

R. A. Long High School

Student Handbook

2025-2026



RESPECT-ACHIEVE-LEAD

A Tradition of Excellence

The mission of the Longview School District is to ensure that every student learns the skills, attitudes, and knowledge to become a responsible, productive, citizen in a rapidly changing society. This is accomplished:

- ☐ *through a partnership of students, staff, parents, and community focused on results;*
- ☐ *in a supportive, caring innovative environment;*
- ☐ *with a commitment to challenge each learner to reach potential.*

Ready to learn. Ready for Life. Together we aspire and achieve.

To achieve the level of excellence that has become expected of R. A. Long students, there are basic expectations which need to be met by all students. These are reflected in the Longview School District Exit Outcomes. Students leaving Longview schools will be:

- Responsible citizens who contribute to the well being of self and others.
- Quality producers who individually and collaboratively perform to a prescribed set of standards.
- Resourceful thinkers who employ a variety of strategies for a specific purpose.
- Effective communicators who convey and receive messages with understanding.
- Self-directed learners who provide for their personal and intellectual growth.
- Knowledgeable persons who demonstrate a mastery of fundamental skills and information by computing accurately; reading with comprehension; writing with clarity; and knowing and applying core concepts and principles of math; technology; social, physical and life sciences; civics and history; geography; arts; health; and fitness.

NOTICE OF NONDISCRIMINATION

The Longview School District is an Equal Opportunity district in education programs, activities, services, and employment. Longview School District does not discriminate 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. We provide equal access to the Boy Scouts of America and other designated youth groups. If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the school principal. In addition, the following district employees, located at 2715 Lilac Street, Longview, have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator and Civil Rights Compliance Coordinator

Tony Vandermaas, Director of Human Resources
(360) 575-7004

tvandermaas@longview.k12.wa.us

Section 504/Student ADA Coordinator

Elizabeth West, Director of Special Services
(360) 575-7008

ewest@longview.k12.wa.us

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RA LONG STAFF LIST

ADMINISTRATION

Rich Reeves, Principal/AVID District Director

Lacey Griffiths, Assistant Principal/Special Education/AVID

DeWayne McCabe, Assistant Principal/Athletic Director

MAIN OFFICE & ASB OFFICE

Hannah Foden, Principal's Secretary575-7225

Sarah Solinger, Attendance/Assistant Principal's Secretary575-7115

Traci Ellis, Athletics/Activities' Secretary575-7227

Jaimie Barchus, ASB Secretary..... 575-7128

GUIDANCE & COUNSELING

Guidance Office575-7226

Dianne Morrow, Guidance Secretary.....575-7226

Tami Retterath, Registrar.....575-7222

Tricia Daus, Counselor A-G575-7226

Oscar Herrera, Counselor H-N.....575-7226

Jessica Hooper, Counselor O-Z.....575-7226

Athena Priddy, Prevention Specialist.....575-7226

2024/2025 STAFF LIST

<i>Billy Arn</i>	<i>Math</i>
<i>Alison Askeland</i>	<i>Choir</i>
<i>Jayleen Baker</i>	<i>Art</i>
<i>Jonathan Baker</i>	<i>Social Studies</i>
<i>Shane Berridge</i>	<i>CTE</i>
<i>Andrea Bergquist</i>	<i>Culinary Arts</i>
<i>Erik Bertram</i>	<i>Science</i>
<i>Hanna Burleson</i>	<i>Biomedical (PLTW)</i>
<i>Byron Burnette</i>	<i>Psychologist</i>
<i>Heather Cellini</i>	<i>Speech Pathologist</i>
<i>Kerrie Claggett</i>	<i>Special Education</i>
<i>Kari Cochran</i>	<i>Special Education</i>
<i>Brian Cohen</i>	<i>Science</i>
<i>Aristotle Decker</i>	<i>Health</i>
<i>Mary DeGraaf</i>	<i>ASL</i>
<i>Josh Donaldson</i>	<i>Science</i>
<i>Eric Elliott</i>	<i>Math</i>
<i>Kristanna Eveland</i>	<i>English</i>
<i>Mike Fajardo</i>	<i>English</i>
<i>Paul Field</i>	<i>Social Studies</i>
<i>Denise Fisher</i>	<i>Special Education</i>
<i>Erin Flinn</i>	<i>Social Studies/AVID</i>
<i>Taylor Freeman</i>	<i>Drama/Theatre Tech</i>
<i>Gali Gonzalez</i>	<i>Science/ Robotics</i>
<i>David Hedge</i>	<i>English</i>
<i>Mike Hooper</i>	<i>CTE</i>
<i>Cynthia Jackson</i>	<i>Special Education</i>
<i>Paul Jeffries</i>	<i>Math/ Admin Intern</i>

<i>Jodi Kruse</i>	<i>Librarian/Library Science/ Yearbook</i>
<i>Maria Lavell</i>	<i>Chinese</i>
<i>Robin Lewis</i>	<i>English</i>
<i>Lauren Lovitte</i>	<i>Science/AVID</i>
<i>Alex Martinez</i>	<i>Spanish</i>
<i>August Mason</i>	<i>French/ English</i>
<i>Dwayne McCabe</i>	<i>Assistant Principal/AD</i>
<i>Amy Montano</i>	<i>CTE</i>
<i>Nathan Nielsen</i>	<i>Math</i>
<i>Janelle Ormond</i>	<i>Math</i>
<i>J.D. Ott</i>	<i>Social Studies</i>
<i>Kathyleen Pulido</i>	<i>Special Education</i>
<i>Christina Reeves</i>	<i>Social Studies/AVID</i>
<i>Daniel Reed</i>	<i>Band</i>
<i>Saskia Rivera</i>	<i>Special Education</i>
<i>Lanette Shepherd</i>	<i>Orchestra</i>
<i>Tracy Snider</i>	<i>English</i>
<i>Kavindra St. Clair</i>	<i>English</i>
<i>Brittany Thomas</i>	<i>Physical Education</i>
<i>Diondra Volk</i>	<i>Math</i>
<i>Ralland Wallace, Jr.</i>	<i>Physical Education</i>
<i>Taylor Wallace</i>	<i>English</i>



RA LONG HIGH SCHOOL

#JACK CODE

	RESPECT-ACHIEVE-LEAD: RESPECT others, yourself, and your school. Strive to ACHIEVE in kindness, academics, work ethic, etc. Show LEADERSHIP in your actions every day!
	CELL PHONES: With one to one devices, students' cell phones should be <u>off and away</u> in the classroom setting. Phones that are taken will be picked up after school on first offense with progressive steps after that. In addition, phones will be turned into the teacher in exchange for a bathroom pass.
	DRESS CODE: Read and reread the dress code... IT IS NOT UP FOR NEGOTIATION. If you choose to not be in dress code you will be asked to change and/or offered a loaner. <u>Skirts and shorts are to be no shorter than two inches above the knee (includes rips in jeans).</u> <u>No low cut shirts, no straps less than two inches. Torsos must be covered. REPEAT VIOLATIONS WILL RECEIVE DISCIPLINE. (see handbook for entire dress code)</u>
	10-10: First 10 minutes and last 10 minutes of class, no one in the hallways unless designated alternate passing times.
	1:1 DEVICES: Bring Chromebook everyday charged and follow contract!
	HALLWAYS: Must have a pass at <u>all times</u> if in the hallways during class time. <u>Follow arrows during all passing times.</u> There will only be two students allowed in the bathroom at a time.
	HATS: RA Long is a NO HAT school. They cannot be visible in a classroom. If they are taken by an adult, you can pick it up on Fridays only. If it is taken Friday, you get it back the following Friday. Hats are not allowed in the hallways at any time including before and after school.
	SIGN IN/OUT: If you are leaving campus or coming to campus after school starts, YOU MUST SIGN IN TO THE FRONT OFFICE. If you are sick, report to the nurse. **PARENTS MUST SHOW PHOTO ID**
	SHUTTLE: The shuttle is for <i>students that have class</i> at MM ONLY!!! (Not for lunch, public transit, etc.) If there is not a shuttle sticker on your ID, you will be unable to leave class and ride shuttle.
	EAR BUDS/HEADPHONES: In the hallways, you may only have <u>ONE ear bud</u> in at any given time. In the classrooms, ear buds are prohibited unless plugged into the Chromebook during teacher-directed work time. Bluetooth speakers are prohibited.
	ACADEMIC LANGUAGE: During school hours, academic language will be practiced and reinforced. While on campus, derogatory language is not acceptable. This includes: swearing, slurs, etc.

**GUIDING PRINCIPLES
ATRA LONG**

RELATIONSHIP'S FIRST

- Work to build community with an awareness of power dynamics
- Collaborative norm building

KEEP FOCUSED ON COMMON GOALS

- Getting to common equitable outcomes

CREATE A SPACE FOR MULTIPLE TRUTHS AND NORMS

- Speak your truth and seek understanding of truths that differ from yours

BE KIND AND BRAVE

- Experience discomfort

EXAMINE BIASED SYSTEMS AND PROCESSES

STUDENT AGENCY


- Students exercise both voice and choice in taking an active role in their learning

LOOK FOR LEARNING

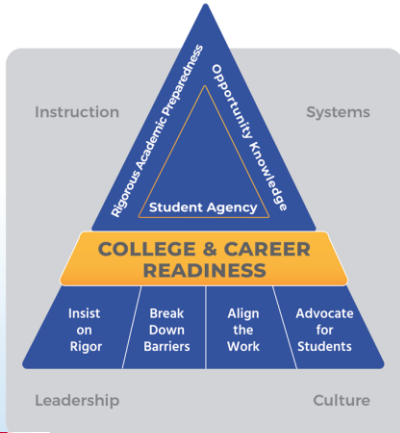
- Growth mindset- maintain a learner stance
- Gaining or enhancing equity lens

YOUR CULTURE IS WHAT YOU ALLOW!



CB4007-Adapted from Color Run's "Seven Resolutions" and 2017



AVID College & Career Readiness Framework



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RA LONG HOTLINKS

“

Respect - Achieve - Lead

Scan the code to be connected to everything R.A. Long!

Go Jacks and Jills!



GENERAL INFORMATION

Athletics

Online registration for athletics can be found under the *Athletics and Family Resources* pages of the RA Long website. Students are held to the Athletic Code of Conduct from the first day of August practice through the last day of the school year. Any athlete of any season falls under these guidelines. Refer to *Regulation 2151P*

Attendance

If a student is absent, it is the expectation for parents or guardians to call the attendance office, 575-7113 and leave a detailed message. **The answering machine is turned on all hours and on weekends for parent/guardian use.** If no call is made, the parent/guardian should send the student to school the next day with a signed note detailing the reason for the absence. ***All absences must be cleared within THREE school days from the date of occurrence. (See page 15 for more information). IF YOU HAVE AN APPOINTMENT, YOU MUST BRING A NOTE FROM THE DOCTOR IN ORDER TO HAVE IT CODED AS AN APPOINTMENT.***

Boundaries

Students living outside the R. A. Long attendance area must obtain a boundary permit before enrolling at R. A. Long. In-district permits are obtained from the school of residency. Boundary permits may be revoked if satisfactory attendance and progress is not maintained during each semester and/or if there are discipline problems.

Out-of- district permits (Choice forms) are obtained from the Longview School District Superintendent's Office, 575-7019.

Cafeteria

According to Federal guidelines for the 2024-2025 school year, all students will eat free on campus despite free and reduced lunch status.

Cell phones & electronic/digital devices

All electronic/digital devices (cell phones, IPODS, MP3's, head-mounted computers, gaming devices, etc.) are to be OFF AND AWAY. If students choose to bring them to school, it is at their own risk and the school district will not be responsible if they are lost or stolen. If electronics are confiscated, they will be kept until the end of the day. If chronic, parents/guardians may be asked to retrieve the item or turned into the office daily. NO BLUETOOTH SPEAKERS!

Class Fees

All fees subject to change

Fee	Class
\$10 (per semester)	Beginning Art, Beginning Ceramics, CIM, Manufacturing Foundations, Construction Trades, Dream/Design/Build, Digital Photo/Filmmaking & Design, Culinary Arts.
TBD	Choir
TBD	Band
\$20	PE Uniforms (available from the student store), Spanish III
\$20 (per semester)	Advanced Art and Advanced Ceramics, and Advanced CIM, Construction Trades, Manufacturing Foundations & Dream/Design/Build, Pre-Apprenticeship I/II,

REFLECT: Looking at the class fees and which classes you will take this year, how will you pre-plan to get the money that you need to pay for the class fee?

Deliveries

We DO NOT accept floral, balloon or candy bouquets or desserts of any kind. We do not accept items to deliver from student to student. If a student has forgotten something they need for the school day (gym clothes, assignments, etc.) please bring them to the attendance office. A note will be sent to the student in class to come and pick up the item up between classes.

Enrolling

Students and parents new to the district or returning after a period of absence must complete the online registration forms at www.longview.k12.wa.us and go to “Student Enrollment” under the “Family” tab. The school will contact you within two days of online registration. If your student has an IEP, additional paperwork needs to be completed in the Guidance Office of RA Long.

Family Access

Parents and guardians have access to a variety of on-line details about their child’s school records including attendance, food service account, and grades (middle and high school only). This is a password-protected service that parents can sign up for at longviewschools.com or **see Dianne Morrow in the Guidance Office.**

Field Trips

Students are required to have a signed parent permission slip to attend any school-sponsored field trips. **IF THE FORM IS NOT COMPLETE, STUDENTS WILL BE UNABLE TO ATTEND.**

Guidance Office & Career Center

A wide variety of services are available to students including scheduling concerns, academic concerns, personal concerns, etc. College and career materials are also available to help students plan for beyond their high school years in the Career Center.

Hallways

- ❖ Students are responsible for keeping hallways free of litter.
- ❖ Respect classes in session, no loud talking or shouting.
- ❖ **Students may not have more than one ear bud in their ear.**
- ❖ Students must have a pass to be in the hallways during class time.
- ❖ Bluetooth speakers or playing music aloud is prohibited.
- ❖ Hats may not be worn in the hallways at any time, including before and after school.
- ❖ Students are not to be in the halls during the first and last 10 minutes of class.
- ❖ Posters and banners must be attached on the tack strip under RAL Information sections and appropriate tape must be used. These must be cleared by an adult.

Homelessness/ Transportation

A federal act ensures that students who experience homelessness have specific rights to a public education. A student’s ability to enroll, remain at a school, and be transported to and from school is outline by law. More information is available at the school. (McKinney-Vento Act) See policy 3115

REFLECT: What is your personal goal this year regarding technology use? How will you balance? What is one habit you need to change?

Human-Centered Artificial Intelligence (AI)

Continued guidance will be released soon and will be communicated to students and families.

I.D. Card: All students will be issued an I.D. Card and should carry it at all times. ***Only students enrolled at R. A. Long, Mark Morris, and Discovery students taking classes at R. A. Long are allowed on campus during the time of the day they are enrolled in a class. Students must have a SHUTTLE STICKER in order to leave class and ride the shuttle.***

Internet Use

Students are required to understand and follow the district's rules on appropriate use of the district's computers and network. See policy 2022. Violation of these rules can result in the loss of computer privileges.

Immunizations

According to the Washington State Law (RCW 28A.31.100-120) students enrolling for school at R. A. Long must have a complete immunization record at the time of registration. A completed Washington State Immunization form must be kept on file at the school. See page 4 in District Section

Library

The R.A. Long High School library has two locations: upstairs facing the lake and on the World Wide Web. The campus location is open from 7:30 a.m. – 3:00 p.m. each school day. The World Wide Web library is open 24/7 at <http://www.longview.k12.wa.us/ralong/lib/index2005.htm>. On that site are the library's catalog of our materials, online databases, senior project assistance and lists of websites for specific classes.

Life-Threatening Health Conditions

If your child has a serious medical condition, please contact the school office immediately to obtain forms for you to take to your health-care provider. Your health care provider will determine if your child has a life-threatening condition. Washington State Law requires that schools get information about medications or treatments for their students with life-threatening health conditions - if these conditions might require medical services to be performed at the school. Some of these conditions include: allergies to foods or bee stings, asthma, seizure disorders, etc.

Required information to be provided to the school includes:

- ❖ Doctor's orders for administration of medications and/or treatment of illness
- ❖ Written parent consent for services
- ❖ Required medication or supplies

Lockers

Lockers can be requested from **Mrs Solinger in the attendance office.**

- Lockers are the property of the school and assigned to students for approved uses only. Lockers are subject to periodic inspection to reclaim lost or stolen property or confiscate contraband.
- The school is not responsible for items lost or stolen from lockers. ***Keep your locker combination a secret!*** Turn the locker dial each time you close it to make sure it is locked.

Lost & Found

Check with the main office for all lost and found items.

Medication

If it is necessary to take medications at school, please inform the nurse's office staff. They will keep and administer medication to students with written doctor's orders and parent permission. Pick up the form in the Nurse's Office See policy 3416 This includes over-the-counter medications such as Tylenol and Advil.

Messages

Messages will only be accepted from parents/guardians or employers. Every effort will be made to deliver messages as soon as possible. However, you will not be called out of class unless you have an appointment or if there is an emergency. There may be circumstances when delivering a message is not possible.

Parent ID Required

Parents are required to show photo identification to remove students from school.

Parking

Students may park their vehicles on school property **in designated areas only.** Students are not allowed to park in the areas set aside for faculty or visitors. ***Illegally parked vehicles will be towed.*** The Longview Police will ticket vehicles parked in the yellow marked areas on the street. The district assumes no liability or duty arising out of the use of the parking lots by pedestrians or motorized vehicles. ***The west parking lot is reserved for staff and seniors that have paid for their assigned space.***

Publicity

If you prefer that your child not be photographed or recorded for information provided to the public or prefer that a piece of his or her school work not be published, send a note with your child's name and school name to Rick Parrish, 2715 Lilac Street, Longview.

Records

Federal law and District Policy 3600, outlines how parents can review their child's educational records and request amendment of those records. It also stipulates who has legitimate educational interest in records. Parents have the right to file a complaint with the Family Policy Compliance Office in the Department of Education in regards to the handling of educational records and student privacy. *See policy 3600 Page 19 in District Section*

Report Cards

Grade reports will be issued each quarter. However, quarter grades do not carry credit. Only semester grades carry credit, are included on a student's permanent record, and are used to figure grade point averages.

Safety /Security

The district and all buildings have emergency response procedures. Emergency procedures were designed collaboratively with school staff, emergency management officials, police, fire, and public health officials. The procedures, which are regularly reviewed and updated, are applicable to a wide variety of emergencies.

Teachers and students will practice several types of emergency drills on a regular basis during the school year. These drills will include:

- | | | |
|-----------------|------------|--------------|
| • Fire/Evacuate | • Lockdown | • Evacuation |
| | | • ALICE |
| • Earthquake | • Shelter | • Hold |

Drills are important to build "automatic" responses and confidence. The practices also are a great opportunity for learning how to improve procedures.

If your child walks to school, please encourage him/her to follow the safe walking routes developed by our transportation department and available at the school. Also, please stress with your child pedestrian safety, crosswalk use, and following the directions of crossing patrol. Parents are asked to help their children understand that: if there is an earthquake while children are on their way to school, they should "duck and cover" away from power lines, buildings, and trees.

If your student rides the bus, be sure he/she is aware of the bus rules provided by the transportation department. Bus riding students participate in emergency evacuation drills each year.

Keep your family emergency contact information current--Notify the school every time there is a change in address, phone numbers, or a change in who is authorized to pick up your child. In an emergency evacuation, students will be released only to individuals on the authorized pick-up list. **UPDATE INFO WITH REGISTRAR IN GUIDANCE OFFICE**

We ask parents to observe the following procedures during an emergency:

- *Do not telephone the school. We must keep the lines open for emergency communications. We understand and respect your concern for your child, and will use the radio for announcements.*
- *Tune your radio to a local radio station for emergency announcements and updates.*
- *You can sign up in advance to receive emergency messages sent to your e-mail, cell phone, or pager. The service is free to you. However, you need to make sure that your contact addresses are up-to-date. To enroll in the service, visit the following website: <http://www.flashalert.net/signup.html>*
- *Wait to come to the school or evacuation location until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles.*

Our school is a weapons-and violence-free zone. *Details are outlined in the following district policies: Weapons/Contraband Policy 3241 Page 11 in District Section*

Student Transfers

A full program of classes at other accredited secondary schools will be honored by the Longview School District as the equivalent of a full program of classes in this district when evaluating credits for graduation. Official documentation, however, is required from the school so classes and grades can be evaluated appropriately.

Vaccines

Washington State Law requires that school-age children have up-to-date vaccines or have an exemption on file with our nurse's room. In addition, state law requires schools to inform parents of middle- and high school students of two vaccines that are not required for school attendance, but are available. One is a vaccine to protect young women from the human papillomavirus disease (HPV) that causes cervical cancer. Federal recommendations suggest that all girls 11-12 years old receive the HPV vaccine.

Another recommended vaccine is the meningococcal vaccination, a series of three does over a six-month period for youths 11-12 years old, those entering high school, or those entering college. This guards against the rare, but serious meningococcal disease.

More information about these two issues and other health topics is available at the Washington State Department of Health at www.doh.wa.gov or (800) 525-0127.

Valuables

Students should not bring items of value to school. Students bringing items of value to school risk having them be lost or stolen. RA Long is not responsible for stolen items.

Visitors

Students are NOT allowed to bring guests or visitors to school at any time.

Withdrawing/Dropping School

Parent/Guardian permission is required before a student can be withdrawn. Contact the attendance office to begin the process. Be sure that all books are returned and previous fines/fees are paid to ensure prompt forwarding of records. *Students must be enrolled in school until age 18.*

Withdrawing/Dropping Classes

After a week, students will need to complete a request to drop a class and turn it into Mr. Reeves. It may result in a W or F on the transcript.

REFLECT:

Who do you request a locker from, if needed? _____

How many ear buds are you able to wear in the hallways? _____

*How many ear buds are you able to wear in the classrooms? **ZERO!***

What do you need to have to get on the shuttle? _____

What does your parent or guardian need to do to check you out of school? _____

REFLECT: *Make sure that your information at school is correct. Who at RA Long does your parent/guardian need to call to update your information?*

TALK TO PARENTS ABOUT:

- 1. Talk through the safety procedures with your parent/guardian;*
- 2. Let them know who to talk to if they need to update their information.*
- 3. Help them sign up for Remind*

REFLECT: *Can you drop a class? If yes, how?*

PARENT/GUARDIAN/STAFF PACT:

A right is something that belongs to you and cannot be taken away by anyone. Staff and students and parent/caregivers have similar rights.

All have the right to be treated with respect and fairness at school

The staff will try to respond to all parents and caregivers with sensitivity and follow processes which support the intent of the Human Rights Act and have regard for the Privacy Act when discussing with parents matters relating to the school, children and their families. Parents and caregivers are expected to pay the same courtesy to staff.

All have a right to be heard

Parents and caregivers are encouraged to talk freely about their ideas and feelings during scheduled parent teacher meetings, and through school consultation processes. Appointments should be made at appropriate times but parents may not interrupt class teaching time and should respect the need for teachers to prepare for meetings, and the desirability of any matter to be discussed in private. No teacher will conduct a discussion with parents who are abusive or threatening in their behavior. In such cases they will be asked to leave and support may be called. (PLEASE ALLOW 24 HOURS FOR STAFF TO RESPOND, AS THEY MAY NOT BE IN THE BUILDING OR HAVE OTHER OBLIGATIONS.)

Everyone has a right to tell their side of the story

Parents are encouraged to discuss concerns and or problem behavior and consequences with the staff member concerned in the first instance. This may also need input from senior staff and other support agencies. While every child has individual rights these do not outweigh the rights of all children to a positive learning environment.

Parents and caregivers have a right to expect school to be a safe place

The school will provide safe classrooms, equipment and rules to ensure pupil safety at school.

REFLECT: Above is the Parent/Staff Pact, highlight which of the items apply to students, as well.

*****GO OVER THE PACT WITH PARENT/GUARDIAN!*****

STUDENT EXPECTATIONS FOR BEHAVIOR

ACADEMIC HONESTY POLICY

Academic coursework and assessments are administered to measure student learning and growth. Submitted coursework must reflect the student's true learning. It is imperative that the staff at R. A. Long High School require academic honesty. Academic honesty is defined as follows:

Each student does his or her own academic work. A student does not use, accept, or receive aid on class tests or assignments unless specifically authorized by the teacher. A student does not plagiarize information by putting forth someone else's work or ideas as the student's own work; a student gives credit to the source through accepted documentation.

PROHIBITED DISHONEST BEHAVIORS

- ❖ Obtaining or accepting a copy of a test or answer key
- ❖ Providing a copy of a test or answer key to another
- ❖ Copying another student's answers during an examination with or without his or her knowledge
- ❖ Using notes or other materials not permitted during a "closed book" examination
- ❖ Providing another student answers to or copies of examination questions
- ❖ Representing as one's own work the product of someone else's creativity
- ❖ Copying material almost word for word from a written source and turning it in as your own work
- ❖ Duplicating another student's project for submission as one's own work
- ❖ Having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home examination for which credit is given
- ❖ Permitting another student to copy the student's homework, paper, project, computer program, laboratory report, or take-home examination, other than for a teacher-approved collaborative effort
- ❖ Plagiarism: downloading another student paper from an online source or quoting from a paper as if the student generated the words
- ❖ Using prohibited electronic devices (palm pilot, cell phone, graphic calculator, laptops)
- ❖ Getting coaching or help on a project or paper to the extent that the work is no longer that of the student
- ❖ Forgery
- ❖ Misstating how many pages you've read on a reading log
- ❖ Purchasing or selling the work of another
- ❖ Altering graded tests to try to get additional credit
- ❖ Using false excuses to obtain an extension on a due date
- ❖ Any other action intended to obtain credit for work not one's own

CONSEQUENCES

The following consequences will result due to violating the academic honesty policy, regardless of the student's intention to cheat or not.

First Offense in a Course

1. The student earns a grade of zero on the assignment or test.
2. The teacher notifies the parent/guardian of the incident and the consequences.
3. The teacher notifies the appropriate administrator through a written referral, which will become part of the student's cumulative record.
4. The teacher keeps documentation of the incident for future reference.

Second Offense in a Course

1. The student earns a grade of zero on the assignment or test.
2. The teacher will send a written referral to the appropriate administrator who will reiterate the academic honesty policy and will notify the parent by letter of the incident and the consequences.
3. The teacher keeps documentation of the incident for future reference.

Third Offense in a Course

1. The student receives a grade of Failing (F) for the semester in that course.
2. The student is referred directly to the appropriate administration.
3. The administrator notifies the parent/guardian regarding the incident and the consequences and completes documentation by letter.
4. The teacher keeps documentation of the incident for future reference.

CELL PHONES AND ELECTRONIC/DIGITAL DEVICES DISCIPLINE

All electronic/digital devices (cell phones, IPODS, MP3's, head-mounted computers, gaming devices etc.,) at all times in the classroom. *If students choose to bring them to school, it is at their own risk and the school district will not be responsible if they are lost or stolen. Students may not have more than one ear bud in during passing time. If ear buds are taken from a student, they will be returned on Friday.*

Students in possession of or using such devices during school are subject to building rules and regulations. Building rules include:

First Offense: Cell phone or electronic/digital device out during class (whether in use or not) may result in a teacher warning to put it away or result in confiscation by the teacher until the end of class (teacher may choose to send phone to office).

Second Offense: Cell phone or electronic/digital device out during class (whether in use or not) teacher will confiscate and send device to the office for student to pick up after 6th period has ended.

Third Offense: Cell phone or electronic/digital device out during class (whether in use or not) teacher will confiscate and send device to the office and parents will be contacted to pick up the device from administration.

Fourth Offense: Cell phone or electronic/digital device out during class (whether in use or not) teacher will confiscate and send device to the office and parents will be contacted to pick up the device from administration. Student will not be allowed to bring the device to school at any point in the future without administrative approval.

Failure to give the requested device to a teacher will be considered insubordination and the student will be disciplined. See policy 3241

STUDENTS SHOULD NOT PHOTOGRAPH ANYONE ON CAMPUS WITHOUT PERMISSION

DRESS CODE- applies to EVERY student taking a class at RA Long

The dress and appearance of students is the direct responsibility of the parents. School attire should reflect an academic focus and help maintain a safe and healthy school environment. Student appearance should be neat and clean and the body must be covered from the top of the shoulder to below two inches above the knee. If in the judgment of school officials dress or appearance is disruptive, the student will be required to change into appropriate clothing or will be sent home for insubordination. Team uniforms & spirit days must comply with administrative guidelines. The following rules apply to both genders:

- No under garments showing (including sports bras)
- No spaghetti straps, backless, strapless, halter-tops, crop tops, half-shirts, low-cut tops, one-shoulder, off-shoulder or see-through clothing
- **Skirts/shorts/dresses/rips must be no more than two inches above the knee**
- Any rips that show skin must be no more than two inches above the knee.
- No sagging or bagging—pants must be pulled up
- **No pajamas (tops or bottoms), slippers, costumes (except school sanctioned spirit days) blankets, or capes**
- No displays (messages or pictures) that are vulgar, obscene, profane, violent, drug/alcohol/tobacco related, affiliated with gangs, discriminatory or demeaning to any person due to race, religion, ethnic group, gender or sexual orientation (including the Confederate flag or swastikas)
- No hats, bandanas, hairnets, head wraps, pulled-up hoods or sunglasses (exceptions for approved medical or religious reasons) ***If a hat is taken from a student, it will be returned on Friday after school. Hats are not to be seen in any classroom or in the hallways at any time.***
- No unsafe jewelry such as spikes, long chains, etc.

Fighting

The rules about fighting are found in the District Policies section #3330 3b. ***Students that encourage, attend, text message fighting plans or video fighting will be given consequences.*** Fighting is extremely disruptive to the school environment and promotes aggressive behavior. If you see a fight (or hear plans of one) please report it. Fighting will result in a minimum of a 3 day suspension, regardless of who started the fight. Specific discipline will be determined by administration.

Financial Responsibility

Parents of students committing malicious damage to school property are liable for expenses of repair or replacement up to \$3,000.

Food and Beverage

When you eat on campus, you need to dispose of any uneaten food or litter in a trash can. *If you leave campus for lunch, please know that food will not be allowed in the classrooms.*

Harassment

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from all forms of discrimination and harassment including sexual harassment, hazing, and bullying.

See policy 3207 on page 15 in District Section

Knives/Blades

Students are not allowed to be in possession of knives or blades of any kind on school premises. This includes pocket knives, Leatherman's, switchblades, etc. Possession of these items may result in a minimum of a 3 – 5 day suspension at administrative discretion dependent on circumstances.

Littering

Every effort should be made to keep the hallways and school grounds free from litter. Trash cans are provided in the building and on the campus.

Loitering/Trespassing

For safety reasons, individuals not having a legitimate reason for being on campus will be asked to leave and may be issued a trespassing notice and referred to police. **Please do not have non-student friends meet you on campus.** Students not in their assigned classes or engaged in official school business will be considered truant.

Open Campus

Students may leave campus only during their lunch period. At other times the student must check in and out of the Attendance Office. Truancy from class time will be dealt with disciplinary action. Shuttle may not be used for lunch transportation. Lunch will not be eaten during class time and will be confiscated.

Public Displays of Affection on Campus (PDA's)

In a school or any working environment it is not appropriate to kiss or excessively embrace. Prolonged hugging, kissing and touching is prohibited and may result in disciplinary action. *See policy 3240*

Sexual Harassment

We care about the dignity of all individuals and assume the responsibility for providing an environment that is free from all types of discrimination, including sexual harassment. Informal and formal complaint processes are available to anyone who believes they have experienced deliberate verbal, visual, or physical advances which are unwelcome by the person for whom they are intended. *See policy 3210 on page 21 in District Section*

Shuttle

The shuttle is for transportation to Mark Morris for ***CLASSES ONLY***. ***Students are prohibited to ride the shuttle for any other reason unless cleared with administration. Only students with SHUTTLE STICKERS on their IDs will be allowed to leave class at the shuttle bell and board the bus. It shall not be used for lunch transportation. IF A STUDENT MISSES THE SHUTTLE, THEY SHOULD REPORT TO THE OFFICE IMMEDIATELY.***

Skateboards/Roller Blades/Heelies/Bikes

Riding skateboards, rollerblades, bikes and heelies use on campus is prohibited at all times. Skateboards brought to campus are required to be stored away in the student's locker or in the main office for the day. Students who use these items on campus during the school day may have them confiscated and taken to the office for release at the end of the day. Repeated violations will result in disciplinary action. Bikes may be used as transportation, but must be walked on campus and stowed at bike racks.

Sleeping

Students may not sleep at school and will be asked to leave class if sleeping. If behavior continues, disciplinary action will result.

Smoking/Vaping/Chewing

R. A. Long does not allow tobacco on campus. Students using or in possession of tobacco products are subject to disciplinary action even if 18 years of age or older. Smoking of any kind on campus ***will result*** in an out of school suspension (this includes e-cigarettes, vapor pens, etc.) Repeat offenders will receive progressive discipline.

Substance Abuse/Alcohol

The use or possession of alcohol or drugs at school, on school grounds, or during a school-sponsored activity is prohibited. Any student that displays abnormal behavior that may be the result of using alcohol or drugs is subject to removal from school or activity and disciplinary and/or legal action. Possession of drug paraphernalia is subject to the same disciplinary action as usage. *See policy 3241 Page 11 in District Section* ***FOR FIRST OFFENSE, SUSPENSION FOR DRUG/ALCOHOL OFFENSES WILL BE REDUCED FROM 10 DAYS TO 5 DAYS WITH A DRUG AND ALCOHOL ASSESSMENT AND FOLLOWED TREATMENT PLAN.***

Toys

Toys are not to be in classrooms. If they are taken, they will be returned on Friday. This includes spinners, kendamas, DS games, cards, etc.



REFLECT:

Highlight three things that stick out to you from this section.

Write any questions here that you have and ask your teacher.

GRADUATION & CREDITS

Departments	Credits Needed
English	4.0 Credits
Math	3.0 Credits
Science	3.0 Credits
Social Studies*	3.0 Credits
Physical Education**	1.5 Credits**
Health	0.5 Credit
Career & Technical Education	1.0 Credit***
Fine Arts	2.0 Credits***
World Language	2.0 Credits***
Electives	4.0 Credits
Total	24.0 Credits

*Washington State History is a required course; if it was not completed in middle school, it must be taken in high school.

** 1 credit of PE requirement can be met by successful completion of two WIAA sport seasons.

***Flexible requirements: 1 art credit, world language credit, career concentration credit, and electives may be substituted according to a student's High School and Beyond Plan

Road Map to High School Graduation and Beyond

1. Statewide Assessment Scores in ELA & Math

Achieve the graduation cut score on the on-grade level Smarter Balanced Assessment for ELA (2548) and/or Math (2595) The first and most common pathway to graduation is to meet the graduation cut score on Smarter Balanced ELA and Math. All students will take this test in 10th grade and have the option to retake it in spring of 11th and 12th grade.

2. Advanced Placement Exams

Score a 3 or higher on one of the following AP Exams:
English Language Arts: English Language and Composition, English Literature and Composition, Psychology, US History, World History, US Government and Politics, or Comparative Government and Politics
Mathematics: Statistics, Computer Science Principles, or Calculus

3. College Admission Exam scores for ELA and/or Math (SAT/ACT)

Exam scores from the SAT, SAT with Essay, ACT, or ACT with Writing may be used, as applicable.

Minimum scores are:

	SAT with Essay	SAT	ACT with Writing	ACT
Math	430	430	16	16
ELA	410	N/A	14	N/A



4. Dual Credit Courses

Complete and qualify for college credit in dual-credit courses in ELA or Math.

For AP classes, students must earn a C+ or higher and do not need to take or pass the AP exam.

For College in the High School, CTE Dual Credit and Running Start classes, students must take and pass courses that have the potential to earn college "Math/Quantitative" or "English/Communications" credit at a 100 level or higher."

5. Transition Courses

Pass a Bridge-to-College course in ELA and/or Math, earning at least 1.0 credits per subject throughout the duration of an entire school year.

6. Combination

Students can meet their graduation pathway requirement with any combination of at least one ELA and at least one Math pathway from options 1-5.

7. Armed Services Vocational Aptitude Battery (ASVAB)

Students whose high school and beyond plan include enlisting in the military can meet pathway requirements by earning at least the minimum score on the Armed Forces Qualification Test (AFQT) portion of the ASVAB.

8. Career Technical Education Course Sequence

Students can meet a pathway requirement by completing a designated CTE course sequence connected to their High School and Beyond Plan. A sequence is two or more high school credits of CTE Programs of Study. Credits may be within the same program or in different programs of study, as long as they align to the student's post-secondary plans as outlined in the HSBP.

Credit/Class Information

Required Minimum Credit - One credit represents a passing grade in a class that meets a minimum 180 clock hours in a given year. Classes meeting other than 180 clock hours will grant proportional credits. With this formula, a student earns one credit for a full year class or .5 of a credit for a semester class.

Required Class Load - Each student in the ninth and tenth grades will be enrolled in a minimum program of six daily class periods or its equivalent. In grades 11-12, it is recommended that students be enrolled in the equivalent of at least five classes. Athletes must be enrolled in a minimum of five classes in order to maintain WIAA eligibility.

Year-Long Commitment - Students enrolling in year-long courses are making a commitment to remain in the course for the entire year. Students will not be allowed to drop a year long course at semester break without parent/teacher/counselor acknowledgment and principal permission.

Grading Guidelines –

- Students withdrawing from class after the second week of the semester classes will receive either an F or an NC grade based on the following:
 - F** – Unsatisfactory effort, unsatisfactory attendance, student does not work in class, student decides the course is too much work, although has the ability to pass.
 - NC** – Satisfactory effort, satisfactory attendance, error in original placement, or student does not have the ability to pass.
- Zeroes will be given for remaining work and calculated into the grade at the time of withdrawal.
- In extremely unusual and/or emergency situations (i.e. –student is physically, mentally, or emotionally unable to complete the course because of hospitalization, death in the family, etc.) The NC still remains a choice of the teacher, even during the final four weeks.

Waiver of Required Courses - Students have the right to appeal required courses to a building administrator if they desire to have them considered for a waiver. “...individual students may be excused from participating in physical education otherwise required under this section on account of physical disability, employment or religious belief, or because participation in directed athletics or military science and tactics or for other good cause.”

RCW 28A/05.040 Criteria for the waiver must be met before a waiver is granted.

Class Standing - Students will be promoted regardless of credits earned until their senior year. A student will retain junior standing until a minimum of 16 credits are earned. It is advisable to have a minimum of 4 credits at the beginning of the sophomore year, and a minimum of 10 credits at the beginning of the junior year to be in good credit standing for graduation.

TESTING

In conjunction with the Longview School District, R. A. Long provides a comprehensive testing program. Tests available to R. A. Long students include the following:

TEST	GRADE
SBA – English/Language Arts	10 th grade
SBA – Math	10 th grade
Science Test	11 th grade
Advanced Placement Exam	Any AP Class (9th-12th)
ELPA 21	9 th -12 th
AVANT	9 th -12 th that speak another language
ASVAB	9 th -12 th planning to go into the military or needing a graduation pathway

SAT I / SAT II

The SAT I / SAT II (“college boards”) are usually taken in the spring of the junior year or early in the senior year. The SAT I is administered six times a year and may be repeated. Registration for these tests is mailed in well before the actual test date, along with the test fee. Most students currently register on-line. The SAT II portion of this program includes test in specific subject areas and is required by a few select colleges and universities. A single fee allows students to take three achievement tests on a particular test date. Mark Morris is the local SAT I and SAT II test center.

ACT – American college Testing Program The ACT is similar to the SAT as far as numerous test dates nationwide, but different in structure. Some colleges recommend the ACT which is administered locally twice a year.

PSAT/NMSQT – Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test

PSAT/NMSQT must be taken in October *the junior year* to qualify for National Merit Scholarships. Other programs using this test include the Weyerhaeuser four-year scholarship, ROTC, academies, and other specialized scholarships. Sophomores may take this test for experience in test taking.

The PSAT scores are reported in three categories; verbal, mathematics and written language. Scores are reported in the range of 20 (low) to 80 (high). The PSAT scores are not usually used by colleges as admissions criteria. Merit scholars are selected with these test scores. Other selected scholarships may require these scores.

AP – Advanced Placement Program

AP tests are designed for exceptional students to demonstrate college level skills while in high school, and they are given in specific areas, with a charge of approximately \$80 for each test. Students who qualify for free and reduced lunch are eligible for a reduced rate. Advanced standing or credit is granted by colleges, depending on results. AP tests occur during May and are administered by the Guidance Department.

ELPA 21- ELPA 21 is a group of states that designed and developed an assessment system for English language learners. The system is based on the English Language Proficiency Standards and addresses the language demands needed to reach college and career readiness.

Smarter Balance – Test given to all 10th and 11th grade students, as well as those that have not previously passed. This test is a graduation requirement pathway and will be in the areas of Reading, Writing, and Math for 10th grade, and Science for 11th grade

AVANT- Language Proficiency Test- if you know another language than English, speak with your counselor about this test. You can earn credits!

ASVAB- Armed Services Vocational Aptitude Battery



REFLECT:

How many credits do you currently have? _____ How many should you have? _____

How will you go about earning all of your credits this year?

What tests will you take this year?

Who do you need to talk to in order to get signed up for the tests?

○

RA Long 1:1 Devices

- Devices are School District Property and are to be used for school only
- Home devices are not supported at school and should be left at home
- All contract agreements must be upheld
- Students may NOT put stickers on their Chromebook and will be **fined \$1.00 for each sticker**
- **Chargers: Replacement cost- \$53 (subject to change)**
- Strongly suggested that a case is purchased for the Chromebook to protect the device
- **Keyboard repair cost: \$80 (subject to change)**
- 1 Day Loaners are available but must leave cell phone as collateral ○
- If Chromebook is stolen: Report to Police and Librarian within 24 hours
- If something is wrong with the CB, take it to library right away
- Use of Chromebook Contract:
 - Students will not attempt to get around the filters that are required by State and Federal Laws
 - Students must keep their password and profile safe and secure
 - Students are responsible for any content of message viewed by using their profile
 - Student profiles are monitored by the District, building administrators, and teachers.(Two of these monitoring systems are Hapara and Gaggle)



*RA Long Library
1:1 Device Page*

○

STUDENT ATTENDANCE

Parent/Guardian Responsibilities

If a student is absent, it is the expectation for parents or guardians to call the attendance office, **575-7115** and leave a detailed message. **The answering machine is turned on all hours and on weekends for parent/guardian use.** If no call is made, the parent/guardian should send the student to school the next day with a signed note detailing the reason for the absence. **All absences must be cleared within three school days from the date of occurrence.**

In order to be coded as an appointment, one must have a note from the provider.

Student Responsibilities

1. Remind your parents to call the school before 8:30 am the day of an absence or to write a note to take to the attendance office the day you return.
2. Students should report to the attendance office before first period to take care of absences.
 - a. Students whose parents called and excused the absence the day before do not need to go to the attendance office.
 - b. Students with unexcused absences will be given an unexcused admit slip back to class.
3. Forged notes or phone calls will be considered unexcused absences and will receive disciplinary action.
4. Disciplinary consequences may include the following: Friday School, short-term suspension and long-term suspension with possible loss of credit.
5. **Teachers are not required to provide make-up work for unexcused absences.**
6. **Students will have one day for each excused absence to complete make-up work.**
7. **STUDENTS ARE NOT ABLE TO CALL IN THEIR OWN ABSENCE (even at 18 years of age.)**

Tardiness

Chronic tardiness may result in a referral to an administrator. When tardy to first period, students should check in through the attendance office.

Check Out Procedures

Students leaving campus for any reason other than illness **must check out thru the attendance office.**

Parents/guardians who are picking students up from school, must have photo ID to remove a student from school or class.

Students who are ill need to go to the nurse's office. *Parent permission must be given verbally or in writing prior to checking out.*

Leaving campus any time except during lunch without signing out will be considered truancy and will be cause for disciplinary action.

Provider note required in order for an absence to be coded "Appointment"

IT'S THE LAW

RCW 28A.225.010 COMPULSORY SCHOOL ATTENDANCE

Parents of a child older than 8 years and younger than 18 years of age in the State of Washington shall cause such a child to attend school and such child shall have the responsibility to and therefore shall attend for the full school session.

RCW 28A.225.030 School districts are required to file a petition with the juvenile court for attendance violations by a parent or child.

The legislators, school districts and courts share the common goal of requiring students to attend school on a regular, full-time basis without acquiring unexcused absences.

Improving school attendance increases the likelihood that children will be successful in school. Also, improved attendance decreases problems related to inappropriate social behavior.

Longview School District regulations and R. A. Long High School policy require a child's parent/guardian to either call the school or send a note explaining the reason for a child's absence. Absences must be excused before a student returns to the missed class or the absence will remain unexcused. The Attendance Office determines when an absence is excused or not excused when a student is on campus but not in their assigned class.

Action	Required BECCA Intervention
Student's first unexcused absence	The school will attempt to contact the parent concerning the unexcused absence by phone.
Student's fourth unexcused absence	The school will schedule a conference with the parent, student & school staff to resolve the issue of unexcused absences and any consequences involved with additional unexcused absences. Attendance Agreement will be completed.
Student's seventh or more unexcused absences in one month or 10 in a year	The school will complete the BECCA Petition, including documentation of any interventions used by the school to reduce or eliminate further unexcused absences. The petition will be forwarded to the District Attendance Coordinator to review and provide referrals as needed. After the petition is filed, Engagement (Truancy) Board will be conducted.
Student continues to have unexcused absences	Referral will be made to Educational Service District 112 Attendance and Reengagement Program. If unexcused absences continue, ESD will ask for court intervention.
The student attends school, but accumulates more unexcused absences.	If court intervention is requested, further unexcused absences can result in contempt action being taken which can result in court ordered sanctions which may include work crew or community service.

State Law requires any student with an IEP or 504 that accumulates two or more unexcused absences must meet to determine if the absences are a manifestation of their disability. This meeting will include their case manager, parent, and student. This may be conducted over the phone.

Two Frequently Asked Questions

1. **What constitutes a BECCA unexcused absence?** – One-half of a student's education program day (3 or more class periods = 1 day) will be considered as a BECCA unexcused absence.
2. **I'm very concerned about my child's unexcused absences. What can I do to help intervene?** As a concerned parent, insist that your child attends school. Keep in contact with the school to report reasons for your child's attendance (refusal, etc), attend scheduled conferences and follow the attendance agreement developed for your child. If you feel your child is "out of control", not only with attendance but with behavior, and you would like to enlist the help of the courts, feel free to contact the Cowlitz County Juvenile Court Services. (360) 577-3100. In addition, please sign up for Skyward Parent Access.
See policy 3122 Page 4 in District Section



Attendance Matters



1 TO 2 DAYS DOESN'T SEEM LIKE MUCH

IF YOU MISS:	THAT EQUALS:	WHICH IS:	OVER 13 YEARS OF SCHOOL THAT IS:
1 DAY EVERY 2 WEEKS	20 DAYS PER YEAR	4 WEEKS PER YEAR	NEARLY 1.5 YEARS
1 DAY PER WEEK	40 DAYS PER YEAR	8 WEEKS PER YEAR	OVER 2.5 YEARS OF SCHOOL
2 DAYS PER WEEK	80 DAYS PER YEAR	16 WEEKS PER YEAR	OVER 5 YEARS
3 DAYS PER WEEK	120 DAYS PER YEAR	24 WEEKS PER YEAR	NEARLY 8 YEARS



REFLECT:

What do you need to do if you are going to be absent from school?

If you miss 1 day per week, how many weeks are you missing each year? _____

What does that total over your K-12 schooling? _____

What are some things that you can do to assure that you do not miss school this year?

STUDENT ACTIVITIES

ASB Cards

The price of an ASB Card is \$45.00. The ASB card entitles the holder to attend home athletic events (excluding league playoff games and district tournaments), receive reduced prices on away games and reduced admission to school dances. Your ASB card must be presented at the activity you are attending. Lists will not be available once ASB cards are issued. ASB cards may be purchased in the ASB Office; refunds cannot be made once they are purchased. Replacement cost for a lost ASB card is \$5.00. ***STUDENTS WHO QUALIFY MAY SUBMIT A REQUEST FORM FOR A FEE WAIVER OR REDUCTION IN THE ASB OFFICE.***

Assemblies

Assemblies are an important part of the R. A. Long Activities Program. They are designed to help create better school spirit, develop leadership and talent, and give the student body entertainment. It is important to the success of these assemblies for all students to show respect for those performing and to those trying to enjoy the performance.

Publicity

All posters and banners must be approved by the administration prior to being placed on campus. There will be no gluing, tacking, or nailing of posters or banners to any surface. It is the responsibility of the organization putting up posters and decorations to remove them at the conclusion of the activity.

Student Conduct

All students are expected to conduct themselves according to acceptable standards as representatives of R. A. Long at all school sponsored activities. Any student attending a R. A. Long activity, be it at our school or away, will be subject to the building disciplinary code. *See Policy 2151.*

ASB Officers

<u>Position</u>	<u>Name</u>
President	Tra Jenkins
Vice President	Julia Verduga
Secretary	Lexi Nguyen
Treasurer	Nelly Cordero
Student Liaison	Lyla Khlee
Tech Coordinator	My Ta
Executive Liaison	Zowie Ramirez

2024-2025 SCHOOL DANCES

TOLO	September 21	Pass Needed
Fall Homecoming	October 18	No Pass needed
Winter Ball	December 14	Pass needed
Winter Homecoming	January 17	No pass needed
Prom	May 31	Pass needed

**Dates are subject to change*

**No passes needed dances =RAL, MM, & Discovery students only with ID*

Dance Behavior

R. A. Long dances are sponsored as fundraisers for clubs and classes. We have a tradition of holding spirited dances which promote school unity. We must always remember that dances are a privilege to attend. **There is to be no aggressive dancing, no bumping and/or grinding. Face to face dancing ONLY!!** Dancers will be given one warning of a violation. A second violation will result in being removed from the dance.

****All bags and vehicles are subject to search****

Dance Guest Passes

Guest passes will be allowed at specific identified dances. **Guest passes must be completed and returned to administration no later than the Friday PRIOR to ticket sales.** Guest passes that do not have all information completed (including signatures) will not be accepted. **NO EXCEPTIONS!!!!!!!!!!**

Formal Dances:

- ✓ Pre-paid ticket list. The sponsoring club determines cost. *Tickets will not be sold at the door.*
- ✓ One member of the couple must be an R. A. Long student (or Discovery student living within RA Long boundaries), and a guest must be 20 years old or younger with the following requirements.
- ✓ No one admitted after 10:00 p.m. Students are not allowed to leave the dance and return.
- ✓ All school rules apply at dances.
- ✓ **Guests:** **(20 or younger)**
 - Currently enrolled and in good standing in another high school OR
 - Must have a high school diploma or equivalent (MUST MEET WITH ADMINISTRATION PRIOR TO PASS BEING APPROVED)

NO EXCEPTIONS!

PROM:

- *Students will buy tickets at their home school for \$25 each (including Discovery)
- *Students will not be sold a ticket if they have a school fine
- *ONLY JUNIORS AND SENIORS will be able to purchase tickets.
- * Freshman are not able to attend. Sophomores may attend with a Junior or Senior date.

ATHLETICS

Eligibility	<p>In order to participate as a member of one of the athletic teams a student must:</p> <ul style="list-style-type: none"> ❖ Attend on a regular basis. ❖ Have an active physical on file with the ASB Office. ❖ Abide with rules of the athletic/activity code of conduct. (See Athletic Handbook). ❖ Have either personal family medical insurance coverage and/or insurance purchased at school. ❖ Purchase an ASB Card. (\$45) ❖ YOU MAY BE ELIGIBLE FOR ACCESS TO DECREASED/WAIVED FEES FOR EXTRA CURRICULAR SCHOOL PROGRAMS. SEE ASB OFFICE FOR INFORMATION. ❖ Have a signed “Athletic & Medical Emergency Authorization Form” on file in the ASB Office. This includes a signed code of conduct statement and consent of parent. ❖ Have a signed safety guidelines form on file in ASB office for each sport the athlete participates in. ❖ Have assigned concussion information form on file in the ASB office. ❖ Meet state and local scholastic requirements. ❖ Be enrolled in a minimum of five classes per day. ❖ Attend “Preparation for Success” after school. ❖ Must attend classes the day of and the day after a competition in order to be eligible for the next competition.
Insurance	<p>All athletes are required to be covered by insurance, either through the school or by their family’s policy. Proof of coverage must be on file with the ASB Office. All students are encouraged to take out accident insurance with the school if they are not covered by a family policy. The school cannot assume financial responsibility for accidents students have at school. If medical insurance changes during the school year, the ASB Office must be informed of the change.</p>
Interscholastic	<p>Nine schools make up the AA division of the Greater St. Helens League competing in football, cross country, volleyball, slow pitch softball, swimming, basketball, wrestling, track, baseball, tennis, girls’ bowling, golf, fastpitch, and soccer. The member schools are: R. A. Long, Mark Morris, Washougal, Woodland, Columbia River, Ridgefield, Fort Vancouver, Hudson’s Bay, and Hockinson.</p>
Letter Requirements	<p>To be eligible for an athletic letter at R. A. Long High School participant must have completed the sport season in good standing. Letter recipients must receive the recommendation of the head coach.</p>
Participation	<p>All students who are interested have equal opportunity to participate in the R. A. Long sport or activity of their choice.</p>
Physical Exams	<p>All athletes must have a physical examination prior to the start of a sports season. Physicals are valid for <i>TWO</i> years from the date of the physical.</p>
Training Rules	<p>Training rules are mandated by the Longview District Athletic Code. These rules will be given to athletes by their coaches at the beginning of each sports season.</p>

Greater St. Helens League- 2A Schools

R. A. Long	Red-Black	Lumberjacks
Mark Morris	Red-Blue	Monarchs
Ridgefield	Blue-Orange	Spudders
Washougal	Black-Orange	Panthers
Hockinson	Navy, Lt. Blue, Silver	Hawks
Columbia River	Purple-Gold	Chieftains
Woodland	Green, White, Black	Beavers
Fort Vancouver	Red- Black	Trappers
Hudson's Bay	Black- Gold	Eagles

R. A. Long Coaching Staff

Fall Season

Football.....Jonathan Barker
 Volleyball.....Whitney Nailon
 Cross Country Keli Hancock
 Girls' Soccer..... Taylor Wallace
 Boys' Tennis Rally Wallace
 Girls' Swimming..... Richard Carr
 Football Rally SquadJodi Reid
 Boys' Golf.....Jesse Ehrlich
 Slow Pitch Softball.....Josh Donaldson

Winter Season

Boys' Basketball..... Jeray Key
 Girls' Basketball..... JD Ott
 Girls' Bowling..... Shane Berridge
 Boys' Swimming..... Richard Carr
 Boys' WrestlingTBD
 Girls' Wrestling.....Jose Valencia
 Rally SquadJodi Reid
 Drill Team.....TBD

Spring Season

Boys' Soccer Max Anderson
 Girls' Golf..... Joey Hamlik
 BaseballRyan Littlefield
 Fastpitch.....Jim Van Fleet
 Girls' Tennis Rally Wallace
 Track..... Kevin Broschat

Admission Prices for Home Athletic Events

Family passes are available for some sports. Family passes admit middle school-aged students and younger when accompanied by a parent. Admission prices for tournaments or playoff games may vary from the ticket prices listed below.

<u>Football</u>	Varsity
RA Long students with ASB Card	Free
Students with NO ASB Card	6.00
Adults	6.00
Visiting Students with ASB Card	4.00
Senior Citizens (Over 65)	0.00
Elementary Students	4.00

<u>Wrestling</u>	Varsity & JV
RA Long students with ASB Card	Free
Students with NO ASB Card	6.00
Adults	6.00
Visiting Students with ASB Card	4.00
Senior Citizens (Over 65)	0.00
Elementary Students	4.00

<u>Volleyball, Soccer, Basketball</u>	Varsity & JV	C-Squad
RA Long students with ASB Card	Free	Free
Students with NO ASB Card	6.00	4.00
Adults	6.00	4.00
Visiting Students with ASB Card	4.00	4.00
Senior Citizens (Over 65)	0.00	0.00
Elementary Students	4.00	4.00

<u>Girls or Boys Swimming</u>	Varsity
RA Long students with ASB Card	Free
Student with NO ASB Card	6.00
Adult	6.00
Visiting Student with ASB Card	4.00
Senior Citizens (Over 65)	0.00
Elementary Students	4.00

Family Passes

Family Passes

FALL Season Passes – good for football, volleyball, soccer, and swimming.

Family Pass: \$50/Family
Individual Pass: \$35/Person

* * * * *

WINTER Season Passes – good for basketball, wrestling, and swimming.

Family Pass: \$85
Individual Pass: \$50

ASB cards: \$45

- must be purchased to participate in activities; must be paid before the first competition
- discount will be given to students with an ASB for dances
- free entrance to home games and discounted for away games

****STUDENT ATHLETES
MUST HAVE CLEARED ALL
ATHLETIC FINES PRIOR TO
BEING CLEARED FOR
ANOTHER SPORT.****

Scavenger Hunt:

1. Highlight your counselor's name and each of your teachers. Page # _____
2. How much is the Class Fee for Art? _____ Page # _____
3. What is the phone number you call in order to report an absent? _____
Page # _____
4. How many ear buds can you wear in the hallway? _____ Page # _____
5. What grade levels can attend Prom? _____ Page # _____
6. Who is the Cross Country Coach? _____ Page # _____
7. Which dances do you need to have a dance pass for guests? _____
_____ Page # _____
8. What do you need to have completed in order to graduate? Page # _____
 1. _____
 2. _____
 3. _____
 4. _____
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
9. If you are on free and reduced lunch and need an extra-curricular fee waiver, where do you get the form? _____ Page # _____
10. Highlight the dress code. What page will you find that one? _____

QUESTIONS YOU HAVE	ANSWERS YOU RECEIVED

LONGVIEW PUBLIC SCHOOLS DISTRICT HANDBOOK



LONGVIEW
PUBLIC SCHOOLS
CREATING THE FUTURE TODAY

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Our Mission

The mission of the Longview School District is to ensure that every student learns the knowledge, skills, attitudes, and behaviors to become a responsible citizen in a rapidly changing world.

Our Vision

"Ready to learn. Ready for Life. Together we aspire and achieve."

Our Aim

Longview Public Schools: The district of choice for families, educators and support staff!

Primary Goal

Increase Student Achievement

Ensure that each of our students reaches his or her academic potential; increase achievement by focusing on results.

Secondary Goal

Improve the Culture and Climate of our Schools

High performing schools share numerous traits, including a clear and shared focus, effective leadership and a supportive learning environment.

Achievement is Paramount

The District is concentrating on every student's success. It is continuing its three focus areas of effective teaching, using information about student progress to help guide instruction and programs, and expecting students to achieve nationally-recognized standards in English and math. The Wednesday one-hour early release for our schools gives teachers the opportunity to have focused, concentrated work sessions to analyze information about student progress and plan ways to improve learning for all of our students. Teachers have specific discussions on the progress needing to be made by our learners. Students continue to show academic gains, but the District has reflected the statewide challenge to achieve the targeted progress in math and reading improvement. Details on the results are available at: <http://reportcard.ospi.k12.wa.us>. The District encourages parents to help support their children's school achievements, and it also encourages community members to be involved as a classroom volunteer or as a participant on District committees that help guide District actions.

*Due to early school facility closure and the suspension of end of year testing, 2019-20 assessment data is not available

Notice of Nondiscrimination

The Longview School District is an Equal Opportunity district in education programs, activities, services, and employment. Longview School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran, or military status, sexual orientation, gender expression or identity, genetic information, disability, or the use of a trained dog guide or service animal. We provide equal access to the Boy Scouts of America and other designated youth groups. We also comply with Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. If you have a physical or mental disability that causes you to need assistance to access school facilities, programs, or services, please notify the school principal. This district endeavors to maintain an atmosphere free from discrimination and harassment. Any person who believes he or she has been discriminated against should contact the following district employees, located at 2715 Lilac Street, Longview, 98632, who have been designated to handle questions and complaints of alleged discrimination:

Section 504 & Student ADA Coordinator
Kari Montgomery, Executive Director of Teaching & Learning

360.575.7980

kmontgomery@longview.k12.wa.us

Civil Rights Compliance Coordinator & Title IX Coordinator

Penny Andrews, Director of Human Resources

360.575.7004

pandrews@longview.k12.wa.us

COMPLAINTS ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT

What is discrimination?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

How do I file a complaint about discrimination?

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the school district's nondiscrimination procedure, visit www.longviewschools.com or contact the school district at (360) 575-7000.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This is often the fastest way to resolve your concerns.

Step 1: Complaint to the School District

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom

- the appeal must be filed; and
- Any corrective measures determined necessary to correct any noncompliance.

Step 2: Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with OSPI.

Step 3: Complaint to OSPI

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

Email: Equity@k12.wa.us

Fax: (360) 664-2967

Mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at (360) 725-6162/TTY: (360) 664-3631 or by e-mail at equity@k12.wa.us.

Longview Student's Demographics

Enrollment

2024-25 School Year - 6,413

Gender (May 2023)

Male 51.4%

Female 48.6%

Race/Ethnicity (May 2023)

American Indian/Alaskan Native - 1.5%

Asian 1.9%

Black or African American - 1.0%

Native Hawaiian or Other Pacific Islander - 1.4%

White - 64.7%

Hispanic/Latino Ethnicity - 22.5%

Multi-Racial - 7.1%

Special Programs

Free or Reduced-Price Meals (2023-24) - 66.1%

Special Education (2023-24) - 19.0%

Access

Print copies of this publication are available at your child's school and electronic copies can be found on the school website.

Asbestos Plan

Asbestos containing building materials were removed, encapsulated, or encased in school buildings 10 or more years ago. The district complies with all applicable asbestos laws; any questions about the management of buildings which may have contained asbestos can be directed to 360-575-7854. Asbestos

management plans are available in each of the buildings and are available for review during regular office hours. The master plan for Asbestos is also available for review at the Maintenance and Transportation center at 2080-38th Ave., Longview, WA during regular business hours.

Family Access

Parents and guardians have access to a variety of on-line details about their child's school records including attendance, food service account, and grades (middle and high school only). This is a password-protected service that parents can sign up for at www.longviewschools.com.

Pesticide Use

If you are interested in the district's pest control policies and methods and notification process, please send your email address to jreetz@longview.k12.wa.us. If you do not have an e-mail address, please call 575-7854.

Financial Information

2024-25 Budgeted Expenditures

The school district's budget year runs from September 1 to August 31. The following represents a summary of the budgeted expenditures for the 2024-2025 school year.

The major General Fund Activity Groups are defined below:

Teaching Activities: \$68,705,047

Classroom, extra-curricular activities and payments to other school districts (for example students attending Special Education programs operated by another district or ESD)

Teaching Support: \$14,654,492

Library, Guidance and Counseling, Pupil Management & Safety, Health/Related Services, Instructional Professional Development

Other Support Activities: \$18,995,553

Maintenance/Custodial/Grounds, Building Security, Utilities, Insurance, Technology, Print Shop, Warehouse, Food Services, Motor Pool, Pupil Transportation, Public Activities

Building Administration: \$6,934,993

Principals and clerical staff salaries and benefits, in addition to supplies, materials, contractual and equipment

Central Administration: \$8,600,494

Central Administration Offices and Supervision of Instruction, Food Services, Maintenance & Operations and Transportation

TOTAL BUDGETED EXPENDITURES: \$117,890,579

2024-2025 Budgeted Revenues

Longview School District receives its revenue to operate schools from the following sources:

Local Taxes: \$16,269,337

Collection of maintenance and operations levies approved by the voters, as well as other "in lieu of" tax collections

Local Non-Tax (Misc): \$2,095,294

Locally generated revenues not resulting from tax assessments. An example would be food service sales, e-rate reimbursement for phone bills, other reimbursements, facility rental fees, classroom fees, investment earnings.

State, General Purpose: \$62,325,196

Funding allocated by the state based upon enrollment and the work experience of the certified teaching staff

Federal/State Grants: \$35,338,760

Special purpose state revenues such as Special Education, Learning Assistance Program, Highly Capable, Transitional Bilingual, Food Services, Pupil Transportation, etc.

Other: \$229,500

Reimbursements from other districts for use of services such as food service sales and print shop sales

TOTAL REVENUE: \$116,258,087**College Credit Program Information**

Running Start is intended to provide students a program option consisting of attendance at certain institutions of higher education and the simultaneous earning of high school and college/university credit. Running Start was initiated by the Legislature as a component of the 1990 parent and student [Learning by Choice Law](#).

Students in grades 11 and 12 are allowed access to college courses through the States' Running Start Program.

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

See RCW 28A.600.300 for more information.

Vaccines

Washington State Law requires that school-age children have up-to-date vaccines or have an exemption on file with our nurse's room. In addition, state law requires schools to inform parents of middle- and high school students of two vaccines that are not required for school attendance, but are available. One is a vaccine to protect young women from the human papillomavirus disease (HPV) that causes cervical cancer. State recommendations suggest that all youths 11-12 years old receive the HPV vaccine.

Another recommended vaccine is the meningococcal vaccination, a series of three does over a six-month period for youths 11-12 years old, those entering high school, or those entering college; this guards against the rare, but serious meningococcal disease.

More information about these two issues and other health topics is available at the Washington State Department of health at www.doh.wa.gov or (800) 525-0127.

Attendance

The following reasons for excused absences are valid:

- Participation in a school or district approved activity or instructional program;
- Illness, health condition, or medical appointment (including but not limited to medical, counseling, dental, or optometry);
- Family emergency, including but not limited to a death or illness in the family;
- Religious or cultural purpose including observance of a religious holiday or participation in religious or cultural instruction;
- Court, judicial proceeding, or serving on a jury;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless status;
- Absence related to deployment activities of a parent or

legal guardian who is an active duty member consistent with RCW 28A.705.010;

- Absence resulting from a disciplinary/corrective action, (e.g., short-term or long-term suspension, emergency expulsion); and
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity provided that such excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student educational progress consistent with RCW 28A.225.010.

The school principal must determine if an absence meets the above criteria for an excused absence. A pre-planned absence form is available at your school. This form must be completed in advance of an expected absence and will support effective communication between the school and home regarding student attendance. Please contact your school principal if you have any questions.

The following is an example of the Longview School District Pre-Planned Absence Form:

PRE-PLANNED ABSENCE

STUDENT'S NAME: _____

Dates: ____ to ____ Reason: _____

This pre-planned absence form must be completed, signed by parent and teachers, and turned into the school office three (3) days prior to the absence.

- Student will take the form to each teacher to list assignments to be completed during the absence.
- The teacher must record the current grade and sign the form.

CLASS	ASSIGNMENTS	CURRENT GRADE	TEACHER'S SIGNATURE

Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity provided that such excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student educational progress consistent with RCW 28A.225.010.

Principal signature approval or reason for denial: _____

Parent/Guardian Signature

Student Signature

Date

Distribution: White – School

Yellow – Parent

CITIZEN'S COMPLAINT PROCEDURE CONCERNING TITLE I, TITLE III, OR OTHER FEDERAL PROGRAMS

Citizen Complaint Against a School District or Other School Service Provider

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

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

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

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

STEP 1 Use Your Local Process First

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

STEP 2 File a Citizen Complaint Through OSPI

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

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

STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI Office of Superintendent of Public Instruction **Attn: Citizen Complaint-Title I, Part A** P.O. Box 47200 Olympia, WA 98504 Fax: (360) 586-3305

Citizen Complaint Against a School District or Other School Service Provider

STEP 4 OSPI Staff Process Your Complaint

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

1. OSPI sends a copy of your complaint to the school district, ESD or school service provider (sub grantee).
 2. The school district, ESD or school service provider begins a formal investigation led by a designated employee.
 3. The designated employee provides the written response of the investigation to OSPI — within **20 calendar days**.
 4. OSPI staff will send you a copy of the results of the investigation conducted by the school district, ESD or school provider (sub grantee). Their response must clearly state one of two results:
- Denial of the allegations in your complaint and the reason for denial.
 - Proposal of reasonable actions that will correct the violation.

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

STEP 5 Final Decision by OSPI

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

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

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

Extend or Waive Timelines If you as the complainant, and the school district, ESD or school service provider (sub grantee) named in your citizen complaint **agree to extend the timelines**, this agreement must be in writing and sent to OSPI **within 10 calendar days** of the date the school district, ESD or school service provider (sub grantee) received notification from OSPI. Office of Superintendent of Public Instruction **Attn: Citizen Complaint—Title I, Part A P.O. Box 47200 Olympia, WA 98504**

C.P.S.

Reporting instances of suspected child abuse or neglect is required by Washington State Law. School staff members are legally responsible for reporting all suspected cases of child abuse and neglect. Staff are educated about possible indicators of child abuse or neglect, and directed to be alert for any evidence of such abuse or neglect. Staff need not verify that a child has, in fact, been abused or neglected. Legal authorities have the responsibility for investigating each case and determining the fact of child abuse or neglect.

Child Abuse, Neglect and Exploitation Prevention Policy No. 3421 Students

Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff shall be alert for any evidence of such abuse, neglect or exploitation. For purposes of this policy, "child abuse, neglect or exploitation" shall mean:

For the purposes of this policy, the term "child" means anyone under the age of 18 and/or any current student of the district, including home-schooled students or any other person classified as a student in the district's database. Child abuse, neglect, or exploitation means:

- A. Inflicting physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health, or loss or impairment of any bodily function.
- B. Creating a substantial risk of physical harm to a child's bodily functioning.
- C. Attempting, committing, or allowing any sexual offense against a child as defined in the criminal code. This definition also includes any communications with a child for immoral purposes or viewing, possessing, or distributing any sexually explicit images of a child. It also includes, intentionally contacting, directly or through the clothing, the genitals, anus or breasts of a child unless the contact is necessary for the child's hygiene, or health care. This also includes a child's intentional or coerced contact with anyone's genitals, anus, or breasts;
- D. Committing acts which are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child's pain or mental suffering.
- E. Assaulting or criminally mistreating a child as defined by the criminal code.

- F. Failing to provide food, shelter, clothing, supervision or health care necessary to a child's health or safety.
- G. Engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child.
- H. Failing to take reasonable steps to prevent the occurrence of the preceding actions.

Children (including other students), family members, and any other adult can engage in child abuse, neglect, or exploitation. This may include incidents of student or student misconduct. Staff should report all incidents of abuse regardless of the age of the person who engages in it.

Subject to the definition above, staff should not focus on a person's mental status to determine if she or he has committed child abuse, neglect or exploitation. The law governing mandated reporting does not allow for exceptions for people with medical conditions that may mitigate the intent for committing child abuse, neglect, or exploitation.

The superintendent shall develop reporting procedures, and provide them to all staff on an annual basis. The purpose is to identify and timely report evidence of child abuse, neglect, or exploitation to the proper authorities. Staff will receive training regarding reporting obligations during their initial orientation and every three years after initial employment.

All staff are responsible for reporting all suspected cases of child abuse, neglect, and exploitation to the proper authorities and/or the appropriate school administrator. Under state law staff are free from liability for reporting a reasonable suspicion of child abuse, neglect, or exploitation. However, failing to report the incident may result in criminal liability regardless of whether the authorities determine the incident is provable in a subsequent legal proceeding.

Staff need not verify that a child has in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect should be reported. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances.

Legal References:

RCW 13.34.300-Failure to cause juvenile to attend school as evidence under neglect petition
 26.44.020 -Child abuse — Definitions
 24.44.030 Reports — Duty and authority to make — Duty of receiving agency — Duty to notify — Case planning and consultation — Penalty for authorized exchange of information — Filing dependency petitions — Interviews of children — Records Risk assessment process
 28A.620.010-Community education provisions — Purposes 28A.620.020-Community education provisions — Restrictions 43.43.830- Background checks — Access to children or vulnerable persons
 28A.320.160-Alleged sexual misconduct by school employee — Parental notification — Information on public records act.
 28A.400.317-Physical abuse or sexual misconduct by school employees — Duty to Report — Training
 WAC 388-15-009-Definition of child abuse, neglect or exploitation
 AGO 1987, No. 9-Children — Child Abuse — Reporting by School Officials-Alleged Abuse by Student
Policy News, February 2007-Physical Abuse and Sexual Misconduct Notice Requirements
Policy News, June 1999- 23% of districts out-of-compliance on child abuse policies Initially Adopted: March 5, 1981
Adopted: February 22, 2010
Revised: October 26, 2015

Discipline Guidelines

The overall goal of discipline is to teach students responsible behavior.

To preserve the learning environment and to develop responsibility, expectations and consequences for behavior are defined for students. Each teacher develops, teaches, and implements a discipline plan that is based on the school's expectations. When misbehaviors do occur, the staff will view the misbehavior as a teaching opportunity and will respond with calm and consistent corrections and/or consequences. Students need opportunities to practice making choices in a safe environment. We will work together as a team to solve problems that are chronic or severe in nature.

STUDENT DISCIPLINE

Policy 3241 Introduction/Philosophy/Purpose

The board focuses on the educational achievement of every student. The district holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. The board intends that this policy and procedure be implemented in a manner that supports a positive school climate, maximizes instructional time, and increases equitable educational opportunities.

The purposes of this policy and accompanying procedure include:

Engaging with school personnel, students, parents, families, and the community in decisions related to the development and implementation of discipline policies and procedures.

Supporting students in meeting behavioral expectations, including providing for early involvement of parents and families.

Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible.

Providing educational services that students need to complete their education without disruption.

Facilitating collaboration between school personnel, students, parents, and families to support successful reentry into the classroom following a suspension or expulsion.

Ensuring fairness, equity, and due process in the administration of discipline.

Implementing culturally responsive discipline that provides every student the opportunity to achieve personal and academic success.

Providing a safe environment for all students and for district employees.

Rights and Responsibilities

The district will observe students' fundamental rights and will administer discipline in a manner that does not:

- Unlawfully discriminate against a student on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal.
- 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. 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.
- Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
- Deprive a student of the student's right to an equal educational opportunity, in whole or in part, by a school district without due process of law.

This district's student discipline policy and procedure is designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with this policy and procedure, including behavioral expectations that respect the rights, person, and property of others. Students are also

expected to pursue the required courses of study. Students and staff are expected to work together to develop a positive climate for learning.

Development and review

Accurate and complete reporting of all disciplinary actions, including the associated student-level information and behavioral violations, is essential for effective review of this policy; therefore, the district will ensure such reporting.

The district will collect data on disciplinary actions administered in each school, as required by RCW 28A.300.042, and any additional data required under other district policies and procedures.

School principals will confer with certificated building employees at least annually to review the district's discipline standards and review the fidelity of their implementation.

School principals will ensure teachers and other school personnel receive adequate support to effectively implement a continuum of identified best practices and strategies that:

- Focus on prevention to reduce the use of exclusionary discipline practices;
- Allow the exercise of professional judgment and skill sets; and
- May be adapted to individual student needs in a culturally responsive manner.
- School principals will confer with certificated building employees at least annually to establish criteria for when certificated employees must complete classes to improve classroom management skills.

The district will periodically review and further develop this policy and procedure with the participation of school personnel, students, parents, families, and the community. As part of this development and review process, the district will use disaggregated data collected under RCW 28A.300.042 to monitor the impact of student discipline practices as well as to improve fairness and equity in the administration of student discipline.

Distribution of policies and procedures

The district will make the current version of this policy and procedure available to families and the community. The district will annually provide this policy and procedure to all district personnel, students, parents, and families, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

The district will ensure district employees and contractors are knowledgeable of this student discipline policy and procedure.

Application

This policy and accompanying procedure will be construed in a manner consistent with Washington law as stated in WAC 392-400-020.

Legal References:

42 U.S.C. 2000d et seq. Civil Rights Act of 1964
34 CFR Part 100.3 Regulations implementing Civil Rights Act of 1964
Chapter 392-400, WAC Pupils
WAC 392-190-048 Access to course offerings—Student discipline
Chapter 28A.320, RCW Provisions applicable to all districts
Chapter 28A.600 RCW, Students
RCW 28A.400.110 Principal to assure appropriate student discipline—
Building discipline standards—Classes to improve classroom
management skills
RCW 28A.400.100 Principals and vice principals—Employment of—
Qualifications—Duties
Chapter 28A.225 RCW Compulsory school attendance and admission
RCW 28A.150.240 Certificated teaching and administrative staff as
accountable for classroom teaching—Scope—Responsibilities—
Penalty
RCW 9.41.280 Possessing dangerous weapons on school facilities—

Penalty—Exceptions

Adopted: February 22, 2010

Amended: August 26, 2013

Amended: February 9, 2015

Amended: June 10, 2019

Amended: December 9, 2024

STUDENT CONDUCT, EXPECTATIONS, AND REASONABLE SANCTIONS Policy 3240 Students

The Board acknowledges that student conduct and behavior are closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The Board therefore requires that each student adhere to the rules of conduct established by the District and its various schools and programs and submit to corrective action taken as a result of conduct violations.

Students are expected to:

1. Respect the rights, person, and property of others;
2. Pursue the required course of study;
3. Preserve the degree of order necessary for a positive climate for learning;
4. Comply with District rules and regulations; and Respect the authority of staff and reasonable corrective action imposed by school employees and respond accordingly.

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the District, criminal acts, and/or violations of District rules and regulations may be subject to discipline by the District and prosecution under the law.

The superintendent or designee will develop reasonable rules of student conduct (see Procedure 3240P) for the preservation of the health and safety of students and employees and the preservation of an educational process that is conducive to learning. Such rules will state with reasonable clarity the types of misconduct for which discipline, including suspension and expulsion, may be imposed.

In accordance with state law, the student conduct rules adopted by the District will be interpreted to ensure that the optimum learning environment of the classroom is maintained, and that the highest consideration is given to the judgment of qualified certificated educators regarding the conditions necessary to maintain the optimum learning environment.

Student conduct rules will be enforced by school officials:

1. On school grounds during and immediately before or immediately after school hours;
2. On school grounds at any other time, including when school is being used by a school group(s) or for a school activity;
3. Off school grounds at a school activity, function, or event;
4. Off school grounds if the actions of the student materially or substantially affect or interfere with the educational process; or
5. Upon school-provided transportation, designated District bus stops, or any other place while under the authority of school personnel.

In addition to the rules established in Procedure 3240P, schools may develop and implement site specific rules for student conduct (examples include establishing off-limits areas, prohibiting food on carpet, etc.). Such rules must be consistent with the District's student conduct rules.

The District will make its policies and procedures regarding student conduct rules and student discipline available to students, parent/guardians, employees, and the community via the district and school websites, and it will include an annual notification in the student handbook. The District will provide language assistance regarding those policies and procedures for students and parents/guardians with limited-English proficiency as required by federal and state law. Students and parents/guardians are expected to

be aware of the District's rules of student conduct, including behavioral standards that respect the rights, person, and property of others.

The superintendent or designee will ensure that employees and contractors who work with students are knowledgeable about the District's discipline policies and procedures.

The District will develop and periodically review its discipline policies and procedures with the participation of school personnel, students, parents, families, and the community. During the development and review of discipline policies and procedures, the District will use disaggregated data collected under RCW 28A.300.042 to monitor the impact of the District's discipline policies, procedures, and practices and to update such policies and procedures to improve fairness and equity in the administration of discipline.

The principal and certificated employees in each school building will confer at least annually for the purpose of developing and/or reviewing building disciplinary standards and the uniform enforcement of those standards, in accordance with RCW 28A.400.110.

The superintendent or designee will develop procedures necessary to implement this policy.

Legal References:

RCW 28A.210.310 Prohibition on use of tobacco products on school property
RCW 28A.320.128 Notice and disclosure policies—Threats of violence—Student conduct—Immunity for good faith notice—Penalty
RCW 28A.400.110 Principal to assure appropriate student discipline—Building discipline standards—Classes to improve classroom management skills
RCW 28A.600.015 Expulsions and suspensions—Rules incorporating due process—Short-term and long-term suspensions—Emergency expulsions—Discretionary discipline
RCW 28A.600.020 Exclusion of student from classroom—Written disciplinary procedures—Long-term suspension or expulsion
RCW 28A.600.022 Suspended or expelled students—Reengagement plan
RCW 28A.600.040 Pupils to comply with rules and regulations
RCW 28A.635.060 Defacing or injuring school property—Liability of pupil, parent, or guardian—Withholding grades, diploma, or transcripts—Suspension and restitution—Voluntary work program as alternative—Rights protected
RCW 28A.635.090 Interference by force or violence—Penalty
RCW 28A.635.100 Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful—Penalty
RCW 4.24.190 Action against parent for willful injury to person or property by minor—Monetary limitation—Common law liability preserved
RCW 9.41 Firearms and dangerous weapons RCW 9.91.160 Personal protection spray devices
RCW 9A.16.020 Use of force — When lawful 20 U.S.C. § 7101 et seq.
Safe and Drug-Free Schools and Communities Act
Chapter 392-400 WAC Student Discipline

Adopted: February 8, 2010

Amended: October 28, 2013

Amended: June 9, 2015

Amended: May 28, 2019

Drug/Alcohol/Distribution/Paraphernalia/Weapons

The use or possession of alcohol or drugs at school, on school grounds, or during a school-sponsored activity is prohibited. Any student that displays abnormal behavior that may be the result of using alcohol or drugs is subject to removal from school or activity and disciplinary and/or legal action. Possession of drug paraphernalia is subject to the same disciplinary action as usage.

The staff and students are committed to providing a safe and nurturing learning environment within the school and its grounds. Students have the affirmative duty to report their knowledge of any contraband, weapons, or unsafe items to an adult staff member.

Students who know of such items and fail to report the presence of those items endanger the safety of the staff and other students. Therefore, students who are known to have seen but did not report the presence of contraband or dangerous items, or who have participated in the planning to bring such an item to school, will be subject to disciplinary action as per Longview School Board policy. School staff will make every effort to preserve the anonymity of students who report the presence of contraband or dangerous items, or the names of the people who participate in the planning of bringing such items to school.

Regulation of Dangerous Weapons on School Premises Policy No. 4210

Regulation Of Dangerous Weapons On School Premises

Unless authorized by this policy, it is a violation of district policy for any person to knowingly carry a firearm or dangerous weapon on school premises, school-provided transportation, areas of other facilities being used exclusively for school activities, or areas of facilities being used for official meetings of the school board. The term "school premises, includes property, or portions(s) of property, owned, rented or leased by the District when the property, or portions(s) of property, is being used exclusively for school district activities.

The District superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Office of the Superintendent of Public Instruction. The District superintendent will post signs providing notice of the restrictions on possessing dangerous weapons at each facility being used for official meetings of the board.

It is the policy of this District that the presence of firearms and other dangerous weapons in the workplace or educational environment is to be minimized as much as possible. As such, the following activities are prohibited by this policy regardless of whether such possession would violate state law, and regardless of whether the weapon is secured in a vehicle or possessed by a person with a concealed weapons permit:

1. No District employee may bring any firearm or dangerous weapon onto any District property without prior authorization of the superintendent.
2. No person or entity renting, leasing, or otherwise being granted the right to temporary use of District property may possess, or allow its guests to possess, firearms or dangerous weapons on District premises.

Dangerous Weapons

The term "dangerous weapons" under state law includes:

- Any firearm;
 - Any device commonly known as "nun-chu-ka sticks," consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
 - Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect;
 - Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
 - Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
 - Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
 - o Any dirk or dagger;
 - o Any knife with a blade longer than three inches
 - o Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
 - o Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
 - o Any razor with an unguarded blade;
 - Any slung shot, sandbag, or sand club;
 - Metal knuckles;

- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
 - Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

Reporting Dangerous Weapons – Students

If District staff believe that a student has violated this policy, they will immediately report their concern to a school or district administrator and if then verified an appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy.

Students who possess a firearm on any school premises, school-provided transportation, school sponsored activities at any facility or in areas of facilities while being used for official school board meetings shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis. Further, the district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

All expulsion and/or suspension and all other discipline of students who violate this policy will be subject to District Policy 3241 –Discipline of Student Conduct

If a district student believes another student or district employee has violated this policy, the student will report his or her concern to an appropriate school or district authority.

Reporting Dangerous Weapons – Staff

If a District employee believes that another District employee has violated this policy, the employee will report his or her concerns to an appropriate school or District authority for further inquiry. Any disciplinary action of an employee who willfully violates this policy will be subject to District Policy 5281 – Disciplinary Action and Discharge.

Exceptions

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- Persons engaged in military, law enforcement, or school district security activities;
- Persons involved in an authorized convention, showing, demonstration, lecture or firearm safety course authorized by the Superintendent;
- Persons competing in firearm or air gun competitions authorized by the Superintendent; and
- Any federal, state, or local law enforcement officer.

The following persons who are over eighteen years of age, not employed by the District, and not enrolled as students may have firearms in their possession on school property outside of school buildings only under the following limited circumstances:

- Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students;
- Persons attending official meetings of the school board held off district-owned or leased property; and
- Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle. Under RCW 9.41.050, no one may lawfully possess a loaded handgun in a vehicle unless the person has a valid concealed pistol permit. Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized activity or class.

Personal Protection Spray

Persons over eighteen years of age, and persons between fourteen and

eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

Legal References:

RCW 9A.16.020 Use of force - when lawful RCW 9.41.250 Dangerous weapons—Penalty
 RCW 9.41.280 Dangerous weapons on facilities—Penalty — Exceptions
 RCW 9.91.160 Personal protection spray devices
 RCW 9.94A.825 Deadly weapon special verdict--definition
 RCW 28A.600.420 Firearms on school premises, transportation, or facilities — Penalty — Exemptions

Initially Adopted: August 16, 1993

Adopted: October 12, 2009

Amended: February 13, 2023

Electronic Devices

School staff retains the authority in deciding when and how students may use personal electronic devices on school grounds during the school day. Students are reminded that:

- Responsible personal conduct on-line is no different than personal conduct face-to-face.
- Individuals must protect personal safety online.
- There are long-lasting implications to publishing in the online environment.
- Civic life has an expanding digital dimension that demands responsible engagement by individuals and groups.

Student Use of Wireless Internet on Personal Electronic Devices Code of Conduct By using the Longview School District's Wi-Fi connection to access the Internet on my personal electronic device (such as a cell phone, tablet, netbook, laptop, tablet, or smart phone), I agree to abide by the following code of conduct:

1. I understand that using technology effectively is a skill that is essential to my success as a student. I am responsible for the choices I that make when I use technology, and for all communications and actions that originate from my devices. I understand that if my actions violate this code of conduct, I will experience a progression of consequences applied under the discretion of school staff, which may include a warning, confiscation of my device, suspension/expulsion from school, and revocation of network or computer privileges.
2. I have reviewed and will follow the Network Acceptable Use Guidelines contained in the District's Policy 2022 and Procedure 2022P (published in student handbooks) regardless of how I access the Internet (District Wi-Fi or my device's 3G/4G/LTE connection).
3. I have reviewed and agree to follow District Policy 3245 and Procedure 3245P, which explain my rights and responsibilities regarding telecommunication devices. I agree that when school staff have reasonable suspicion that I am using a personal device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the my parent/guardian. Further, I consent to search of my personal devices when school officials have a reasonable suspicion that I have violated the law or school rules. I understand that content or images found during a search that violate the law will be referred to police.
4. I will use devices at school only when and where allowed by District policy and school rules. I will use technology in the classroom only when permitted by the teacher, who has complete and final say on the use of devices for the entire class or for specific students. I will not use devices in locker rooms and bathrooms, or in areas where another person's privacy would be violated. I will not photograph or record individually recognizable individuals without

- their permission.
5. I understand that I will not be at a disadvantage if I don't bring my personal device and that the District will continue to purchase textbooks, support materials, computers and software to support learning.
 6. I am responsible for keeping my personal devices secure at school. I have parent/guardian permission to bring my personal device to school. I keep my personal device secure to prevent loss or theft. I understand that the District assumes no responsibility for theft, loss, or damage of any devices brought to school.
 7. I am responsible for knowing how to connect, operate, and maintain my personal device on Wi-Fi. I am responsible for any Internet connection expense when using my own provider to access the Internet.
 8. I understand that my online identity is my own, and I am responsible for keeping my usernames, passwords, and online accounts secure and private.
 9. I am responsible for all communications and actions that originate from my usernames or online accounts.
 10. I am responsible for not interfering with the learning of other students. I will use technology in ways that do not disrupt others in the classroom. I will not harm the integrity of the school network and its resources. Further, I am solely responsible for what I say and do online. I understand that what I write, say, show, do, and communicate online is public and has the ability to hurt myself and others. I understand that actions and communications that bully, discriminate, communicate hate, threaten, or cause substantial disruption at school are not allowed and may result in discipline.
 11. I am responsible for respecting the intellectual property of others and copyright laws. My work and ideas expressed online should reflect my own thinking and effort. When I use or adapt the work of others, I will give them credit and acknowledge them.

Students and Telecommunication Devices Policy No. 3245 Students

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

- A. Telecommunication devices will be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device;
- B. Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;
- C. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
- F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
- G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- H. Students who violate this policy will be subject to disciplinary action,

including suspension or expulsion.

Adopted: April 9, 2012

Excused and Unexcused Absences Policy No. 3122 Students

Definition of Absence

Absence from in-person learning

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

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

Definition of absence from synchronous and asynchronous instruction

1. A student is absent from synchronous online instruction when the student does not log in to the synchronous meeting/class. (2) A student is absent from asynchronous instruction when there is no evidence that the student accessed the planned asynchronous activity. (3) Evidence of student participation in asynchronous activities must occur daily, within a twenty-four-hour time frame of when the participation is planned or expected.

Minimum Time for Being Considered Present

The District has authority to establish minimum thresholds similar to in-person attendance for the time in which a student must be logged in to be considered present. The Superintendent will develop a consistent and equitable approach that is documented in the student handbook and communicated clearly to all students and families. Determining a threshold for when a student is present or absent should not be left to individual teachers.

Presence vs. Participation

Participation, such as turning video on and participating in discussion chat, are not to be considered when determining if a student is present or not. These are examples of participation and should be considered distinct from attendance.

Absence from Asynchronous Instruction

Similar to local determinations on what constitutes presence for synchronous online instruction, the Superintendent will develop a consistent and equitable approach that establishes what constitutes "evidence of participation." This approach will be documented in the student handbook and communicated clearly to all students and families. Determining what constitutes "evidence of participation" should not be left to individual teachers.

Tardies

The District has the flexibility to determine what constitutes a tardy in synchronous online settings. The District differentiates a tardy from an absence (where the student does not attend at all) and will exclude tardies from any reports that tally absences for the purposes of filing a truancy petition.

Daily attendance taking

The District will take daily attendance for all enrolled students whether the instructional modality is in-person, synchronous, or asynchronous. When instruction is synchronous online or asynchronous, secondary schools will take attendance daily in each course with planned instruction and elementary schools will take attendance at least twice a day.

Excused and Unexcused Absences

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes each day or participate in all assigned remote instructional activities; except when there are necessary reasons for students to be absent. Upon enrollment and at the beginning of each school year, the District shall inform students and their parents/guardians of this expectation, the benefits of regular school

attendance, the consequences of truancy, the role and responsibility of the District in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The District will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

Excused Absences

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

A. Absences due to the following reasons are excused:

1. Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health);
2. Family emergency including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
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;
13. Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.

B. In the event of emergency school facility closure due to COVID-19, other communicable disease outbreak, natural disaster, or other event when districts are required to provide synchronous and asynchronous instruction, absences due to the following reasons are excused:

1. Absences related to the student's illness, health condition, or medical appointments due to COVID-19 or other communicable disease;
2. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19, other communicable disease, or other emergency health condition related to school facility closures;
3. Absences related to the student's family obligations during regularly scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made; and
4. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.

C. In the event of emergency school facility closure due to

COVID-19, other communicable disease outbreak, natural disaster, or other event when districts are required to provide synchronous and asynchronous instruction, absences due to the following reasons are excused:

1. Absences related to the student's illness, health condition, or medical appointments due to COVID-19 or other communicable disease;
2. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19, other communicable disease, or other emergency health condition related to school facility closures;
3. Absences related to the student's family obligations during regularly scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made; and
4. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.

The District may define additional categories or criteria for excused absences. A school principal or designee has the authority to determine if an absence meets this policy according to the above criteria for an excused absence.

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

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

Unexcused Absences

1. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above or in administrative procedure for an excused absence.
2. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent and that absence is not excused.
3. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional

- unexcused absences. The school will make reasonable efforts to provide this information in a language the parent understands.
4. The school will hold a conference with the parent or guardian after three unexcused absences during the current school year. The conference will analyze the causes of the student's absences and develop a plan that identifies student, school, and family commitments to reduce the student's absences from school. If the parent does not attend the conference, the school official may still hold the conference with the student. However, the school will notify the parent of the steps the District has decided to take to eliminate or reduce the student's absences.
 5. Between the student's second and seventh unexcused absence, the school must take the following data-informed steps:
 - a) Middle and high school students will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment
 - b) These steps must include, where appropriate, provision of an available approved best practice or research-based intervention, consistent with the WARNS profile or other assessment; if an assessment was applied, adjusting the child's school program or school or course assignment; providing more individualized or remedial instruction; providing appropriate vocational courses or work experience; referring the child to a community truancy board; requiring the child to attend an alternative school or program; or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.
 - c) For any child with an existing individualized education plan or 504 Plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.
 - d) Not later than the student's seventh unexcused absence the District will enter into an agreement with the student and parents that establishes school attendance requirements, and possibly refer the student to a community engagement board.
 6. If such action is not successful, the District may file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

The superintendent will enforce the District's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

Tardies and Disciplinary Actions

1. Students shall not be absent if:
 - a. They have been suspended, expelled, or emergency expelled pursuant to chapter 392-400 WAC;
 - b. Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and
 - c. The student is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107. Course of study activities do not include sending homework packets home.
2. A full day absence is when a student is absent for fifty percent or more of their scheduled day.
3. A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

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

Tiered response system for student absences

WAC 392-401A-045 requires

School districts to implement minimum requirements of a multitiered system of support for attendance to address barriers to student attendance, provide timely interventions and best practices to reduce chronic absenteeism and truancy. Multitiered systems of support include:

- (a) Monitoring daily attendance data for all students who are absent, whether the absence is excused or unexcused;
- (b) A process to contact families and verify current contact information for each enrolled student that includes multiple attempts and modalities in the parent's home language;
- (c) Differentiated supports that address the barriers to attendance and participation that includes universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence, including school and district attendance or engagement teams, connecting to community resources, and community engagement boards; and
- (d) A process for outreach and reengagement for students who have been withdrawn due to nonattendance and there is no evidence that the student is enrolled elsewhere. This outreach and reengagement process must include:
 - (i) A school and/or district point person/people to maintain the list, keep it updated, and coordinate the outreach;
 - (ii) School or district staff assigned to conduct the outreach and attempts at reengagement in coordination with community partners or other programs;
 - (iii) Multiple methods of communication and outreach in a language
 - (iv) or mode of communication that the parent understands including phone calls, texts, letters, and home visits;
 - (v) Referral to community-based organizations;
 - (vi) Documentation of the attempts to reach student and family; and
 - (vii) Follow the required steps to address unexcused absences in chapter 28A.225 RCW, including early communication to parents, holding parent conferences and administering a truancy screener to understand the underlying reasons for the absences, and providing evidence-based or best practice interventions, even if the student has been withdrawn due to nonattendance.

Students dependent pursuant to Chapter 13.34, RCW

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

Migrant Students

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

Legal References:

Chapter 28A.225 Compulsory school attendance and admission
 RCW 13.34.300 Relevance of failure to cause juvenile to attend school to neglect petition
 Chapter 392-401 WAC Statewide definition of absence for the 2020-21 school year

Adopted: February 8, 2010

Amended: April 11, 2016

Amended: February 27, 2017

Amended: October 23, 2017

Amended: July 22, 2019

Amended: November 28, 2022

Amended: October 13, 2023

Hazing, Harassment, Bullying, and Intimidation

Harassment, intimidation and bullying is an intentional electronic, written, verbal or physical act that harms a student, a student's property, substantially interferes with the student's education, interferes with the school environment or disrupts the orderly operation of the school. The district is committed to a safe and civil

educational environment for all students, employees, volunteers, and patrons free from all forms of discrimination and harassment including sexual harassment, hazing, and bullying. The Incident Reporting Form is available at your school.

PROHIBITION OF HARASSMENT, INTIMIDATION, OR BULLYING

Policy No. 3207 Students

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and community members that is free from harassment, intimidation, or bullying. As defined in legislation, “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 any characteristic in RCW 28A.640.010 and 28A 642.010, or other distinguishing characteristics, when an act:

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

This policy recognizes that ‘harassment,’ ‘intimidation,’ and ‘bullying’ are separate but related behaviors. Each must be addressed appropriately.” Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

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

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

Behaviors/Expressions

Harassment refers to any malicious act, which causes harm to any person’s physical or mental well-being. It can be discriminatory harassment, malicious harassment, or sexual harassment.

Intimidation refers to implied or overt threats of physical violence.

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

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.

Training

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

the accompanying procedure.

Prevention

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

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the aggressor, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans

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

Retaliation/False Allegations

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

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or 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.

Compliance Officer

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

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Legal References:

RCW 28A.600.477 – Prohibition of Harassment, intimidation, and bullying
WAC 392-190-059 Harassment, intimidation and bullying prevention policy and procedure – School districts

Adopted: October 26, 2009

Amended: April 11, 2011

Amended: August 8, 2011

Revised: March 9, 2020

Revised: October 13, 2023

Homelessness/Transportation

A federal act ensures that students who experience homelessness have specific rights to a public education. A student’s ability to enroll,

remain at a school, and be transported to and from school is outlined by law. More information is available at the school. (McKinney-Vento Act)

Homeless Students: Enrollment Rights and Services Policy No. 3115 Students

To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate education (including public pre-school education), provided to other students. Special attention will be given to ensuring the identification, enrollment and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Definition: Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including those students who are:

- A. Sharing the housing of other persons due to loss of housing or economic hardship, or a similar reason;
- B. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
- C. Living in emergency or transitional shelters;
- D. Abandoned in hospitals;
- E. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations;
- F. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
- G. Migratory children living in conditions described in the previous examples.

The superintendent will designate an appropriate staff person to be the district's McKinney-Vento liaison for homeless students and their families. The liaison may simultaneously serve as a coordinator for other federal programs, provided that they are able to carry out the duties listed in the procedure that accompanies this policy.

The principal of each elementary, middle and high school building will establish a point of contact for such youth. The point of contact is responsible for identifying homeless and unaccompanied youth and connecting them with the district's homeless student liaison. The district's homeless student liaison is responsible for training the building points of contact.

Best interest determination

In making a determination as to which school is in the homeless student's best interest to attend, the district will presume that it is in the student's best interest to remain enrolled in their school of origin unless such enrollment is against the wishes of a parent, guardian, or unaccompanied youth.

Attendance options will be made available to homeless families on the same terms as families resident in the district, including attendance rights acquired by living in attendance areas, other student assignment policies, and intra and inter-district choice options.

If there is an enrollment dispute, the student will immediately be enrolled in the school in which enrollment is sought. The parent or guardian will be informed of the district's decision and the reasons therefore, (or informed if the student does not qualify for McKinney-Vento, if applicable) and their appeal rights in writing and in a language they can understand. The district's liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school will immediately enroll the student, pursuant to district policies. However, enrollment may not be denied or delayed due to the lack of any document normally

required for enrollment, including academic records, medical records, proof of residency, mailing address or other documentation. Additionally, enrollment may not be denied or delayed due to missed application deadlines, fees, fines, or absences deadlines or fees, fines or absences at a previous school.

If the student does not have immediate access to immunization records, the student will be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school will be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, and in compliance with the state's Address Confidentiality Program when necessary. However, the district cannot demand emergency contact information in a form or manner that creates a barrier to enrollment and/or attendance at school.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families will coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters and soup kitchens. The notice must be disseminated in a manner and form that parents, guardians and unaccompanied youth receiving such services can understand, including, if necessary and to the extent feasible, in their native language. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students and will participate in professional development and other technical assistance activities, as determined by the state-level (OSPI) coordinator for homeless children and youth programs.

The superintendent will:

- Strongly encourage district staff, including substitute and regular bus drivers to annually review the video posted on the OSPI website on Identification of student homelessness;
- Strongly encourage every district-designated homeless student liaison to attend trainings provided by the state on identification and serving homeless youth. Ensure that the district includes in materials provided to all students at the beginning of the school year or at enrollment, information about services and support for homeless students (i.e., the brochure, posted on the OSPI website).
- Use a variety of communications each year to notify students and families about services and support available to them if they experience homelessness (e.g., distributing and collecting a universal annual housing intake survey, providing parent brochures directly to students and families, announcing the information at school-wide assemblies, posting information on the district's website).

Facilitating on-time grade level progression

The district will: 1) waive specific courses required for graduation for students experiencing homelessness if similar coursework has been satisfactorily completed in another school district; or 2) provide reasonable justification for denial of the waiver. In the event the district denies a waiver and the student would have qualified to

graduate from their sending school district, the district will provide an alternative process of obtaining required coursework so that the student may graduate on time.

The district will consolidate partial credit, unresolved, or incomplete coursework and will provide students experiencing homelessness with opportunities to accrue credit in a manner that eliminates academic and nonacademic barriers for the student.

For students who have been unable to complete an academic course and receive full credit due to withdrawal or transfer, the district will grant partial credit for coursework completed before the date of the withdrawal or transfer. When the district receives a transfer student in these circumstances, it will accept the student's partial credits, apply them to the student's academic progress or graduation or both, and allow the student to earn credits regardless of the student's date of enrollment in the district.

In the event a student is transferring at the beginning of or during their junior or senior year of high school and is ineligible to graduate after all alternatives have been considered, the district will work with the sending district to ensure the awarding of a diploma from the sending district if the student meets the graduation requirements of the sending district.

In the event a student enrolled in three or more school districts as a high school student, has met state requirements, has transferred to the district, but is ineligible to graduate from the district after all alternatives have been considered, the district will waive its local requirements and ensure that the student receives a diploma.

(Editor's Note: The following bracketed information is not required by law. However, RCW 7.70.065 (2)(b) allows certain school staff to provide informed consent for the provision of nonemergency primary care services to underage homeless children as defined by the federal McKinney-Vento Homeless Assistance Act, when such children are not under the supervision, control, custody, and/or care of a parent, custodian, legal guardian, or the department of social and health services and when the child is not authorized to provide his or her own consent through another legal mechanism. The optional language below is provided for school boards that would like to include the "informed consent" language based on potential health and welfare benefits for the implicated students.)

Informed consent for healthcare

Informed consent for healthcare of behalf of a student experiencing homelessness may be obtained from a school nurse, school counselor, or homeless student liaison when:

- a. Consent is necessary for non-emergency, outpatient, primary care services, including physical examinations, vision examinations and eyeglasses, dental examinations, hearing examinations and hearing aids, immunizations, treatments for illnesses and conditions, and routine follow-up care customarily provided by a health care
- b. provider in an outpatient setting, excluding elective surgeries;
- c. The student meets the definition of a "homeless child or youth" under the federal McKinney-Vento Homeless Education Assistance Improvements Act of 2001; and
- d. The student is not under the supervision or control of a parent, custodian, or legal guardian, and is not in the care and custody of the department of social and health services.

The District and District employee authorized to consent to care under this policy are not subject to administrative sanctions or civil damages resulting from the consent or non-consent for care or payment for care. Any declaration required by a health care facility or a health care provider described in the above paragraph must include written notice that the district employee is exempt from administrative sanctions and civil liability resulting from the consent or non-consent for care or payment for care.

Legal References:

RCW 28A.225.215 Enrollment of children without legal Residences
RCW 28A.320.142 Unaccompanied youth-Building point of contact-Duty of District
RCW 28A.320.145 Support for homeless students
20.U.S.C.6301 et seq. Elementary and Secondary Education Act of 1965 As amended by the Every Student Succeeds Act [ESSA]
42 U.S.C. 11431 et. Seq. McKinney-Vento Homeless Assistance Act
Chapter 28A.320 RCW Provisions applicable to all districts (new section created by 3SHB 1682, 2016 legislative session)

Initially Adopted: May 10, 2004

Adopted: February 8, 2010

Amended: April 22, 2013

Amended: August 12, 2013

Amended: January 23, 2017

Amended: February 27, 2017

Amended: November 27, 2017

Amended: October 11, 2021

Internet Use

Students are required to understand and follow the district's rules on appropriate use of the district's computers and network.

Electronic Resources and Internet Safety Policy No. 2022 Student

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

Therefore, the district will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

The superintendent or designee will create electronic resources and develop related educational systems that support innovative teaching and learning and provide appropriate staff development opportunities. To promote Internet safety and appropriate online behavior of students and staff as they use electronic resources and access material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety policies and procedures and acceptable use guidelines. The superintendent or designee in evaluating such procedures and instructional materials should take into account District electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources.

As a component of district Internet safety measures, all district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the Internet must use filtering software to prevent access to objectionable materials including but not limited to obscene, racist, hateful or violent material. However, given the ever-changing nature of the Internet, the district cannot ensure that a student will never be able to access objectionable material.

Initially Adopted: February 13, 1995

Adopted: October 26, 2009

Amended: April 9, 2012

Amended: April 27, 2015

Amended: April 9, 2018

Digital Citizenship and Media Literacy Policy 2023

Instruction

Consistent with the federal Children's Internet Protection Act (CIPA), the A.

PURPOSE In recognition of the fact that students use technology to district will address the following issues regarding Internet safety:

- Preventing access by students to inappropriate and harmful matter on the Internet and World Wide Web;
- Providing for the safety and security of students when using electronic resources.
- Prohibiting unauthorized access, including so-called “hacking” and other unlawful activities by students online.
 - Preventing unauthorized disclosure, use, and dissemination of personal information regarding minors.

The district will use the following four-part approach to Internet safety.

1. **Network Use Agreement:** Any student or staff member using the Internet from a computer in the district facility must have a valid network use agreement on file.
2. **Filter:** All district-owned computers in all district facilities capable of accessing the Internet, and all district-operated networks providing access to the Internet (such as Wi-Fi), must use filtering software to prevent access to visual depictions that are obscene, child pornography, or, with respect to the use of computers by students, harmful to minors.
3. **Supervision:** When students use the Internet from school facilities, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates standards in the district’s procedures governing network or student guidelines for electronic resources or acceptable use, district staff will instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.
4. **Instruction:** Students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The board directs the superintendent to develop regulations that implement the above approach and encourage responsible access to electronic information networks by students while establishing reasonable controls for the lawful, efficient, and appropriate management of the system.

Legal Reference:

18 U.S.C. §§ 2510-2522 Electronic Communication Privacy Act 47 C.F.R. § 54.520 Children’s Internet Protection Act (CIPA) play, learn, and communicate while at home and at school, it is important that they learn how to use that technology responsibly. The District is committed to educating every student on how to use technology in ways that augment their learning experience, leading to analysis, evaluation, reflection, and enhanced skills of expression. As the District’s educators guide exploration of the digital landscape, they will encourage students to be critical and creative thinkers. Students, in turn, are expected to actively engage with and express their voices in the digital landscape.

B. DEFINITIONS

The District is dedicated to promoting and instilling principles of digital citizenship and media literacy in each of its students.

Digital Citizenship

Digital citizenship includes the norms of appropriate, responsible, and healthy behavior related to current technology use, including digital and media literacy, ethics, etiquette, and security. Digital citizenship includes the ability to access, analyze, evaluate, develop, produce, and interpret media, as well as Internet safety and cyberbullying prevention and response.

Digital citizens recognize and value the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world, and they engage in safe, legal, and ethical behaviors. Digital citizens cultivate and manage their digital identity and reputation, and are aware of the permanence of their actions in the digital world. They advocate for themselves and others in their behavior, action, and choices.

Media Literacy

Media literacy is the ability to access, analyze, evaluate, create, and act using a variety of forms of communication. Media literacy includes

the ability to understand how and why media messages and images are constructed and for what purposes they are used. Media literate citizens examine how individuals interpret messages differently based on their skills, beliefs, backgrounds, and experiences. They also consider how values and points of view are included or excluded in various media. Media literate citizens remain continually aware of the ways in which media can influence beliefs and behavior. In addition, media literate citizens are effective communicators, able to demonstrate critical and creative thinking as they utilize appropriate media creation tools. Further, they understand the conventions and characteristics of the tools they have selected.

Media literate citizens are able to adapt to changing technologies and develop the new skills required as they continue to engage in life-long learning. Media literacy empowers individuals to participate as informed and active citizens in a democracy.

A. ELEMENTS OF SUCCESSFUL IMPLEMENTATION

The District aspires to implement the following practices to promote digital citizenship and media literacy for all students.

Student instruction

In recognition of the fact that students are consumers and creators of information and ideas, the District promotes cross-curricular integration of digital citizenship and media literacy and leadership instruction at all levels. The District recognizes the importance of students as active participants, role models, and peer mentors in addressing the following topics:

Online safety, responsibility, and security

Students will learn how to be safe and responsible digital citizens, and they will be encouraged to teach others about issues such as cyberbullying, social networking, online predators, and risky communications.

Media literacy

Students will learn how to produce their own media; how to examine the ways in which people experience or interact with media differently; how to identify embedded values and stereotypes; how to analyze words and images critically; and how to evaluate the various sources of information with which they are presented.

Law, fair use, copyright, and intellectual property

Students will learn about the importance of navigating the digital landscape in ways that are legal, including access to and use of copyrighted materials. Students will also learn how to access and create intellectual property legally.

Online identify and personal brand

Students will learn about their “digital footprint” and the persistence of their digital information, including on social media. Students will also learn about the creation and maintenance of their self-image, reputation, and online identity.

Ethics, digital communications, and collaboration

Students will learn about fairness and civil discourse in the digital environment, including the importance of collaborating and ethically interacting with others online.

Professional Development

The District endeavors to support teachers and instructional leaders in developing leadership skills and proficiency in the principles of digital citizenship and media literacy, both as an instructional imperative and as dynamic District policy and practice.

Policy and Practices

The District acknowledges the need for digital and online policies that are dynamic and responsive to diverse community standards and student learning outcomes. The District annually reviews its policies and procedures on electronic resources, Internet safety, digital citizenship, and media literacy. The District authorizes the Superintendent to develop further procedures and guidelines if appropriate.

Communications and Engagement

The District acknowledges that parents and community stakeholders are

partners in developing students as digital citizens and life-long learners. The District encourages parents' active engagement in the process of educating students to become media-literate digital citizens.

Legal References:

RCW 28A.650.045 Digital citizenship, internet safety, and media literacy
RCW 28A.650.010 Definitions Management Resources:
2017 - December Policy Issue

Initial Adoption Date: March 12, 2018

Parent Involvement

The District encourages parent involvement and also follows expectations of parent involvement for schools qualifying for Title I funds as outlined by policies 4129 and 4130.

Family Involvement Policy No. 4129 Community Relations

It is the policy of the Longview School District Board of Directors to encourage and support family involvement in education at home, in our schools and communities, and in school governance.

The board recognizes the diversity of family structures, circumstances, and cultural backgrounds and respects families as important decision makers for their children's education. The Board is committed to the creation and implementation of culturally inclusive and effective school-family partnerships throughout the school district and in each school, and believes these partnerships to be critical to the success of every student. The district's family involvement efforts will be comprehensive and coordinated.

The board recognizes that family involvement in education has a positive effect on student achievement and is an important strategy in reducing achievement gaps. The intent of this policy is to create and maintain a district-wide climate conducive to the involvement of families and to develop and sustain partnerships that support student learning and positive child and youth development in all schools.

The board is committed to professional development opportunities for staff and leadership to enhance understanding of effective family involvement strategies. The board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to school-family partnerships.

The Longview School District Board of Directors support the development, implementation and regular evaluation of family involvement efforts that includes parents and family members at all grade levels in a variety of roles. The district will use the results of the evaluation to enhance school-family partnerships within the district.

The superintendent will develop procedures to implement this policy.

Adopted: February 13, 2012

Title I Parental Involvement Policy No. 4130

Community Relations

The board recognizes that parent and family engagement contributes to student achievement. The education of students is a cooperative effort among school, parents, families and community. The board expects schools to carry out programs, activities and procedures in accordance with the statutory definition of parent and family engagement. Parent and family engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities to ensure that parents and family members are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The board of directors adopts as part of this policy the following guidance for parent and family engagement. The district shall:

A. Implement programs, activities and procedures for the engagement of parents and family members in all of its Title I schools consistent with federal laws, including the development and

evaluation of policy. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents and family members of participating children;

- B. Provide the coordination, technical assistance, and other support necessary to assist participating schools in the planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance;
- C. Build the schools', parents' and family capacity for strong parent and family member engagement;
 - D. Coordinate and integrate Title I parent and family engagement strategies with parent and family engagement strategies under other programs, such as Head Start, parents as teachers, home instruction, preschool (youngsters) and state-run preschools;
 - E. Conduct, with parents and families, an annual evaluation of the content and effectiveness of this policy to improve academic quality of Title I schools including: identifying barriers to greater participation of parents and families in Title I related activities, with particular attention to participation of English language learner parents and family members, parents and family members with disabilities and parents and family members of migratory children; and parents and family members experiencing homelessness.
 - F. Involve parents and families of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parent and family engagement are spent.

Legal References:

PL 107-110, Section 1118(a)

Initially Adopted: December 15, 2003

Adopted: October 12, 2009

Amended: November 25, 2013

Amended: November 27, 2017

Privacy

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Longview School District with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, The Longview School District may disclose appropriately designated "directory information" without written consent, unless a student's guardian have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Longview School District to include this type of information from your child's education records in certain school publications. Examples include:

- o A playbill, showing a student's role in a drama production;
- o The annual yearbook;
- o Honor roll or other recognition lists;
- o Graduation programs; and
- o Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. (1)

If guardians do not want the Longview School District to disclose directory information from their student's education records without their prior written consent, they must notify the District in writing addressed to the principal of the school their student attends. The Longview School District has designated the following information as directory information:

[Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth Major field of study
- Date of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
 - Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

The *HIPAA* Privacy Rule requires covered entities to protect individuals' health records and other identifiable health information by requiring appropriate safeguards to protect privacy, and setting limits and conditions on the uses and disclosures that may be made of such information without student/family authorization. The rule also gives student/family rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.

Protection of Pupil Rights Amendment (PPRA)-

Requires districts to provide parents with annual notice of policies regarding:

- surveys;
- instructional materials;
- physical examinations; and
- personal information used for marketing.

References: WSSDA Model Policy and Procedure 3232, Parent and Student Rights in Administration of Surveys, Analysis or Evaluations
<http://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>

Publicity

If you prefer that your child not be photographed or recorded for information provided to the public or prefer that a piece of his or her school work not be published, send a note to your child's school.

Records

Federal law and District Policy 3231, outlines how parents can review their child's educational records and request amendment of those records. It also stipulates who has legitimate educational interest in records. Parents have the right to file a complaint with the Family Policy Compliance Office in the Department of Education in regard to the handling of educational records and student privacy.

Student Records Policy No. 3231 Student Records

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. All information related to individual students will be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records for which they have legitimate educational interests. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith. The district will retain records in compliance with the current, approved versions of the Local Government General Records Retention Schedule (CORE) and the School Districts and Educational Service Districts Records Retention Schedule, both of which are published on the Secretary of State's website at: www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Student records are the property of the district but will be available in an orderly and timely manner to students and parents. "Parent"

includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading, or in violation of the privacy or other rights of the student.

Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district, permitting prospective employers to review the student's transcript. Parental or adult student consent will be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

The superintendent or designee will establish procedures governing the content, management, and control of student records.

Legal References:

42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act 20 U.S.C. § 1232g Family Education Rights and Privacy Act

CFR 34, Part 99 Family Education Rights and Privacy Act Regulations RCW 28A.150.510 Transmittal of education records to DSHS— Disclosure of educational records—Data sharing agreements— Comprehensive needs requirement document—Report.

RCW 28A.195.070 Official transcript withholding – Transmittal of information

RCW 28A.225.151 Reports.

RCW 28A.225.330 Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules

RCW 28A.230.120 High school diplomas — Issuance — Option to receive final transcripts — Notice

RCW 28A.230.180 Educational and career opportunities in the military, student access to information on, when

RCW 28A.600.475 Exchange of information with law enforcement and juvenile court officials — Notification of parents and students. RCW 28A.605.030 Student education records — Parental review — release of records—Procedure.

RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent or guardian — Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected

RCW 40.24.030 Address Confidentiality Program — Application — Certification

Chapter 246-105 WAC Immunization of child care and school children against certain vaccine-preventable diseases

Chapter 392-172A WAC Rules for the provision of special education

Chapter 392-182 WAC Student Health Records

Chapter 392-415-WAC Secondary Education- standardized high school transcript

WAC 181-87-093 Failure to assure the transfer of student record information or student records

WAC 392-121-182 Alternative learning experience requirements WAC

392-122-228 Alternative learning experiences for juvenile students

incarcerated in adult jail facilities WAC 392-500-025 Pupil tests and records — Tests— School district policy in writing

Initially Adopted: April 9, 2012

Amended: April 8, 2019

Amended: February 27, 2023

Amended: October 23, 2023

Safety/Security

The district and all buildings have emergency response procedures. Emergency procedures were designed collaboratively with school staff, emergency management officials, police, fire, and public health officials. The procedures, which are regularly reviewed and updated, are applicable to a wide variety of emergencies. Teachers and students will practice several types of emergency drills on a regular basis during the school year.

These drills will include:

- Fire
- Earthquake
- Intruder

- Shelter-in-place (lockdown)
- Evacuation

Drills are important to build “automatic” responses and confidence. The practices also are a great [opportunity for learning](#) how to improve procedures.

The district will use the FlashAlert system to share information during an incident or emergency. FlashAlert is free to you; however, you need to make sure that your addresses and numbers are up-to-date. The district doesn’t manage changes to subscribers’ information. To enroll in the service or update your current information visit www.flashalert.net. Emergency school closures or modified schedules will also be announced over local radio stations AM 1270, 1190, 1400, 1490; FM 93.5, 94.5, 101.5, 105.5; Portland TV channels and posted at longviewschools.com. In addition, individual schools or the district may provide automated telephone calls for announcements to parents and may post on the district’s Facebook page. The schools must have updated numbers to call. You can update this information at the school or at Family Access available through the district’s website.

If your child walks to school, please encourage him/her to follow the safe walking routes developed by our transportation department and available at the school. Also, please stress with your child pedestrian safety, crosswalk use, and following the directions of crossing patrol. Parents are asked to help their children understand that: if there is an earthquake while children are on their way to school, they should “duck and cover” away from power lines, buildings, and trees. If your student rides the bus, be sure he/she is aware of the bus rules provided by the transportation department. Bus-riding students participate in emergency evacuation drills each year.

Emergencies Policy No. 3432 Students EMERGENCIES

The Longview School District is committed to having current safe school plans and procedures in place to maximize safety for all students and staff. A commitment to safety enables teaching and learning. The District and its schools shall develop comprehensive all-hazard emergency operations plans that address prevention, mitigation, preparedness, response, and recovery strategy.

Drills

Drills are an essential component of safety planning. Drills teach students and staff basic functional responses to potential threats and hazards. The four functional responses are adaptable and can be applied to a variety of situations. Additionally, some threats or hazards may require the use of more than one basic functional response. Therefore, each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. Drill planning and implementation shall consider and accommodate the needs of all students.

Basic Functional Drills

The basic functional responses include shelter, lockdowns, evacuations, and earthquakes (drop-cover-hold –on) and hold (stay in classroom to keep the hallways clear):

Shelter

Shelter is designed to limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants that are released into the environment by isolating the inside environment from the outside. Staff and students will receive instruction so that they will be able to remain inside and take the steps necessary to eliminate or minimize the health and safety hazard.

Hold

Hold is meant to clear the hallways and common areas when a situation requires students to be held in their classes. This could occur if there were a medical situation and emergency responders needed to access the school to help treat a student or staff member. Staff are to close their classroom doors, account for student and adults, and conduct business as usual. Students are to clear the hallways and remain in the classroom or area until the “all clear” is announced.

Secure

Secure is meant to lock exterior doors and conduct business as usual inside the school. Staff are to bring everyone indoors, lock outside doors, increase situational awareness, account for student and adults and conduct business as usual.

Lockdowns

Lockdowns are meant to isolate students and staff from threats of violence, such as suspicious trespassers, armed intruders, and other threats that may occur in a school or in the vicinity of a school. Staff and students will receive instruction so that in the event of the breach of security of a school building or campus, staff, students, and visitors will be able to take positions in secure enclosures.

Evacuations

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

Staff and students will receive instruction so that in the event the school or district needs to be evacuated due to threats, such as fires, oil train spills, earthquakes, etc., they will be able to leave the building in the shortest time possible and take the safest route possible to a designated reunification site.

Earthquakes (Drop-Cover-Hold on)

The board recognizes the importance of protecting staff, students, and facilities in the event of an earthquake. Facilities will be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

Additional Drills

In addition to the above four functional response drills, the District shall, at a minimum, also develop response plans for the following:

Pandemic/Epidemic

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff, and the community. The superintendent or a designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

Bomb Threats

The superintendent will establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally, or by other means.

Emergency School Closure or Evacuation (Modified Shelter)

When weather conditions or other circumstances make it unsafe to operate schools the superintendent is directed to determine whether schools should be started late, closed for the day, or transportation will be provided only on snow bus routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

The superintendent will establish procedures for the emergency closure of a building or department.

All safety plans and drills shall include protocols for both internal and external communications, as well as procedures for drill documentation. Evacuation plans shall also include reunification plans. Schools shall document the dates and time of such drills. Each school will maintain the time and type of drill in the school office.

Legal References:

RCW 19.27.110 International fire code — Administration and enforcement by counties, other political subdivisions and municipal corporations — Fees
 RCW 28A.320.125 Safe school plans — Requirements — Duties of school districts, schools, and educational service districts — Reports — Drills — Rules

Adoption Date: February 22, 2010

Amended: January 10, 2022

SEX DISCRIMINATION AND SEX-BASED HARASSMENT OF STUDENTS PROHIBITED Policy No. 3205

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

Definitions

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

The term “sexual harassment” may include:

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

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

Investigation and Response

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

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

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

Retaliation and False Allegations

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

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

Staff Responsibilities and Training

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

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

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

District/school staff, including employees, contractors, and agents shall not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

Notice and Training

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

Policy Review

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

Legal References:

20 U.S.C. - 1681-1688

WAC 392-190-058 - Sexual harassment

RCW 28A.640.020 - Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies

34 C.F.R. 106

Surveys

Middle and high school students occasionally participate in anonymous surveys-typically those requested by the state or federal government. Parents of students will be contacted before any survey is given to students that ask them questions considered by federal regulations as “protected.” These questions would be such as the student’s own illegal, anti-social, self-incriminating, or demeaning behavior; sex behavior or attitudes; or mental or psychological problems. Parents will have the opportunity to inspect the survey and object to their child’s participation, or, in some cases, will be asked to grant their permission for student participation in accordance with District Policy 4323 and the federal Protection of Pupil Rights Amendment of the Family Educational Rights and Privacy Act.

Research Projects and Surveys Involving Staff and/or Students Policy No. 4323 Community Relations

The Longview School District may cooperate with outside

organizations' (for example, college, university, etc.) research projects involving staff and students when, in the judgment of the superintendent, the project gives evidence of providing significant data and the research design is in keeping with generally-accepted research practice. Interruption of class time will be kept to a minimum in all approval projects. No project will be approved if there is any indication that student learning will be jeopardized.

All research projects must be approved in advance by the superintendent and by the board if a change in curriculum is involved. Parents may inspect, upon request, a survey instrument created by a third party before the survey is administered or distributed by a school to students. Schools will notify parents and allow them to exclude their child from any survey containing one or more of the following eight federally identified "protected" areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written parent permission (active consent) is required prior to surveying students with a federal department of education funded instrument that contains questions in one or more of the above-listed eight protected areas.

Legal References:

20 U.S.C. 1232h-Protection of Pupil Rights (Hatch Amendment) 34 CFR Parts 75, 76- Student rights in research, and 98 (1984)- experimental activities and testing Elementary and Secondary Education Act (ESEA)/ No Child Left Behind Act of 2001 (NCLB)

Initially Adopted: December 15, 1983

Adopted: October 12, 2009

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sex behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact the Family Policy Compliance Office at the following address:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Teacher Qualifications

As a parent, you are welcome to request the following information regarding teachers and para-educators (paraprofessionals) working with your child(ren).

- If your child's teacher has met state certification for the grades and subjects s/he teaches.
- If your child's teacher is working with emergency or conditional certificates where state certification criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held, including field of discipline of the certificate or degree.
- The qualifications of the paraprofessional providing instructional services to your child.

Specific "report card on the school" information is available by visiting longviewschools.com and clicking on "Report Card". If you do not have access to a computer; please call 575-7006 for printed information

Visitors

The Board of Directors adopted revisions to this policy that clarify expectations for visitors to school district sites and procedures for responding to unsafe or disruptive conduct. These procedures include appropriate provisions to protect disabled patrons from discrimination.

Procedures for Safe and Orderly Learning Environment Procedure No. 4200P

Visitors to District Property

1. Definitions

For the purpose of this Procedure, the following definitions apply:

- a. "Visitor" means a person entering District property who is not a student, employee, officer, or elected official of the District.
- b. The "school day" is the timeframe in each school building that begins with the start of the first instructional period and ends with the conclusion of the last instructional period.
- c. "Secondary schools" are the middle and high schools in the District.
- d. "Elementary schools" are all the District's elementary schools.
- e. "Parents" are natural parents, adoptive parents, and guardians of students attending a particular District school.
- f. "Adult relatives" are adult relatives of students attending a particular District school, including grandparents and aunts and uncles, but excluding siblings and cousins.
- g. "Volunteers" are persons who volunteer their services in support of District programs with approval and supervision of District officials.
- h. "Invited guests" are those visitors to schools who are not parents or adult relatives of the students at the school or volunteers and who have been specifically invited to the school by school officials for the purposes of carrying out the educational program or administering the schools, including, but not limited to, contractors acting on behalf of the District representatives of labor organizations, and personnel from law enforcement and other government agencies. "Other visitors" are those visitors to schools who are not parents, adult relatives, volunteers, or invited guests as defined above.
- i. A "private evaluator" is a consultant acting on behalf of a parent who has received District approval to observe a student's classroom(s) and program.
- j. "Student groups" are groups of students attending a particular

District school that have not obtained approval from the principal under Policy 2153.

2. Access to District Schools

a. By Parents, Adult Relatives, Volunteers, and Invited

Guests During the school day, only parents, adult relatives, volunteers, and invited guests are allowed to visit any District school. Parents, adult relatives, volunteers, and invited guests will continue to have access to all District schools before and after the school day in order to confer with and directly assist teachers, staff, and students; provide support for District programs; and observe or participate in school sponsored activities. Parents, adult relatives, volunteers, and invited guests visiting a school during the school day must register at the school's office upon arrival at the school, must comply with any safety procedures or directives indicated by the school principal or designee, and must not engage in any activity or behavior that is disruptive to the educational process. Volunteers must provide their services in support of District programs with the approval and under the supervision of District officials.

b. By Other Visitors

i. Elementary schools:

Other visitors will not be permitted access to any District elementary school during the school day or at any time when students are present, including before or after the school day. They may visit before or after the school day when students are not present. A private evaluator conducting an educational evaluation may be granted permission by the principal or designee to observe during the school day.

ii. Secondary schools:

Other visitors will not be permitted access to any District secondary school during the school day. Other visitors will be allowed access to the District's secondary schools before and after the school day, even when students are present, as follows. Before and after the school day, other visitors may visit secondary schools in areas designated by school officials subject to the following conditions, which are designed to allow District officials to provide safety through proper, non-discriminatory supervision:

- 1) All such other visitors must check-in with the principal or designee when arriving on campus and comply with any safety procedures/directions indicated by the principal or designee.
- 2) The principal or designee may restrict such visits to specified location(s) within the school campus, and other visitors must comply with such designations.
- 3) Other visitors may meet informally with students before or after the school day if they do not promote products, solicit for commercial purposes, or engage in illegal or other prohibited activity.
- 4) The principal or designee may limit, withdraw, or revoke the access provided by this Subsection A.2.b.ii if the presence of any other visitor becomes disruptive or if any other visitor fails to comply with the restrictions specified in this subsection. If such a revocation occurs, the other visitor must immediately leave the school campus. The principal or designee may also make the revocation effective for a specified time period into the future.

Student groups that have not obtained principal approval under Policy 2153 have the right to initiate and conduct voluntary meetings at school facilities under District Policy 4260.

c. Events Open to the Public

None of the above requirements applies to attendance at events held at school buildings that the District opens to the public, such as concerts and sporting events.

All visitors to events on District property open to the public are expected to behave in a safe and respectful manner. Standards for visitor conduct are established in Section B, below.

A private evaluator conducting an educational evaluation may be granted permission by the principal or designee to observe during the school day.

3. Access to Other District Property

Visitors are not allowed in non-public areas of the District's non-school facilities unless invited by District officials.

B. Conduct of Visitors to District Property

All visitors to motor vehicles, buildings, parking areas, grounds, or other property that is owned, operated, or controlled by the District at any time are expected to behave in a safe and respectful manner.

Visitors must not engage in, threaten to engage in, or incite another to engage in activities that disturb, interfere with, or obstruct District operations or its students, officials, employees, or visitors. Prohibited visitor conduct generally includes, but is not limited to:

1. Possessing or being under the influence of alcohol or drugs.
2. Verbally or physically threatening, harassing, or assaulting students, staff, parents, or other visitors.
3. Acts of violence toward students, staff, parents, or other visitors.
4. Possession or display of a firearm or other dangerous weapon prohibited by Policy 4210.
5. Criminal activities as defined by federal or state law.
6. Other behavior expressly prohibited by federal, state, county, or city laws or regulations or District policies or procedures.
7. Entering the learning environment (including classrooms) or non-public areas of District facilities in violation of Section A of this Procedure 4200P.

Prohibited conduct does not include lawful exercise of freedom of speech, freedom of press, and the right to peaceably assemble and petition the government for redress of grievances, so long as such activity does not disturb, interfere with, or obstruct District operations or its students, officials, employees, or invitees.

Staff members are responsible for monitoring District facilities, including hallways and playgrounds at schools. Unfamiliar persons are to be directed to the building office. District staff will promptly report any actions by visitors in violation of the standards in this Procedure to the building administrator.

C. Directive to Leave District Property

In the event that any person is under the influence of drugs or alcohol or is committing, threatening to imminently commit, or inciting another to imminently commit any act that would disturb, interfere with, or obstruct any lawful task, function, process, or procedure of the District or of any of its students, officials, employees, or visitors, the staff member in charge will direct the person to leave the District motor vehicle, building, parking areas, grounds, or other property at issue pursuant to RCW 28A.635.020. If the person does not obey the directive, the staff member or his/her designee will immediately call for law enforcement assistance.

D. No-Trespass Warnings and Orders

In the event that the superintendent or his/her designee reasonably believes that the continued presence of any person on District property would interfere with or disrupt District operations or pose a risk of harm to District property, students, staff, or other people, the superintendent or his/her designee may issue a written no-trespass order to the person prohibiting him or her from entering District property.

Pursuant to RCW 28A.605.020, the parent or guardian of a District student may only be given a no-trespass order restricting access to his or her child's classroom and/or school-sponsored activities if that person's presence would be disruptive to classroom procedures or learning activities. No-trespass orders will be issued in a nondiscriminatory manner. Such orders will not be issued 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 service animal. Pursuant to Title II of the Americans with Disabilities Act and its implementing regulations (28C.F.R. § 35.130, .139), the District may issue no-trespass orders to individuals with disabilities when necessary for the safe operation of District facilities, services, programs, or activities. However, exclusion of an individual with a disability from District facilities, services,

programs, or activities must be based on actual safety risks, not on mere speculation, stereotypes, or generalizations about individuals with disabilities. An individual with a disability may be given a no-trespass order under this Procedure for conduct related to his or her disability when he or she poses a direct threat to the health or safety of others. A direct threat means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary services. In determining whether the individual poses a direct threat, District staff must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or the best available objective evidence, to determine: the nature, duration, and severity of the risk; the probability that a potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

The following procedures apply to issuance of all no-trespass warnings and orders:

1. Warnings Optional

Prior to issuing a written no-trespass order, the superintendent or his/her designee may choose, in his/her sole discretion, to first issue an oral or written warning identifying the person's disruptive or harmful behavior and stating that continuation of the behavior may result in a written no-trespass order. In no circumstances is a warning required prior to issuance of a written no-trespass order.

2. Contents of Written No-Trespass Orders

Written no-trespass order must include the following:

The effective date of the order; The expiration date of the order; Which District motor vehicles, buildings, parking areas, grounds, or other property the subject of the order is prohibited from entering; A brief summary of the reason(s) for the order, including where known the date, time, and location of the behavior that was prohibited and any District employees

who witnessed the behavior; Any exceptions to the no-trespass order; The potential consequences of violating the order, including notification of law enforcement and institution of criminal trespassing charges, including under RCW 9A.52.070 and RCW 9A.52.080; Notification of the subject's right to appeal a no-trespass order issued by the superintendent's designee to the superintendent and that the no-trespass order will remain in effect during the pendency of any appeals, as described below; and Notification of the subject's right to appeal the superintendent's decision to impose or uphold a no-trespass order to superior court under RCW 28A.645.010 within thirty (30) days.

Contact information for the employee responsible for addressing any requests for disability accommodations or modifications to a no-trespass order. In deciding the duration of a no-trespass order, the superintendent or his/her designee will consider the severity of the conduct, the subject's history of prohibited conduct, and the likelihood of repetition. If the subject of a no-trespass order is the parent or guardian of a District student, the superintendent or his/her designee will consider in making the order how to allow the parent or guardian to meet with school employees regarding the student's education (including the student's special education program, if any) before, during, or after the school day in a manner that will not disrupt District operations or District students, officials, employees, or visitors. The superintendent or his/her designee will also consider how to allow the parent or guardian to participate in school or community activities held on District property in a manner that is not disruptive.

3. Appeal of No-Trespass Order to Superintendent

The subject of a no-trespass order issued by the superintendent's designee may appeal to the superintendent by submitting a statement in writing of the reasons for appeal within five (5) school business days of receipt of the order. The superintendent will schedule a meeting with the appellant within five (5) school business days after receiving the appeal to hear the appellant's reasons that the order should be overturned or modified.

Within two (2) school business days of meeting with the appellant, the superintendent will inform the appellant in writing whether the order is upheld, reversed, or modified and the reason(s) therefore. The superintendent's shall be final. This written notice will include notification of the subject's right to appeal the superintendent's final decision to superior court under RCW 28A.645.010. The superintendent will not review no-trespass orders issued by the superintendent in the first instance; any such orders may be appealed directly to superior court, as described below.

The no-trespass order will remain in effect during the duration of an appeal to the superintendent.

For purposes of this Procedure 4200P, "school business day" means each day that school is in session (or during the summer break, each day that the District office is open for business).

4. Appeal of Superintendent's Final Decision to Court

The subject of a no-trespass order issued by the superintendent or his/her designee may appeal the superintendent's final decision to superior court pursuant to Chapter 28A.645 RCW. The subject must file the notice of appeal within thirty (30) days after the superintendent's final decision, as specified in RCW 28A.645.010.

The no-trespass order will remain in effect during the duration of the appeal, unless otherwise ordered by the court.

Initially Adopted: March 24, 2014

Revised: November 5, 2018

Volunteers

Parents and community helpers are most welcome in school. Volunteer opportunities range from helping a student read to assisting with sports. All volunteers fill out paperwork that includes authorization for a Washington State Patrol and Oregon criminal history check. Call 360-575-7019 for information.

If you are interested in serving on an advisory committee to help guide the district in strategic planning, financial, facilities, or curriculum topics, please contact 360-575-7016 or supt@longview.k12.wa

OSPI Model Student Handbook Language

1. Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB

(<https://www.longviewschools.com/fs/resource-manager/view/d199e7e5-60e4-4ffe-b989-2a9d8b9a3850>) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or

confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report. If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Tony VanderMaas, Assistant Superintendent, 360-575-7021) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's <https://www.longviewschools.com/family-resources/bullying-online-conduct> or the district's HIB Policy [3207] and Procedure [3207P].

2. Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy [3210] and Procedure [3210P], visit [\[https://www.longviewschools.com/about/policies-procedures\]](https://www.longviewschools.com/about/policies-procedures).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy [3205] and Procedure [3205P], visit [\[https://www.longviewschools.com/about/policies-procedures\]](https://www.longviewschools.com/about/policies-procedures).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Penny Andrews, Director of Human Resources (360) 575-7004, pandrews@longview.k12.wa.us

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Penny Andrews, Director of Human Resources (360) 575-7004, pandrews@longview.k12.wa.us

Concerns about disability discrimination:

Section 504 Coordinator: Kari Montgomery, Executive Director of Teaching & Learning, 360-575-7980 kmontgomery@longview.k12.wa.us

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Penny Andrews, Director of Human Resources (360) 575-7004, pandrews@longview.k12.wa.us

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent

or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the district board of directors and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

3. Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in

school records

- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy ([3211](#)) and Procedure ([3211P](#)), visit

<https://www.longviewschools.com/about/policies-procedures>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Penny Andrews, Director of Human Resources, pandrews@longview.k12.wa.us 360.575.7004

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on pages 27-28

repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

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investigation, the district will notify you with the anticipated date for their response.

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To review the district's *Nondiscrimination Policy [3210] and Procedure [3210P]*, visit <https://www.longviewschools.com/about/policies-procedures>.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's *Sexual Harassment Policy [3205] and Procedure [3205P]*, visit <https://www.longviewschools.com/about/policies-procedures>.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment? Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

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Concerns about discrimination based on gender identity:

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- Phone: 360-725-6068

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- Phone: 360-725-6162

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- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov

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- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy ([3211](#)) and Procedure ([3211P](#)), visit <https://www.longviewschools.com/about/policies-procedures>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Penny Andrews, Director of Human Resources, pandrews@longview.k12.wa.us 360.575.7004

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on pages 27-28