upon the person of another, including the use of a weapon or other instrument for the purpose of inflicting injury.

BURGLARY – Students shall not break and enter into school property with intent to commit a crime.

CHEATING AND PLAGIARISM – Cheating, plagiarizing, or turning in another person’s papers, projects, electronic-generated products, programs, etc., as one’s own, or enabling misrepresentation to occur, is prohibited. Inappropriate use of electronic devices to give or obtain answers (e.g., by text messaging) or to promote or aid in cheating and/or plagiarism or other forms of dishonesty is prohibited.

CONSPIRACY – A student shall not agree with one or more persons to engage in or cause the performance of an illegal or otherwise prohibited act.

CRUELTY TO ANIMALS – Students shall not cause pain and suffering to an animal.

DAMAGE OR DESTRUCTION OF PROPERTY – Students shall not willfully or negligently cut, deface, or otherwise injure in any way, real or personal property belonging to the District or another person. Parents shall be liable to the District for all damages to District property.

DEFIANCE – Students shall not demonstrate open or willful disregard or contempt for the lawful authority of a staff member, including disrespectful gestures or language.

DISCRIMINATION - Harassment or differential treatment of an individual or group of people, on the basis of age, disability, national origin, race, marital status, gender, sexual orientation, or socioeconomic status by written or spoken word, gestures or actions is prohibited.

DISHONESTY/LYING – Giving a false, improper, or imperfect representation of facts is prohibited.

DISOBEDIENCE - Failure or refusal to obey the lawful instructions of District personnel is prohibited.

DISRUPTIVE CONDUCT - Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school is prohibited.

DISRUPTIVE DRESS, ACCESSORIES, OR APPEARANCE - Dress, accessories or appearance that is disruptive to the educational process and/or which threatens the health and safety of the student or others is prohibited. Apparel that displays references to drugs, alcohol, tobacco, or sexual innuendo is prohibited.

ELECTRONIC AND PERSONAL DEVICES - Electronic and personal devices should be used in class for learning purposes and at the teacher’s discretion.

ENCOURAGING VIOLENT OR DISRUPTIVE ACTIVITIES - Students shall refrain from inciting, provoking, soliciting or pressuring others to engage in violent or disruptive activities.

EXTORTION - The wrongful taking of a person's money or property with that person's consent under duress, by the use of threat or violence, is prohibited.

FALSE ACCUSATIONS AND DEFAMATION – Intentionally making untrue charges of wrong-doing and/or defamatory statements is prohibited.

FALSE ALARM - Activating a fire alarm for other than the intended purpose of the alarm is prohibited.

FALSIFICATION/FORGERY OF DOCUMENTS - Falsifying a parent's, guardian's or other person's authorization on any school document or in any communication to the school in any form (e.g., by verbal, written, and/or electronic means) is prohibited.

FIGHTING - Mutual combat in which the parties have contributed to the situation by verbal or physical action is prohibited. A student who is a principal aggressor in a fight or who fails to withdraw from a fight as soon as reasonably possible may also be disciplined for assault. Discipline need not be the same for each student involved in a single fight.

GANG ACTIVITY - Generally, any act, omission, speech or gesture, or the wearing, possessing, distributing, or displaying of any clothing, jewelry, sign, or any other thing on school property or in any place involving a school-related activity in furtherance of or to evidence membership in any group involved in illegal, intimidating, or harassing conduct likely to cause a disruption in the school environment or present a threat to the health and safety of students or school personnel is prohibited.

HARASSMENT, INTIMIDATION, & BULLYING - Conduct through words, acts, or symbols that creates a hostile, threatening, or intimidating environment such that a student is denied or limited in his or her ability to participate in or benefit from the school program is prohibited. Harassment, intimidation, and bullying also means any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by 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, or other distinguishing characteristics, and as further defined in Policy 3200.

HAZING - Participating in, or conspiring to engage in, or conspiring for others to engage in harassing acts that injure, degrade, or disgrace, or tend to injure, degrade or disgrace other individuals is prohibited. Any act, coercion, or initiation that causes or creates a risk of mental or physical harm is also prohibited. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the disciplinary action contained in this policy.

INTENTIONAL MISUSE OF SCHOOL EQUIPMENT SUPPLIES & FACILITIES – Students shall not deliberately abuse and/or misuse school equipment, supplies, or facilities, including failure to follow safety rules established for laboratory instructional areas.

LEWD/OBSCENE CONDUCT– Lewd conduct, lewd gesture, the use of obscenity and/or profanity – oral, written, or gestured, in any form, is expressly prohibited. Examples include, but are not limited to, behavior suggesting the display of private genital areas or sexual acts, indecent exposure, or intentional exposure. The possession, distribution, transfer, and/or sale of pornographic materials is also prohibited.

OBSTRUCTION - Withholding information during an investigation and is prohibited.

OCCUPATION OF SCHOOL PROPERTY - Occupying a school building or school grounds in order to deprive others of its use, or blocking normal pedestrian or vehicular traffic on school property, is prohibited.

OCCUPYING UNAUTHORIZED AREA - Being present in an area without permission of school authorities, or not being present while under supervision of school authorities (e.g., sporting events, field trips), is prohibited.

OFFENSIVE SOCIAL BEHAVIOR - Activities that violate standards of acceptable social conduct are prohibited.

PARKING - Students shall park in designated parking areas. Students parking in fire zones, handicapped spaces, on grassy areas, or other non-student parking areas, shall be subject to fine or tow.

POSSESSION OR USE OF DANGEROUS WEAPONS, FIREWORKS, AND EXPLOSIVE DEVICES - Possessing or using dangerous weapons, fireworks, and explosive devices is prohibited on school property, including on buses and at

school events. Weapons offenses include the possession, use, transmission, or transporting of any object that could reasonably be considered a firearm, air gun, mace, or pepper spray, nunchaku, throwing star, club, dagger, spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by gravity, or by an outward, downward or centrifugal thrust or movement, or any other dangerous weapon; and the possession of any exploding item or device that would be capable of producing bodily harm, damage to property or disruption of the educational process.

POSSESSION/CONSTRUCTION OF DRUG PARAPHERNALIA – Possession or construction of drug paraphernalia, including but not limited to, pipes, vape, vape oils, and electronic cigarettes, and syringes is prohibited.

POSSESSION OR USE OF LASER DEVICES - Possessing or using laser devices is prohibited on school grounds, school buses, and at school events.

POSSESSION OR USE OF TOBACCO & SMOKING MATERIALS - Possessing or using any kind of pipe, cigar, cigarette, other lighted smoking equipment or material, any tobacco product, lighter, matches, or any product that looks like tobacco is prohibited. Also, possessing or using any product that could reasonably be considered a tobacco product is prohibited.

PROFANITY/VULGAR LANGUAGE - Profanity, offensive language, or any lewd, indecent, or obscene act, expression, or conduct is prohibited.

RECKLESS BEHAVIOR - Behavior which may endanger persons or property is prohibited.

RECKLESS DRIVING - Driving on or about school property in a manner which may endanger persons or property is prohibited. Law enforcement may be notified if a student drives recklessly on school property.

REPEATED MISCONDUCT/CUMULATIVE VIOLATIONS – A student shall not repeatedly fail to comply with District policies or school rules or with the directions of school staff during any period of time when s/he is properly under the authority of school staff. Students who repeatedly violate various school policies, rules, and regulations may be subject to suspension, notwithstanding the fact that each individual violation may not warrant such action. The District shall consider imposing long-term suspension or expulsion as a sanction when deciding the appropriate disciplinary action for a student who engages in violations identified in RCW 28A.600.020(5).

ROBBERY - Taking personal property from the person of another by use or threatened use of immediate force, violence, or fear of injury to that person or his/her property is prohibited.

SELF IDENTIFICATION - All persons must, upon request, identify themselves to any District personnel or authorities in the school building, on the school grounds, at school sponsored events, or on school buses.

SEXUAL HARASSMENT - Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, written, electronic, or physical conduct of a sexual nature constitutes discriminatory harassment and is prohibited when such conduct creates an intimidating, hostile, or offensive school environment or is a threat to the health or safety of students or employees.

SEXUAL MISCONDUCT - Degrading or demeaning a person based on gender, including but not limited to, unwelcome advances, touch, and comments, is prohibited.

TARDINESS - Students shall not arrive late to class without authorization by school personnel.

THEFT - Unauthorized control over the property of another person or the District is prohibited. Parents shall be liable to the District for the failure to return school property loaned to a student upon demand of an employee of the District authorized to make the demand.

THREAT - Students shall not make a threat to damage by bomb or other weapon or device any public school building facility, property, or person.

TRESPASS - Unauthorized entry into or upon the property of the District is prohibited.

TRUANCY - Absence from class or school without an official excuse, or violation of a closed campus rule, is prohibited.

THE CHIMACUM SCHOOL DISTRICT MAINTAINS A CLOSED CAMPUS

- Students with legitimate reasons to leave campus may be signed out in the office by a parent.
- Students in Futures, Pi, Running Start, or West Sound Tech may leave campus as specified by their programs.

UNAUTHORIZED USE OF SCHOOL PROPERTY - Any unauthorized or illegal use of school property is prohibited.

UNAUTHORIZED GATHERINGS - The assembly or meeting of students and/or non-students on school property without permission of school authorities is prohibited. Demonstrations or gatherings that substantially interfere with the operation of the school or classroom are also prohibited.

VERBAL ABUSE & THREATS - Use of disrespectful and/or threatening language, in verbal, written, or electronic form is prohibited.

VIOLATION OF SUSPENSION - Physical presence on campus or at a school activity while on suspension is prohibited.

NOTE: All of the above prohibited acts are also prohibited off school grounds while en route to or from school, at school-sponsored events (e.g., field trips, away games), and/or anytime a behavioral violation directly or substantially impacts students on school grounds.

PART III: CONSEQUENCES FOR STUDENT BEHAVIORAL VIOLATIONS

Discipline is a logical consequence for student behavior which violates District policies and procedures. All discipline will be administered in accordance with District Policy 3241 and Procedure 3241P, which govern student discipline. For minor behavioral violations, teachers will use a progressive discipline system in their rooms. Unless a student's ongoing behavior poses an immediate and continuing danger to others, or a student's ongoing behavior poses an immediate and continuing threat to the educational process, staff members shall first attempt one or more forms of other 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 shall first consider other forms of discipline.

The disciplinary consequences listed in the following chart will generally prevail in the case of the listed violations.

THE DISTRICT MAY INFORM LAW ENFORCEMENT FOR SERIOUS VIOLATIONS OF THE DISCIPLINE CODE.

The range of discipline for students in kindergarten to grade four may vary to match developmental age appropriateness. The District will not administer a short-term suspension, long-term suspension, in-school suspension, or expulsion for a student in kindergarten through fourth grade for more than ten cumulative school days during the academic term.

BEHAVIORAL VIOLATIONS	1st Offense	2nd Offense	3rd Offense
Alcoholic beverages, illegal or prescription drugs – sale, use or possession	3-K	10-K	J, K
Arson or Attempted Arson	5-K	J, K	J, K
Assault	3-K	5-K	J, K
Assault on a Staff Member	5-K	J, K	J, K
Assault with a Deadly Weapon	90-K	J, K	J, K
Battery	3-K	J, K	J, K
Battery of a Staff Member	5-K	J, K	J, K
Bomb or Weapon Threat	J, K	J, K	J, K
Burglary	3-10, J	10-90, J	J, K
Cheating and Plagiarism	A	B	3-10
Cheating and Plagiarism on State Tests	5	10	K
Conspiracy	A-3	3-K	10
Cruelty to Animals	3-5, J	5-10, J	J, K
Damage or Destruction of Property	A-3	B-5	10
Defiance	A-3	3-5	5-K
Discrimination	3-K	10-K	K
Disruptive Conduct	A-3	B-5	10
Disruptive Dress, Accessories, or Appearance	A	B	3-10
Encouraging Violent or Disruptive Activities	A-3	B-5	10-K
Extortion	5-K	J, K	J, K
False Accusations/Defamation	A-3	B-5	10
False Alarm	3-K	10-K	J, K
Falsification/Forgery of Documents	A-3	B-5	10
Fighting	3-5, J	5-7, J	10-30, J
Gang Activity	A-3, J	B-5, J	10-K
Harassment, Intimidation, and Bullying	A-3, J	3-5, J	10-K
Hazing	A	B-3, J	5-10, J
Intentional Misuse of School Equipment/Facilities	3-5	5-7	10-K
Lewd/Obscene Conduct	A-3, J	3-5, J	10-K
Obstruction	3-5	5-7	10-K
Occupation of School Property	3-10	5-30, J	10-K
Occupying Unauthorized Area	A-3	B-5	5-10
Offensive Social Behavior	A-3	B-5	5-10
Parking Violations	D	F	G
Possession or Use of Dangerous Weapons, Fireworks, and Explosive Devices	B-K	J, K	J, K
Possession or Construction of Drug Paraphernalia	3-K	10-K	J, K
Possession or Use of Laser Devices	A-3	B-5	10-K
Possession or Use of Tobacco/Smoking Materials	3-5	5-10	10-K
Profanity/Vulgar Language	A-3	B-5	10
Reckless Behavior	A-3	B-5	10
Reckless Driving	D	F	G
Repeated Misconduct/Cumulative Violations	3-5	5-10	10-K
Robbery	5-K	10-K	J, K
Self-Identification (failure to do so)	A-3	B-5	5-10
Sexual Harassment	5-K	10-K	15-K
Sexual Misconduct	5-K	10-K	15-K
Tardiness	A	B	B-10

Theft	A-3	B-J	10-K
Trespass	A-3	B-5, J	5-K
Truancy	A	B-3	B-10
Unauthorized Gatherings	A	B-3	B-10
Unauthorized Use of Property	A	B-3	B-10
Verbal Abuse/Threat	3-5	5-10	10-K
Violation of Suspension	3-5	5-10	K
BUS VIOLATIONS			
The following penalties refer to bus riding privileges and may be imposed independently or in addition to the penalties above.			
Failure to cooperate with the driver	D	H	H
Failure to observe safety rules or unsafe conduct	D	H	H
Unauthorized use or manipulation of safety equipment	D	H	H

Key to Suggested Discipline Codes	
<ul style="list-style-type: none"> A. Detention B. In-school Suspension C. Confiscation (return to parent) D. Privileges/Access Revoked E. Restitution F. Driving privileges revoked for a quarter (9 weeks) G. Driving privileges revoked for a semester (18 weeks) H. Suspension from bus for a period up to 180 days I. Notification to Juvenile Court J. Police Action 	<ul style="list-style-type: none"> K. Recommended Expulsion 1 Suspension 1 day 3 Suspension 3 days 5 Suspension 5 days 7 Suspension 7 days 10 Suspension 10 days 15 Suspension 15 days 20 Suspension 20 days 90 Suspension 90 days

With regard to drug and alcohol violations, any part of a disciplinary action may be reduced or suspended, conditioned on the student’s participation in drug and alcohol assessment and appropriate follow-up, if available. By making referral and follow-up a condition of reduction or suspension, the District does not assume responsibility for provision of the program or for payment of its cost.

PART IV GENERAL STUDENT DISCIPLINE & APPEALS PROCESS

As a general rule, discipline is a progressive process. District staff members are expected to implement discipline that is reasonably calculated to support students in meeting behavioral expectations. If student behavior is not then modified in an appropriate fashion, staff may employ actions or sanctions not previously imposed in order to support students in meeting behavioral expectations.

Classroom exclusions – Conditions and limitations

1. Authority to administer classroom exclusions.
 - a. A teacher may exclude a student from the teacher's classroom or instructional or activity area for behavioral violations that disrupt the educational process while the student is under the teacher's immediate supervision.
 - b. Other school personnel may exclude a student from a classroom or instructional or activity area for behavioral violations of the district's discipline policy.
2. Other forms of discipline. The teacher or other school personnel must first attempt one or more other forms of discipline to support the student in meeting behavioral expectations, unless the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process. In administering other forms of discipline, the teacher or other school personnel may consider using best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.
3. Limitations on classroom exclusion.
 - a. Duration of classroom exclusion. A classroom exclusion may be administered for all or any portion of the balance of the school day in which the student was excluded from the student's classroom or instructional

or activity area. When a student is excluded from the student's classroom or instructional or activity area for longer than the balance of the school day, the District shall provide notice and due process for a suspension, expulsion, or emergency expulsion.

- b. Removal from school. A student shall not be removed from school during a classroom exclusion unless the District provides notice and due process for a suspension, expulsion, or emergency expulsion.
4. Assignments and tests. The District shall provide the student an opportunity to make up any assignments and tests missed during the classroom exclusion.

Classroom exclusion – Notice and procedure

Following a classroom exclusion:

1. Notice to principal. The teacher or other school personnel shall report the classroom exclusion, including the behavioral violation that led to the classroom exclusion, to the principal or designee as soon as reasonably possible.
2. Notice to parents. The teacher, principal, or designee shall notify the student's parents regarding the classroom exclusion as soon as reasonably possible. The District shall ensure that this notification is in a language the parents understand.
3. Emergency circumstances. When a teacher or school personnel administers a classroom exclusion on the grounds that the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process:
 - a. The teacher or other school personnel shall immediately notify the principal or designee; and
 - b. The principal or designee shall meet with the student as soon as reasonably possible and administer appropriate discipline.

Suspensions and expulsions – General conditions and limitations

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

1. Parent involvement. The District shall:
 - a. Provide for early involvement of parents in efforts to support students in meeting behavioral expectations; and
 - b. make every reasonable attempt to involve the student and parents in the resolution of behavioral violations.
2. Considerations. Before administering any suspension or expulsion, the District shall consider the student's individual circumstances and the nature and circumstances of the behavioral violation to determine whether the suspension or expulsion, and the length of the exclusion, is warranted.
3. Opportunity to receive educational services. The District shall provide an opportunity for students to receive educational services during a suspension or expulsion under WAC 392-400-610.
4. Reporting. The principal or designee shall report all suspensions and expulsions, and the behavioral violation that led to each suspension or expulsion, to the Superintendent or designee within twenty-four hours after the administration of the suspension or expulsion.
5. Reentry. After suspending or expelling a student, the District shall:
 - a. Make reasonable efforts to return the student to the student's regular educational setting as soon as possible.
 - b. Allow the student to petition for readmission at any time.
6. Absences and tardiness. The District shall not suspend or expel a student from school for absences or tardiness.
7. Access to District property. When administering a suspension or expulsion, the District may deny a student admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the District.
8. End date.
 - a. An expulsion or suspension of a student may not be for an indefinite period of time and must have an end date.
 - b. If the District enrolls a student in another program or course of study during a suspension or expulsion, the District may not preclude the student from returning to the student's regular educational setting following the end date of the suspension or expulsion, unless:
 - i. The Superintendent or designee grants a petition to extend a student's expulsion under WAC 392-400-480;
 - ii. The student is excluded from the student's regular educational setting in accordance with WAC 392-400-810; or
 - iii. The student is otherwise precluded under law from returning to the student's regular educational setting.

Short-term and in-school suspensions – Additional conditions and limitations

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

Long-term suspensions – Additional conditions and limitations

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

Expulsions – Additional conditions and limitations

1. Other forms of discipline. Before administering an expulsion, the District shall consider one or more other forms of discipline to support the student in meeting behavioral expectations. Administering other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.
2. Limitations on expulsions. The District shall only administer an expulsion:
 - a. For behavioral violations under RCW 28A.600.015 (6)(a) through (d); and
 - b. After the District has determined that if the student returned to school before completing an expulsion, the student would pose an imminent danger to students or school personnel.
3. Length of exclusion. An expulsion may not exceed the length of an academic term, unless the principal or designee petitions the Superintendent for extension of an expulsion under WAC 392-400-480, and the petition is granted.
4. Grade-level limitations. Except for violations of WAC 392-400-820 (i.e., firearm violation), the District shall not administer an expulsion for any student in kindergarten through fourth grade.

Suspensions and expulsions – Initial hearing with student

1. Initial hearing. Before administering any suspension or expulsion, the principal or designee shall conduct an informal initial hearing with the student for the purpose of hearing the student's perspective. At the initial hearing, the principal or designee shall provide the student:
 - a. Notice of the student's violation of the District's discipline policy;
 - b. An explanation of the evidence regarding the behavioral violation;
 - c. An explanation of the discipline that may be administered; and
 - d. An opportunity for the student to share the student's perspective and provide explanation regarding the behavioral violation.
2. Parent participation.
 - a. Short-term and in-school suspensions. At an initial hearing in which the principal or designee is considering administering a short-term or in-school suspension, the principal or designee shall provide the student an opportunity for the student to contact the student's parents.
 - b. Long-term suspensions and expulsions. At an initial hearing in which the principal or designee is considering administering a long-term suspension or expulsion, the principal or designee shall make a reasonable attempt to contact the student's parents to provide an opportunity for the parents to participate in the initial hearing in person or by telephone.
3. Administrative decision. Following the initial hearing, the principal or designee shall inform the student of the decision regarding the behavioral violation, including the date on which any suspension or expulsion will begin and end.
4. Language assistance. The District shall ensure that the initial hearing is held in a language the student and parents understand.

Suspensions and expulsions – Notice to student and parents

1. Initial notice. Before administering any suspension or expulsion, the District shall attempt to notify the student's parents, as soon as reasonably possible, regarding the behavioral violation.
2. Written notice. No later than one school business day following the initial hearing with the student outlined above, the District shall provide written notice of the suspension or expulsion to the student and parents in person, by mail, or by email. The written notice shall include:
 - a. A description of the student's behavior and how the behavior violated the District's discipline policy;
 - b. The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end;
 - c. The other forms of discipline that the 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 student's and parents' right to an informal conference with the principal or designee;
 - f. The student's and parents' right to appeal the suspension or expulsion, including where and to whom the appeal must be requested; and
 - g. For a long-term suspension or expulsion, the opportunity for the student and parents to participate in a reengagement meeting.
3. Language assistance. The District shall ensure the initial and written notices are provided in a language the student and parents understand.

Suspensions and expulsions – Optional conference with principal

1. Requesting a conference. If the student or parents disagree with the District's decision to suspend or expel the student, the student or parents may request an informal conference with the principal or designee to resolve the disagreement. The request for an informal conference may be made orally or in writing.
2. Time limit. The principal or designee shall hold the conference within three school business days after receiving the request, unless otherwise agreed to by the student and parents.
3. Conference. During the informal conference, the principal or designee shall provide the student and parents the opportunity to:
 - a. Share the student's perspective and explanation regarding the behavioral violation;
 - b. Confer with the principal or designee and school personnel involved in the incident that led to the suspension or expulsion; and

- c. Discuss other forms of discipline that may be administered.
- 4. Language assistance. The District shall ensure the conference is held in a language the student and parents understand.
- 5. Right to appeal. An informal conference shall not limit a student's or parents' right to appeal the suspension or expulsion, participate in a reengagement meeting, or petition for readmission.

Suspensions and expulsions – Appeal

- 1. Requesting an appeal. A student or the parents may appeal a suspension or expulsion to the Superintendent or designee orally or in writing.
- 2. Time limit. A student or parent wishing to appeal must submit their oral or written appeal request within five school business days from the date the District provides the written notice of the suspension or expulsion.
- 3. Short-term and in-school suspensions.
 - a. Appeal. The Superintendent or designee shall provide the student and parents the opportunity to share the student's perspective and explanation regarding the behavioral violation orally or in writing.
 - b. Appeal decision. The Superintendent or designee shall deliver a written appeal decision to the student and parents in person, by mail, or by email within two school business days after receiving the appeal. The written decision shall include:
 - i. The decision to affirm, reverse, or modify the suspension;
 - ii. The duration and conditions of the suspension, including the dates on which the suspension will begin and end;
 - iii. The educational services the District will offer to the student during the suspension; and
 - iv. Notice of the student's and parents' right to request review and reconsideration of the appeal decision, including where and to whom to make the request.
- 4. Long-term suspensions and expulsions.
 - a. Notice. Within one school business day after receiving the appeal request, unless otherwise agreed to by the student and parents, the Superintendent or designee shall provide the student and parents written notice in person, by mail, or by email of:
 - i. The time, date, and location of the appeal hearing;
 - ii. The name(s) of the official(s) presiding over the appeal;
 - iii. The student's and parents' rights to inspect the student's education records under (e) of this subsection;
 - iv. The student's and parents' rights to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing under (e) of this subsection;
 - v. The student's and parents' rights under (f) of this subsection; and
 - vi. Whether the District will offer to hold a reengagement meeting before the appeal hearing.
 - b. Reengagement. Before the appeal hearing, the student, parents, and District may agree to hold a reengagement meeting and develop a reengagement plan. The student, parents, and District may mutually agree to postpone the appeal hearing while participating in the reengagement process.
 - c. Appeal hearing. The District shall hold an appeal hearing within three school business days from the date the Superintendent or designee received the appeal request, unless otherwise agreed to by the student or parents.
 - d. Presiding officials. The Chimacum School Board may designate the Superintendent, a hearing officer, or a discipline appeal council to hear and decide appeals under this section. The presiding official(s) may not be involved in the student's behavioral violation or decision to suspend or expel the student and must be knowledgeable about Washington's student discipline regulations and of the District's discipline policies and procedures.
 - e. Evidence and witnesses.
 - i. Upon request, the student, parents, and District may inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the appeal hearing. The District, student, or parents must make the information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.

- ii. Upon request, the student and parents may review the student's education records. The District shall make the records available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.
 - iii. If a witness for the District cannot or does not appear at the appeal hearing, the presiding official(s) may excuse the witness's nonappearance if the District establishes that (A) the district made a reasonable effort to produce the witness; and (B) the witness's failure to appear is excused by fear of reprisal or another compelling reason.
- f. Student and parent rights. During the appeal hearing, the student and parents have the right to:
 - i. Be represented by legal counsel;
 - ii. Question witnesses;
 - iii. Share the student's perspective and provide explanation regarding the behavioral violation; and
 - iv. Introduce relevant documentary, physical, or testimonial evidence.
- g. Recording of hearing. The appeal hearing shall be recorded by analog, digital, or other type of recording device. The District shall provide the recording to the student or parents upon request.
- h. Appeal decision. The presiding official(s) must base the decision solely on the evidence presented at the hearing. The presiding official(s) must provide a written decision to the student and parents in person, by mail, or by email within three school business days after the appeal hearing. The written decision must include:
 - i. The findings of fact;
 - ii. A determination whether: (A) the student's behavior violated the school district's discipline policy; (B) the behavioral violation reasonably warrants the suspension or expulsion and the length of the suspension or expulsion; and (C) the suspension or expulsion is affirmed, reversed, or modified;
 - iii. The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end;
 - iv. Notice of the student's and parents' right to request review and reconsideration of the appeal decision, including where and to whom to make the request; and
 - v. Notice of the opportunity to participate in a reengagement meeting and the contact information for the person who will coordinate scheduling of the reengagement meeting.
- 5. Language assistance. The District shall ensure that the notice, appeal proceedings, and decision are in a language the student and parents understand.
- 6. Pending appeal. If the student or parents request an appeal under this section, the District may temporarily continue to administer the suspension or expulsion during the appeal period subject to the following requirements:
 - a. The District may temporarily continue to administer the suspension or expulsion for no more than ten consecutive school days from the initial hearing or until the appeal is decided, whichever is earlier;
 - b. Any days that the student is temporarily suspended or expelled before the appeal is decided shall be applied to the term of the student's suspension or expulsion and shall not extend the term of the student's suspension or expulsion;
 - c. If the student who is temporarily suspended or expelled returns to school before the appeal is decided under this section, the District shall provide the student an opportunity to make up assignments and tests missed during the suspension or expulsion upon the student's return.

Suspensions and expulsions – Review and reconsideration

- 1. Requesting review. The student or parents may request that the Chimacum School Board or discipline appeal council, if applicable, review and reconsider the District's appeal decision. The student or parents may request the review orally or in writing.
- 2. Time limit. A parent or student requesting a review under this section must submit their request within ten school business days from the date the District provides the written appeal decision to the student and parents.
- 3. Review procedure.
 - a. In reviewing the District's decision, the Chimacum School Board or discipline appeal council shall consider all documentary and physical evidence related to the behavioral violation, any records from the appeal, relevant state law, and the District's discipline policy.
 - b. The school board or discipline appeal council may request to meet with the student or parents, the principal, witnesses, or school personnel to hear further arguments and gather additional information.

- c. The decision of the school board or discipline appeal council must be made only by board or council members who were not involved in the behavioral violation, the decision to suspend or expel the student, or the appeal decision under. If the discipline appeal council presided over the appeal outlined in the section above, the decision must be made by the school board.
4. Decision. The school board or discipline appeal council shall provide a written decision to the student and parents in person, by mail, or by email within ten school business days after receiving the request for review and reconsideration. The written decision shall identify:
 - a. Whether the school board or discipline appeal council affirms, reverses, or modifies the suspension or expulsion;
 - b. The duration and conditions of the suspension or expulsion, including the dates on which the suspension or expulsion will begin and end; and
 - c. For long-term suspensions or expulsions, notice of the opportunity to participate in a reengagement meeting.
 5. Language assistance. The school district must ensure that any review proceedings and decision are in a language the student and parents understand.

Discipline appeal council

Pursuant to WAC 392-400-475, the Chimacum School Board may designate a discipline appeal council to hear and decide appeals of suspensions and expulsions or to review and reconsider the District's related appeal decisions. A discipline appeal council must consist of at least three persons appointed by the school board for fixed terms. All members of the discipline appeal council must be knowledgeable about Washington's discipline regulations at Chapter 392-400 WAC and of the District's discipline policies and procedures.

Petition to extend expulsion

1. Petition. When risk to public health or safety warrants extending a student's expulsion, the principal or designee may petition the Superintendent or designee for authorization to exceed the academic term limitation on an expulsion. The petition shall inform the Superintendent or designee of:
 - a. The behavioral violation that resulted in the expulsion and the public health or safety concerns;
 - b. The student's academic, attendance, and discipline history;
 - c. Any nonacademic supports and behavioral services the student was offered or received during the expulsion;
 - d. The student's academic progress during the expulsion and the educational services available to the student during the expulsion;
 - e. The proposed extended length of the expulsion; and
 - f. The student's reengagement plan.
2. Time limit. The principal or designee may petition to extend an expulsion only after the development of a reengagement plan and before the end of the expulsion. For violations of WAC 392-400-820 (i.e., carrying or possession of a firearm), the principal or designee may petition to extend an expulsion at any time.
3. Notice. The District shall provide written notice of the petition to the student and parents in person, by mail, or by email within one school business day from the date the Superintendent or designee received the petition. The written notice shall include:
 - a. A copy of the petition;
 - b. The student's and parents' right to an informal conference with the Superintendent or designee to be held within five school business days from the date the District provided written notice to the student and parents; and
 - c. The student's and parents' right to respond to the petition orally or in writing to the Superintendent or designee within five school business days from the date the District provided written notice.
4. Written decision. 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 shall deliver a written decision to the principal, the student, and the student's parents in person, by mail, or by email within ten school business days after receiving the petition.
 - a. If the petition is granted, the written decision shall include:
 - i. The date on which the extended expulsion will end;

- ii. The reason that, if the student were to return before the initial expulsion end date, the student would pose a risk to public health or safety; and
 - iii. Notice of the student's or parents' right to request review and reconsideration of the appeal decision under subsection (5) of this section, including where and to whom to make the request.
 - b. If the petition is not granted, the written decision shall identify the date on which the expulsion will end.
- 5. Review and reconsideration.
 - a. Requesting review. The students or parents may request that the Chimacum School Board or discipline appeal council, if applicable, review and reconsider the decision to extend the student's expulsion. The student or parents may request the review orally or in writing.
 - b. Time limit. If a parent or student requests a review under this subsection, they must submit such request within ten school business days from the date the Superintendent or designee provides the written decision under subsection (4) of this section.
 - c. Review procedure.
 - i. The school board or discipline appeal council may request to meet with the student or parents or the principal to hear further arguments and gather additional information.
 - ii. The decision of the school board or discipline appeal council may be made only by board or council members who were not involved in the behavioral violation, the decision to expel the student, or the appeal decision.
 - d. Decision. The school board or discipline appeal council shall provide a written decision to the student and parents in person, by mail, or by email within ten school business days after receiving the request for review and reconsideration. The written decision shall identify:
 - i. Whether the school board or discipline appeal council affirms, reverses, or modifies the decision to extend the student's expulsion; and
 - ii. The date on which the extended expulsion will end.
- 6. Duration. Any extension of an expulsion shall not exceed the length of an academic term.
- 7. Language assistance. The District shall ensure that any petition proceedings, notices, and decisions are provided in a language the student and parents understand.

Emergency expulsions – Conditions and limitations

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

- 1. Sufficient cause. The District must have sufficient cause to believe that the student's presence poses:
 - a. An immediate and continuing danger to other students or school personnel; or
 - b. An immediate and continuing threat of material and substantial disruption of the educational process.
- 2. Determination of immediate and continuing threat of disruption. For purposes of this section, an immediate and continuing threat of material and substantial disruption of the educational process means:
 - a. The student's behavior results in an extreme disruption of the educational process that creates a substantial barrier to learning for other students across the school day; and
 - b. School personnel have exhausted reasonable attempts at administering other forms of discipline to support the student in meeting behavioral expectations.
- 3. Time limit. An emergency expulsion shall not exceed ten consecutive school days. An emergency expulsion shall end or be converted to another form of discipline within ten school days from the start of the emergency expulsion.
- 4. Conversion. If the District converts an emergency expulsion to a suspension or expulsion, the District shall:
 - a. Apply any days that the student was emergency expelled before the conversion to the total length of the suspension or expulsion; and
 - b. Provide the student and parents notice and due process pursuant to WAC 392-400-430 through 392-400-480.
- 5. Reporting. All emergency expulsions, including the reason the student's presence poses an immediate and continuing danger to other students or school personnel, shall be reported to the Superintendent or designee within twenty-four hours after the start of the emergency expulsion.

Emergency expulsions – Notice to student and parents

- 1. Initial notice. After an emergency expulsion, the District shall attempt to notify the student's parents, as soon as reasonably possible, regarding the reason the District believes the student's presence poses an immediate and

continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.

2. Written notice. Within twenty-four hours after an emergency expulsion, the District shall provide written notice of the emergency expulsion to the student and parents in person, by mail, or by email. The written notice shall include:
 - a. The reason the student's presence poses an immediate and continuing danger to students or school personnel, or poses an immediate and continuing threat of material and substantial disruption of the educational process;
 - b. The duration and conditions of the emergency expulsion, including the dates on which the emergency expulsion will begin and end;
 - c. The opportunity to receive educational services during the emergency expulsion;
 - d. The student's and parents' right to an informal conference with the principal or designee; and
 - e. The student's and parents' right to appeal the emergency expulsion, including where and to whom the appeal must be requested.
3. Language assistance. The District shall ensure the initial and written notices required under this section are provided in a language the student and parents understand.

Emergency expulsions – Optional conference with principal

1. Requesting a conference. If a student or the parents disagree with the District's decision to administer an emergency expulsion, the student or parents may request an informal conference with the principal or designee to resolve the disagreement. The request for an informal conference may be made orally or in writing.
2. Time limit. The principal or designee shall hold the conference within three school business days after receiving the request, unless otherwise agreed to by the student and parents.
3. Conference. During the informal conference, the principal or designee shall provide students and parents the opportunity to share the student's perspective and explanation regarding the events that led to the emergency expulsion.
4. Language assistance. The District shall ensure the conference is held in a language the student and parents understand.
5. Right to appeal. An informal conference shall not limit a student's or parents' right to appeal the emergency expulsion.

Emergency expulsions – Appeal

1. Requesting an appeal. A student or the parents may appeal an emergency expulsion to the Superintendent or designee orally or in writing.
2. Time limit. A student or parent requesting an appeal must submit their appeal request within three school business days from the date the District provides the written notice of the emergency expulsion.
3. Notice. Within one school business day after receiving the appeal request, unless otherwise agreed to by the student and parents, the Superintendent or designee shall provide the student and parents written notice in person, by mail, or by email of:
 - a. The time, date, and location of the appeal hearing;
 - b. The name(s) of the official(s) presiding over the appeal;
 - c. The student's and parents' rights to inspect the student's education records under subsection (6) of this section;
 - d. The student's and parents' rights to inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the hearing under subsection (6) of this section; and
 - e. The student's and parents' rights under subsection (7) of this section.
4. Appeal hearing. The District shall hold an appeal hearing as soon as reasonably possible, but no later than two school business days after the date the Superintendent or designee received the appeal request, unless otherwise agreed to by the student and parents.
5. Presiding official(s). The Chimacum School Board may designate the Superintendent, a hearing officer, or a discipline appeal council to hear and decide appeals under this section. The presiding official(s) may not be involved in the student's behavioral violation or decision to emergency expel the student and must be knowledgeable about Washington's discipline regulations at Chapter 392-400 WAC and of the District's discipline policies and procedures.
6. Evidence and witnesses.

- a. Upon request, the student, parents, and District may inspect any documentary or physical evidence and a list of any witnesses that will be introduced at the appeal hearing. The District, student, or parents must make the information available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.
 - b. Upon request, the student and parents may review the student's education records. The District shall make the records available as soon as reasonably possible, but no later than the end of the school business day before the appeal hearing.
 - c. If a witness for the District cannot or does not appear at the appeal hearing, the presiding official(s) may excuse the witness's nonappearance if the District establishes that:
 - i. The District made a reasonable effort to produce the witness; and
 - ii. The witness's failure to appear is excused by fear of reprisal or another compelling reason.
7. Student and parent rights. The student and parents have the right to:
 - a. Be represented by legal counsel;
 - b. Question witnesses;
 - c. Share the student's perspective and provide explanation regarding the events that led to the emergency expulsion; and
 - d. Introduce relevant documentary, physical, or testimonial evidence.
 8. Recording of hearing. The appeal hearing must be recorded by analog, digital, or other type of recording device. The District shall provide the recording to the student or parents upon request.
 9. Appeal decision. The District shall provide a written decision to the student and parents in person, by mail, or by email within one school business day after the appeal hearing. The written decision shall include:
 - a. The findings of fact;
 - b. A determination whether the student's presence continues to pose:
 - i. An immediate and continuing danger to students or school personnel; or
 - ii. An immediate and continuing threat of material and substantial disruption of the educational process.
 - c. Whether the District will end the emergency expulsion or convert the emergency expulsion to a suspension or expulsion. If the District converts the emergency expulsion to a suspension or expulsion, the District shall provide the student and parents notice and due process under WAC 392-400-430 through 392-400-480; and
 - d. Notice of the student's and parents' right to request review and reconsideration of the appeal decision, including where and to whom to make the request.
 10. Language assistance. The District shall ensure that any appeal proceedings, notices, and decisions are provided in a language the student and parents understand.

Emergency expulsions – Review and reconsideration

1. Requesting review. The student or parents may request that the Chimacum School Board or discipline appeal council, if applicable, review and reconsider the District's appeal decision. The student or parents may request the review orally or in writing.
2. Time limit. A parent or student requesting a review under this section must submit their request within five school business days from the date the District provides the written appeal decision to the student and parents.
3. Review procedure.
 - a. In reviewing the District's decision, the school board or discipline appeal council must consider all documentary and physical evidence related to the events that led to the emergency expulsion, any records from the appeal, relevant state law, and the District's discipline policy.
 - b. The school board or discipline appeal council may request to meet with the student or parents, the principal, witnesses, or school personnel to hear further arguments and gather additional information.
 - c. The decision of the school board or discipline appeal council must be made only by board or council members who were not involved in the events that led to the emergency expulsion, the decision to emergency expel the student, or the appeal decision. If the discipline appeal council presided over the appeal under, the decision must be made by the school board.
4. Decision. The school board or discipline appeal council shall provide a written decision to the student and parents in person, by mail, or by email within five school business days after receiving the request for review and reconsideration. The written decision shall identify:

- a. Whether the school board or discipline appeal council affirms or reverses the District's decision that the student's presence posed:
 - i. An immediate and continuing danger to students or school personnel; or
 - ii. An immediate and continuing threat of material and substantial disruption of the educational process.
 - b. If the emergency expulsion has not yet ended or been converted, whether the 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 shall provide the student and parents notice and due process under WAC 392-400-430 through 392-400-480.
5. Language assistance. The District shall ensure that any review proceedings and decision are in a language the student and parents understand.

Educational services during suspension, expulsion, or emergency expulsion

1. Educational services.
 - a. The District shall not suspend the provision of educational services to a student in response to behavioral violations.
 - b. During the suspension, expulsion, or emergency expulsion of a student, the District shall provide the student the opportunity to receive educational services. The educational services shall enable the student to:
 - i. Continue to participate in the general education curriculum;
 - ii. Meet the educational standards established within the District; and
 - iii. Complete subject, grade-level, and graduation requirements.
 - c. When providing a student the opportunity to receive educational services under this section, the District shall consider:
 - i. Meaningful input from the student, parents, and the student's teachers;
 - ii. Whether the student's regular educational services include English language development services, special education, accommodations and related services under Section 504 of the Rehabilitation Act of 1973, or supplemental services designed to support the student's academic achievement; and
 - iii. Access to any necessary technology, transportation, or resources the student needs to participate fully in the educational services.
 - d. The District may provide educational services to the student in an alternative setting or modify the suspension or expulsion on a case-by-case basis. An alternative setting will be comparable, equitable, and appropriate to the regular educational services a student would have received without the exclusionary discipline. Example alternative settings include alternative high schools, one-on-one tutoring, and online learning.
2. Notice. As soon as reasonably possible after administering a suspension or expulsion, the District shall provide written notice to the student and parents about the educational services the District will provide. The District shall provide the written notice in person, by mail, or by email. The notice shall include:
 - a. A description of the educational services that will be provided; and
 - b. The name and contact information for the school personnel who can offer support to keep the student current with assignments and course work as required under this section.
3. Exclusions for up to five days. For students subject to suspension or emergency expulsion for up to five consecutive school days, the District shall provide at least the following:
 - a. Course work, including any assigned homework, from all of the student's regular subjects or classes;
 - b. Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes; and
 - c. An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion.
4. Exclusions for six to ten days. For students subject to suspension or emergency expulsion for six to ten consecutive school days, the District shall provide at least the following:
 - a. Course work, including any assigned homework, from all of the student's regular subjects or classes;
 - b. Access to school personnel who can offer support to keep the student current with assignments and course work for all of the student's regular subjects or classes. School personnel shall make a reasonable attempt to contact the student or parents within three school business days following the start of the suspension or emergency expulsion and periodically thereafter until the suspension or emergency expulsion ends to:

- i. Coordinate the delivery and grading of course work between the student and the student's teacher(s) at a frequency that would allow the student to keep current with assignments and course work for all of the student's regular subjects or classes; and
 - ii. Communicate with the student, parents, and the student's teacher(s) about the student's academic progress.
 - c. An opportunity for the student to make up any assignments and tests missed during the period of suspension or emergency expulsion.
5. Long-term suspensions and expulsions. For students subject to expulsion or suspension for more than ten consecutive school days, the District shall provide educational services in accordance with WAC 392-121-107.
 6. Language assistance. The District must ensure that notices and communications required under this section are provided in a language the student and parents understand.

Student reengagement after long-term suspension or expulsion

1. Reengagement meeting. When the District administers a long-term suspension or expulsion, the District shall convene a reengagement meeting with the student and parents to discuss a plan to reengage the student. Before convening a reengagement meeting, the District shall communicate with the student and parents to schedule the meeting time and location. The reengagement meeting shall occur:
 - a. Within twenty calendar days of the start of the student's long-term suspension or expulsion, but no later than five calendar days before the student returns to school; or
 - b. As soon as reasonably possible, if the student or parents request a prompt reengagement meeting.
2. Reengagement plan. The District shall 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 shall consider:
 - a. The nature and circumstances of the incident that led to the student's suspension or expulsion;
 - b. As appropriate, students' cultural histories and contexts, family cultural norms and values, community resources, and community and parent outreach;
 - c. Shortening the length of time that the student is suspended or expelled;
 - d. Providing academic and nonacademic supports that aid in the student's academic success and keep the student engaged and on track to graduate; and
 - e. Supporting the student, parents, or school personnel in taking action to remedy the circumstances that resulted in the suspension or expulsion and preventing similar circumstances from recurring.
3. Documentation. The District shall document the reengagement plan and provide a copy of the plan to the student and parents.
4. Language assistance. The District shall ensure that the reengagement meeting and plan are in a language the student and parents understand.
5. Student and parent rights. Reengagement meetings do not replace an appeal hearing or a petition for readmission.

Fundamental rights

When administering discipline, the District shall not:

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

Exceptions for the purpose of protecting victims

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

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

Behavior agreements

1. General. The District may 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.
2. Reengagement meetings and educational services. The District shall ensure that a behavior agreement does not waive a student's opportunity to participate in a reengagement meeting or receive educational services.
3. Duration. The duration of behavior agreements shall not exceed the length of an academic term.
4. Subsequent behavioral violations. Nothing in this section precludes the District from administering discipline for behavioral violations that occur after the district enters into an agreement with the student and parents.
5. Language assistance. The District shall ensure any behavior agreement under this section is provided in a language the student and parents understand.

Firearm exceptions

As provided under RCW 28A.600.420:

1. The District must expel a student for no less than one year if the District has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. The Superintendent may modify the expulsion on a case-by-case basis.
2. The District may suspend or expel a student for up to one year if the student acts with malice, as defined under RCW 9A.04.110, and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools.
3. This section does not apply to:
 - a. Any student while engaged in military education authorized by the District in which rifles are used;
 - b. Any student while involved in a convention, showing, demonstration, lecture, or firearms safety course authorized by the District in which the rifles of collectors or instructors are handled or displayed; or
 - c. Any student while participating in a rifle competition authorized by the District.

Corporal punishment, restraint, and isolation

1. Corporal punishment. The District shall not administer corporal punishment, including any act that willfully inflicts or willfully causes the infliction of physical pain on a student. Corporal punishment does not include:
 - a. The use of reasonable physical force by a school administrator, teacher, school personnel or volunteer as necessary to maintain order or to prevent a student from harming themselves, other students, school personnel, or property;
 - b. Physical pain or discomfort resulting from or caused by training for or participation in athletic competition or recreational activity voluntarily engaged in by a student; or
 - c. Physical exertion shared by all students in a teacher-directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects.
2. Restraint and isolation. The District shall not use isolation, restraint, or a restraint device on any student, except as provided for in RCW 28A.155.210, 28A.600.485, WAC 392-172A-02105, and 392-172A-02110.

School meals

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

PART V DISCIPLINE FOR STUDENTS WITH DISABILITIES

1. Discipline for students with Individualized Education Programs (IEPs)

In general, a student with an IEP is subject to the disciplinary procedures outlined in District Procedure 3241P, except where modified by federal law, including the Individuals with Disabilities Education Act and applicable regulations as defined in the “Notice of Special Education Procedural Safeguards for Students and Their Families.” This document is provided yearly to the families of all students with special needs. Please contact the Director of Special Education at 360-302-5885 for more information.

2. Discipline for Students with 504 Plans

Corrective actions for students with 504 plans (i.e., education plans developed pursuant to Section 504 of the Rehabilitation Act of 1973) follow the same basic procedures outlined for special education students. However, while Section 504 does not require the provision of an alternative education setting during disciplinary action, the student’s 504 team shall review the plan to assess its appropriateness.

A student with a 504 plan is subject to the same treatment under the rules governing pupil conduct with the modifications indicated in the provisions for the discipline of students with disabilities, as described in the state rules and regulations for Special Education (WAC 392-172) and under Section 504 of the Rehabilitation Act of 1973. Please contact the Director of Special Education at 360-302-5885 for more information.

3. Any secondary students with disabilities participating in interscholastic athletics or activities are further subject to the Chimacum School District Athletic Code and/or Activity Code, which may be obtained from the building athletic director or building administrator.

PART VI STUDENT CONDUCT ON SCHOOL BUSES

- A. The driver has full authority of the bus and students. Students must obey the driver’s directives promptly and willingly when such directives are consistent with District policy. When transporting classes or teams, the teacher or coach shall be primarily responsible for supervising the behavior of the students. Students shall cooperate and obey the driver, teacher, coach, or other staff members.
- B. Students shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities to ride a different bus as per appropriate parent/guardian request. School authorities should verify the availability of extra seating space with the driver and shall not issue bus passes for non-regular riders if it will cause any student to stand on the bus.
- C. No student shall be permitted to leave the bus except at his/her regular stop, unless by permission of school authorities as per appropriate parent/guardian request.
- D. Each student may be assigned a seat. Permission to change seats must be given by the bus driver. Students must remain seated at all times. Students will board in the order of youngest to oldest from the front of the bus at all times. Kindergarten students will be assigned to the front seats--NO EXCEPTIONS. Requests for an older sibling to ride with a younger sibling will be granted by permission only. Students will be seated in sections by school: High school students in the back, middle school students in the middle, and elementary school students in the front.
- E. Outside of ordinary conversation, classroom conduct must be observed on the bus.
- F. Students shall assist to keep the bus clean by keeping wastepaper and other trash off the floor. Students must also refrain from throwing refuse out the windows. Students may not eat on a school bus unless specifically authorized and supervised.
- G. Students shall not smoke, light matches or lighters, or use any type of flame or sparking device on the school bus.
- H. Students shall refrain from using vulgar or obscene language or gestures.
- I. Students may lower the windows to the indicated mark. Students must keep their heads, hands, and arms inside the bus at all times whether the school bus is in motion or standing still. Students may not yell out the windows.
- J. Students may not ride the bus with any item that may cause injury to another. Such items include, but are not limited to, sticks; heavy, sharp, or bulky objects; glass jars or other breakable containers; any type of firearms, straps, or laser pens; pins extending from clothing; and golf clubs. Musical instruments that block the aisle or deprive other students of

a seat are prohibited. No animals, including reptiles, fish, insects, or fowl, are permitted on the bus, except service animals. If in doubt as to any type of item, contact the transportation department or your driver in advance. Special permission must be granted by school authorities to transport large items.

- K. Students must keep their books and personal belongings out of the aisle and off of the emergency exit window ledge of the bus.
- L. Students should not excessively talk to the bus driver when the bus is in motion.
- M. No student shall sit in the driver's seat.
- N. Students shall remain seated while the bus is in motion and shall not get on or off until the bus has come to a full stop.
- O. Students shall leave the bus in an orderly manner. Students shall not cross the roadway without verifying that it is safe to proceed and signaled by the driver. When boarding or leaving the bus, students must be in view of the driver at all times. Students must cross the roadway in front of the school bus only. Students may not cross the roadway behind a school bus.
- P. Students must arrive at the bus stop five minutes before stop time and must not stand or play on the roadway while waiting for the bus to arrive.
- Q. Students shall refrain from pushing and other forms of horseplay at the bus loading area. The principal or his/her designee shall provide supervision during bus arrival and departure times at his/her school.
- R. Students are required to provide the driver their correct name, address, and phone number upon request or they may be refused transportation services.
- S. No aerosol cans are allowed on the bus.
- T. No perfume, cologne, hairspray, nail polish, or scented products may be used while aboard the bus.
- U. Telephone Use/Electronic Devices. Cell phone use is permitted on the school buses. No mechanical or electronic device shall be used to audio or video record any activity on District-provided transportation without the express permission of the driver and administrative staff in the Transportation Department.
- V. Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.

SCHOOL BUS DISCIPLINE PROCEDURES

Discipline, if necessary, shall be consistent with the District's discipline policy and procedure. If a student engages in a minor behavioral violation on or around a school bus, the driver shall correct the student, and may advise the principal of the disciplinary issue. Drivers are encouraged, where possible, to keep parents informed of a student's progress regarding any disciplinary issues. Parents may appeal disciplinary decisions by contacting the school to arrange a meeting with the principal or his/her designee, the Director of Transportation, and the bus driver. More serious behavioral violations on buses will be handled in accordance with the District's discipline policy and procedure.

NOTICE TO PARENTS OF VIDEO CAMERA OPERATION ON SCHOOL BUSES

In order to provide a safer riding environment, free from distracting and/or disruptive actions during the transportation of students, please be aware that the District Transportation Department will, from time to time, utilize video recording equipment on buses to monitor student behavior and to assist drivers in managing student conduct.

PART VII SAFETY & SECURITY

NOTICE TO PARENTS OF VIDEO CAMERA OPERATION ON SCHOOL GROUNDS

The District uses security cameras on school grounds as a tool to monitor and improve student safety. Security cameras are not used in places where students have an expectation of privacy, such as locker rooms and restrooms.

Images of students captured on security videos that are maintained by the District's security office are not considered education records under FERPA. Accordingly, these videos may be shared with parents of students whose images are on the video and with outside law enforcement authorities, as appropriate.

However, if a particular student is the focus of a video, and the video is used for a purpose other than law enforcement (e.g., student discipline), the video may be considered an education record. As such, the student's parent(s) has a right to view the video and the District may not show or disseminate the video without written parent consent and without appropriate alteration to protect the student's identity.

PERSONAL SEARCHES

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student is subject to a search by school officials, consistent with the limitations described below.

1. Any search of a student must be reasonably related to the discovery of contraband items or other evidence of a student's violation of the law or rules governing student conduct.
2. Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. No student shall be subject to a strip search or body cavity search by school staff.
3. Once reasonable grounds for a search of a student's clothing, personal effects, desk, locker, storage area or automobile have been established:
 - a. The principal or designee shall have an additional administrator or staff member present as a witness during the search.
 - b. Prior to the search of personal effects by the administrators, students will be asked to remove items from pockets, purses, handbags, backpacks, gym bags or other personal effects.
 - c. If evidence of a violation of school or District rules is suspected and if the student refuses to cooperate in a personal search, the student should be held until the student's parent or guardian is available to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the administrator may conduct the search without the student's consent.
 - d. If evidence of criminal activity is suspected to be present and, if confirmed by the search, law enforcement officials should be contacted for assistance.

Please refer to District Policy 3230 and Procedure 3230P for more information.

PROPERTY SEARCHES

Law enforcement and/or school officials may perform searches. Searches shall utilize appropriate information collection processes. Such processes would include but not be limited to canine assisted searches, video surveillance cameras, breath analyzers, any drug/alcohol detection devices, personal, and property searches. Contraband or illegal items such as explosives, weapons or any object that can be reasonably considered a firearm or dangerous weapon, controlled substances, or other possessions reasonably considered to be a threat to the safety, health, or security of others will be confiscated.

General searches of school property may be conducted at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of law or rules of student conduct.

1. No student may use a locker, desk or storage area as a depository for any contraband substance or object which is prohibited by law or by rules of student conduct which pose a threat to the health, safety or welfare of the occupants of the school building or the building itself. Contraband means items, materials or substances, the possession of which is prohibited by law or rules governing student conduct, including but not limited to controlled substances, alcoholic beverages, tobacco products or any object that can reasonably be considered a firearm or dangerous weapon.
2. If a school official conducting a search of a locker, desk or storage area develops a reasonable suspicion that any container, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or rules of conduct, the container may be searched.
3. Search of a student's possessions shall be reasonably related to the discovery of a contraband substance or object which is prohibited by law or by the rules of conduct which pose a threat to the health and safety or welfare of the occupants of the school or the building itself.
4. The search shall be conducted in the presence of the student, if possible.

CANINE ASSISTED SEARCHES

All investigations conducted with the assistance of canine units shall be done in a manner that is consistent with constitutional and statutory requirements. Canine unit dogs used in drug investigations are trained to detect marijuana, cocaine, rock cocaine, heroin methamphetamines, and other drugs, along with any paraphernalia used in connection with such drugs, i.e., pipes, spoons, bongs, baggies and containers. Other canine unit dogs may be trained to investigate for explosives or be used in search or rescue operations.

INTERVIEWS AND INTERROGATIONS OF STUDENTS ON SCHOOL PREMISES

The District encourages interviews and interrogations of students by law enforcement, the Department of Social and Health Services (DSHS) and the county health department(s) to take place off school premises in order to minimize interruption to the instructional program.

When an onsite interview or interrogation is warranted by the circumstances of a case, the District will utilize protocols developed in cooperation with these entities. These protocols are described in District Procedure 3226P, which is available on the District's website and at the District office.