

CHIEF LESCHI SCHOOLS

Puyallup Tribe of Indians



STUDENT HANDBOOK
CODE OF CONDUCT, RIGHTS AND RESPONSIBILITIES

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Contacts

Chief Leschi Schools	(253) 445-6000
Athletics	(253) 445-6000 ext. 3052
Civil Rights Coordinator	(253) 445-6000 ext. 3011
Elementary Office	(253) 445-6000 ext. 3001
504 Coordinator	(253) 445-6000 ext. 3014
Health Room	(253) 445-6000 ext. 3045
Secondary Office	(253) 445-6000 ext. 3002
Special Services	(253) 445-6000 ext. 3019
Student Services	(253) 445-6000 ext. 3011
Title IX Coordinator	(253) 445-6000 ext. 3052
Transportation	(253) 445-6000 ext. 4000

Superintendent's Office

Superintendent: Don Brummett	(253) 445-6000 ext. 3015
Executive Assistant to Superintendent: Leah Nichols	(253) 445-6000 ext. 3015
Director of Culture: David Sway-la Duenas	(253) 445-6000 ext. 3058
Director of Operations: Bill Veliz	(253) 445-6000 ext. 3034

School Board Members

School Board Chairman: Robert Daniels
Robert.daniels@leschischools.org

School Board Vice-Chairman: Jay Simchen
Jay.Simchen@leschischools.org

School Board Member: Jessica Dillon
Jessica.dillon@leschischools.org

School Board Member: Dr. DeAnn Dillon
deann.dillon@leschischools.org

School Board Member: Chester Earl
chester.earl@leschischools.org

School Board Member Alternative: Peter Kalama
peter.kalama@leschischools.org

School Board Member Alternative: Lydia Butler-Smith
lydia.butlersmith@leschischools.org

Stay Connected with Chief Leschi Schools

Website: <https://www.leschischools.org>

Facebook: <https://www.facebook.com/ChiefLeschi/>

Instagram: <https://www.instagram.com/leschischools/>

School Counseling Resources

Elementary School Counselors (PreK – 5th Grade)

PreK Last Names A-K, 1st - 2nd Grade 253-445-6000, ext. 3191

PreK Last Names L-Z, 3rd – 5th Grade 253-445-6000 ext. 3189

Secondary School Counselors (6th – 12 Grade)

Last Names A-K 253-445-6000 ext. 3005

Last Names L-Z 253-445-6000 ext. 3187

Trevor.Anderson@leschischools.org

Mental Health and Crisis Support

Kwawachee Counseling 253-593-0247

Puyallup Tribe's Wrap Around Program 253-382-6219

Consejo Counseling & Referral Services 253-414-7461
5915 Orchard Street W. Tacoma, WA 98467 Fax: 253-627-8387

Crisis Text Lines Text HOME to 741741

Good Samaritan-MultiCare Behavioral Health Main: 253-697-8400

Kids Health.org

www.kidshealth.org

Advise on children's health, behavior, and growth from before birth through teen years.

Mary Bridge Children's Hospital Main: 253-403-1400

Pierce County Crisis: Free services 24/7 (800) 576-7764
www.multicare.org/pierce-county-crisis-line TTY:711

Puyallup School District Social Emotional Learning and Mental Health resources link.
https://www.puyallup.k12.wa.us/departments/instructional_leadership/social_emotional_learning

Community Resources

Puyallup Tribe of Indians 253-573-7800

South Sound 211 – Community Resources 211
www.uwpc.org

South Puget Sound Intertribal Agency – TANF 253-250-0550

Tutoring

Puyallup Tribe (EIP) eip@Puyalluptribe-nsn.gov	(253) 573-7921 or (253) 382-6074
Huntington Learning Center https://huntingtonhelps.com	(253) 845-2200
PERC Tutoring www.perctutoring.com	(206) 966-8668
Pierce County Library – tutoring options available www.piercecountylibrary.org	(253) 548-3300
Sylvan Learning Center www.sylvanlearning.com	(253) 848-0771

Social Emotional Learning

Second Step www.Secondstep.org
Conscious Discipline https://consciousdiscipline.com
Common Sense Media – Digital Safety https://www.commonsense.org

Grief

Kwawachee: https://www.eptha.com/department-and-services/mental-health	
BRIDGES – Center for Grieving Children www.marybridge.org/services/bridges-center-for-grieving-children (Currently offering virtual support groups)	(253) 403-1966
Dougy Center www.dougy.org	
Pierce County Community Support Groups https://www.marybridge.org/file_viewer.php?id=242&title=Pierce+county+community+bereavement&support+groups	

CODE OF CONDUCT

All students are expected to follow all school rules. This includes those outlined in the Rights and Responsibilities, the Student Handbook, and any other expectations outlined by staff. Failure to follow any expectations or rules may result in school discipline.

ASSEMBLIES/CIRCLE

Students at Chief Leschi Schools (CLS) have the privilege of attending assemblies, concerts, field trips, sports, and other out-of-class activities. Some assemblies and performances have different expectations. For example, in a Pep Assembly, it is appropriate to loudly cheer. At a Formal Assembly, this would not be appropriate. Students should follow directions and expectations communicated for each assembly. In general, students should:

1. Show respect: Use positive and appropriate language, follow along, and maintain an appropriate volume.
2. Be safe: Listen to directions, load and unload stands safely as directed, and keep hands, feet and objects to yourself.
3. Make good decisions: Follow all guidelines and directions, look out for others, and be good role models for younger Warriors.

ATTENDANCE

Regular and punctual attendance at school is vital for students to achieve maximum benefit from our school programs and to be college and career ready. Student mastery of course content and achievement of academic objectives through participation in class activities and student/teacher interaction are of extreme importance. Every subject taught in the school system requires a student's active and continuous involvement in order to develop skills and to learn a particular subject. Most classroom experiences cannot be duplicated on an individual basis. Every day, students are expected to be in their assigned class on time, actively participating, and earning passing grades. Failure to meet attendance and participation expectations will result in progressive discipline up to dismissal from CLS. It is also expected that students will be in attendance for all virtually held class sessions.

In recognition of the responsibility of parent(s)/guardian(s) and the legal obligation established by tribal, local, and federal law, for ensuring the daily and punctual school attendance of children under their care, CLS has established regulations and procedures for reducing absenteeism, truancy, and tardiness of students. These procedures include informing and involving parent(s)/guardian(s) in the resolution of such problems, as both parent(s)/guardian(s) and students are responsible for ensuring attendance.

Students are expected to attend all assigned classes each day. Non-attendance, whether excused or unexcused, may adversely affect a student's grade. In accordance with tribal, local, and federal mandatory attendance laws, if a student is absent (excused or unexcused) and exceeds the limits as prescribed by tribal, state, federal, or school regulations, the school district will follow the practices and procedures as outlined.

Definition of Absent or Absence

A student is absent when the student is not physically present on school grounds and/or not participating in the following activities at an approved location:

- Instruction
- Any instruction related activity (including virtual learning)
- Any other district or school approved activity that is regulated by an instructional/academic accountability system such as participation in district-sponsored sports.

A student skipping class but still on campus is considered absent.

An absence is defined as fifty percent or more of the student's scheduled day or class period.

Excused Absences

Absences are approved when the parent(s)/guardian(s) provides the school with a valid reason for the absence. The following are valid excuses for absences:

- Personal illness
- Any medical care that is clearly documented by a doctor, dentist, or medical professional (for the student only)
- Death in the family or funerals
- Extreme family emergencies
- Educational trips
- Religious, cultural, or other special observances
- Administrative action absences (suspensions, exclusions, expulsions)
- Appearances in court when required by law.
- Participation in a district-approved activity
- Absences directly related to a student's homeless status.
- Post-secondary program visitation or interview
- Planned family activities which have been pre-approved by the administrator.

NOTE: Parent(s)/guardian(s) are asked to schedule medical (doctor, dentist, etc.) appointments so they do not conflict with school hours, whenever possible.

The school administrator (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and the time limits established by the appropriate teacher, except for participation-type classes in which a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

If the absence is for more than three (3) days, assignments can be collected on request. Requested make-up/homework may be collected the following day after 3:30 P.M. Homework or classwork is due within one week of a student returning to school from the excused absence, otherwise it may not be accepted past the due date.

Unexcused Absences

Absences from school for a majority of hours or periods in an average school day are unexcused unless they meet the criteria for an excused absence. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequence of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period when the student is absent. Students will be held accountable for the time they are unexcused from school and must work with the school to make up for the missed time as assigned by the teacher or administrator.

CLS is required to file a truancy petition with the Puyallup Tribal or Pierce County Juvenile Court when unexcused absences accumulate during the year. The state code is known as the Becca law. For this reason, it is vitally important that parent(s)/guardian(s) contact the main office to excuse a child's absences when they occur.

Every Absence Requires Parent(s)/Guardian(s) Communication with School

- For every student absence, the parent(s)/guardian(s) must phone or send a written note of clearance within twenty-four (24) hours (the next school day) to the Attendance Secretary.
- No unexcused absences will be cleared as excused after 24 hours after the student's return to school.
- Notes must contain the first and last name of the student, date(s) absent, reason for absence, signature of the parent(s)/guardian(s), and a telephone number where the parent(s)/guardian(s) can be contacted.
- CLS will classify all absences as either an Excused Absence or Unexcused/Truant.

Information on Planned Absences

A Planned Absence Form (located in the front office) is required at least one week prior to the first date of a planned absence. Completing the form does not guarantee administrative approval or excusal of absences. The advanced notice allows for a child's teacher(s) to prepare assignments that will be missed during the absence. It is difficult to duplicate the classroom learning experience in which group activities and in-class participation are essential to the understanding of the lessons presented. If the school is not notified of a prolonged absence in advance, the absence may be recorded as unexcused. Students are discouraged from missing school to take trips during the school year or leaving school prior to the normal closing date.

Please note that an accumulation of absences (excused or otherwise) can have a dramatic impact on a student's progress and development. Prearranged approved absences will be tracked and action may be taken by the school to support improved attendance in accordance with tribal, local, and federal law.

Administrative Actions on Absences

The following steps will be taken if a student accumulates the stated number of unexcused absences/truancies in one or more classes:

Any absence: The auto-dialer will call parents.

One (1) – Two (2) unexcused absence: The student's parent(s)/guardian(s) will be notified in writing or by telephone, in a language the parent is fluent, whenever the student has failed to attend school being with one unexcused absence.

Three (3) unexcused absences within a 30-day period: A conference will be scheduled with the student and parent(s)/guardian(s). The purpose of the meeting is to identify barriers to the student's regular attendance, provide support and resources that may be made available to the family, and the steps to be taken to support the student to attend.

No earlier than (7) unexcused cumulative absences in a month and no later than (15) unexcused absences in a school year: Must apply Washington Assessment of Risks and Needs of Students (WARNS) or other assessment. Take data informed steps to eliminate or reduce student's absences, consistent with the WARNS or other assessment results. If the student has an Individualized Education Program (IEP) or a 504 Plan, the team must convene to consider the reasons for the absences and adjust the IEP or 504 Plan as necessary. This is required in addition to the requirement to have a parent conference after three (3) unexcused absences.

As per BIE regulations, a student who is absent for 10 consecutive days will be dropped. After a student is dropped, parent/guardian will be required to contact the enrollment office to request re-enrollment.

Tardy

A student is tardy to class when he/she arrives at class after the scheduled start time. This includes returning to class after lunch. Tardies will not be excused without third party documentation (staff member, doctor, or dentist), including first period. If a student is more than ten (10) minutes late, it is considered a truancy. Students who arrive at school after school begins must check in at the main office before going to class. All tardies will be monitored by staff; progressive discipline will apply. Tardies are cumulative. Students may have three (3) tardies without consequence; however, discipline will occur with the fourth tardy.

Progressive discipline for tardiness may include loss of free time, parent conference, community service, reverse suspensions, extracurricular (athletics, drum and dance, after school activities, etc.) suspension, after-school detention, and other appropriate discipline. School administrator or teachers will notify parents when students are excessively tardy and will work with the family to apply a consequence and plan to improve. Excessive or disruptive tardies will result in an office referral. Ultimately, excessive tardies and absences could result in a student being unenrolled from CLS.

In an effort to support students and families, CLS is concerned not only about unexcused absences, but total absences as well, even if they are excused. We may take additional steps to educate and support students to improve their attendance.

Students with excessive absences and/or tardies (more than 5% or nine (9) total days) will be required to obtain a doctor's note for each future absence or the absence will be deemed unexcused. The note from the doctor should include the reason for the absence and the dates of the absence.

BATHROOM EXPECTATIONS

When going to the restroom at CLS, it is the expectation that all students carry their classroom passes. While using the bathrooms it is the expectation that all students:

1. Go
2. Flush
3. Wash
4. Leave

BUS/TRANSPORTATION REGULATIONS

Buses and vehicles owned/leased and operated by the school are school property, and, as such, are an extension of the school or classroom. All rules and regulations which apply to school campuses and classrooms also apply to conduct on a school bus, vehicle or at bus stops. Inappropriate behavior and actions on the bus or vehicle may result in the loss of riding privileges and other disciplinary measures. Violation of these rules may result in disciplinary action up to and including suspension from bus riding privileges.

The school bus driver has the authority and responsibility to address misconduct on the bus and at bus stops in accordance with School Policy and Regulations. Any questions related to bus misconduct should be directed to the Director of Transportation at (253) 445-6000 ext. 4000 or the school administrator.

Bus/transportation regulations include the following:

- Cooperate with the bus driver at all times. Students must identify themselves to the driver when asked to do so. Students must show courtesy and respect to the bus driver as they do to their teachers.
- Proper classroom conduct is expected on the school bus. Ordinary conversation with appropriate language is expected. Students must remain seated while the bus is in motion at all times for their safety and the safety of others on the bus.
- In the event that students are assigned to a seat on the bus, they must stay in their assigned seat during the entire route. Seat assignments are sometimes necessary when there are disciplinary issues on the bus.
- Students need to help the driver keep the bus clean by throwing all refuse items in the garbage can in the bus or taking refuse items off the bus with them.
- Windows must remain shut unless permission is obtained from the driver to open them. In the event that the driver gives permission, students must keep all items inside the bus such as heads, arms or garbage. Windows may not be below the third notch.
- Eating and drinking on the bus is not allowed for the safety of the passengers. Special arrangements to have food and drink are sometimes approved for extracurricular field trips when other arrangements are not available.
- Weapons are never allowed in the passenger compartment of a school bus. Items with sharp, pointed, or jagged edges must not be brought on the bus for the safety of all the passengers. Large or bulky items must not block the aisle, or the emergency exits at any time. Incendiary devices such as fireworks, matches, lighters, vape pens, gasoline,

ammunition, firearms, or any other flammable materials are not allowed on the bus at any time.

- Damaging school property such as bus seats or broken windows may result in disciplinary action. In all such cases, restitution must be made.
- Tobacco, alcohol, drugs, or any possession of these items or any paraphernalia including vaping devices will result in immediate disciplinary action.
- Students must ride their regularly assigned bus to their designated stop unless permission to change has been approved by a school official. For their safety, students must always cross the street in front of the bus, never behind. Students must wait for the driver to signal that it is clear to cross the street.
- Animals are not permitted on the school bus unless it is a medically prescribed/registered service dog.
- Emergency evacuation procedures will be practiced each year. Students must follow the direction of the driver for emergency drills.
- The bus will wait no longer than 2 minutes at each bus stop to give the students time to gather their books and backpacks and get out the door to the bus. Students need to be ready to board their bus at the assigned stop time. If you do not know the assigned bus stop time, please contact the transportation office at (253) 445-6000 ext. 4000 for the assigned time. If the bus leaves the stop prior to the assigned time, call the transportation office immediately and the bus will return. If the bus is too far along the route, the bus may return after the school drop-off occurs so that most of the students are on time to school. If the bus leaves your stop 2 minutes past the assigned time, we will not be able to have the bus return. Not all stops are in a safe location for the bus to wait 2 minutes past the pick-up time, but this information should be shared with you by the bus driver, so you know that the student needs to be ready right on time.
- Chief Leschi buses are equipped with GPS systems that allow us to see the path each bus travels and the time they stop at each bus stop. This also allows you to see the bus coming to your bus stop every morning using a smart phone app. If you are interested in information on how to set this up, talk to your bus driver and he/she can bring you the instructions to set it up or contact the transportation office and we can guide you through the process.
- Changes in your child's afternoon transportation must be called in to transportation no later than 2:00 p.m. on a normal release day and by 11:30 a.m. on an early release day for a change in the take home location. Changes for the morning pick-up must be received by 5:15 a.m., the morning of the change. Changes to the After-School Activity (ASA) routes are not permitted. ASA routes do not travel to all areas that we service during the regular to/from school times.
- ASA routes are created to get students home after sports practice, credit retrieval class, or other authorized after school activities. Only the students reported by their teacher, coach, or principal to attend an after-school activity will be scheduled and permitted on a bus to get home on ASA routes. Students that are not on the reported lists will need to contact a parent/guardian to pick them up.

CLOSED CAMPUS

CLS observe a CLOSED CAMPUS POLICY. Once you have boarded a school bus, you are considered at school. STUDENTS ARE NOT ALLOWED TO LEAVE THE CAMPUS DURING LUNCH OR ANY OTHER TIME DURING THE SCHOOL DAY WITHOUT PRIOR PERMISSION AND THE APPROPRIATE DOCUMENTATION FROM THE NURSE OR ATTENDANCE OFFICE. Students are to stay on the school grounds, in the designated areas, from the time they arrive until dismissed. Students must have a parent/guardian call or bring a written parent/guardian request to the attendance office, PRIOR TO LEAVING campus for any reason. Special off-campus passes will be limited and must have administrative approval. Students will be subject to disciplinary action for leaving campus without permission.

Students are asked not to bring visitors to school. Permission will be granted to bring a visitor to school for one day if there is an educational value to CLS, and the visit has been approved by an administrator. Permission to visit is never granted to students who should attend their own school or to students who have dropped out of our school, another school, or who have already graduated. Visitors, if allowed, must have a Visitor's Pass issued by the office before being allowed to attend classes.

In an effort to eliminate classroom disruptions, we do not accept deliveries of any kind to students during the school day, nor do we allow students to leave class in order to pick up such items from the office or from outside the building.

CLS does not allow food delivery from any restaurant or from delivery companies such as Door Dash or Uber Eats.

COUNSELING SERVICES

CLS has two counselors that are here to serve our elementary students and secondary students. Our counselors are here to help resolve issues that may arise from time to time. As our counselors keep very busy schedules, it is the expectation that if you need to speak with an elementary counselor, that you fill out a slip in the Elementary Office. Our counselors will call for you when they are ready to meet with you.

The secondary counselors post scholarships and host visits from colleges, universities, military academies, and technical schools, as well as inviting representatives from a variety of occupations. Students are encouraged to attend a variety of presentations to help them make informed choices for beyond high school.

Schedule Changes

Student requests for classes are entered into a database program that will assign periods and teachers based on student needs and interests. The administration and/or school counselors must approve any subsequent requests for class changes. Schedule or class changes must be made before the third week of each semester. Students are expected to follow their assigned schedule.

DANCES

Secondary students wanting to attend a CLS sponsored dance must show a picture ID card when buying tickets. Acceptable forms of identification are driver's license, school ID badge, military ID, or other formal ID card. Students must be in good academic and behavior standing to attend. Excessive absences/tardies or violation of any school or district policy may limit a student's eligibility to attend a dance. Students may request a meeting with an administrator to discuss possible exemptions.

Students may bring dance guests (1 guest per student). Guests must be high school students or recent high school graduates. All guests must be preapproved by CLS administration, and guest names need to be turned into the secondary main office in accordance with deadlines. Guests must present ID to confirm identity and age to enter the dance. Guests must abide by the Code of Conduct and Dress Code, or they will not be admitted to the dance.

Dance Code of Conduct & Rules

Students should follow all rules and expectations for the dance including directions from staff, dress code expectations, and protocols for leaving and entering. Students who leave the dance may not be admitted back into the dance. While at the dance, students should use appropriate language and behavior, stay in approved and supervised areas, and follow all school rules as this is a school-sponsored event. Students should make good decisions and be a good role model for other students.

DIGITAL RESOURCES

Digital resources include computers, internet access, data base, etc. CLS encourages information dissemination, collaboration, innovation, and experimentation through the ethical use of technology, and requires its staff and students to adhere to federal and state laws and district policies. Do not use digital resources for illegal, harassing, antisocial, or indecent purposes; do not access or process obscene, pornographic, or other inappropriate materials. Any use of digital resources that violates this expectation will constitute disciplinary action.

DISCRIMINATION AND SEXUAL HARASSMENT

You can report discrimination or sexual harassment to any staff member or designee below:

Kimberly Ward., Civil Rights Coordinator - kimberly.ward@leschischools.org

Scott Halasz, Title IX Coordinator - Scott.Halasz@LeschiSchools.org

Jenifer Leavens, 504 Coordinator - Jenifer.Leavens@LeschiSchools.org

Chief Leschi Schools

5625 52nd Street E.

Puyallup, WA 98371

253-445-6000

Discrimination

CLS does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Kimberly Ward, Civil Rights Coordinator, 5625 52nd Street East, Puyallup, WA., 253-445-6000, kimberly.ward@leschischools.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator or designee, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination policy and procedure, contact your school or district office at 253-445-6000.

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

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

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault.

You can report sexual harassment to any school staff member or to the district's Title IX Officer, Scott Halasz, Scott.Halasz@LeschiSchools.org. You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedure, contact your school or district office.

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

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

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident,

explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

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

For more information, visit our [website](#), 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.

Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

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

DRESS CODE

All students are expected to dress, groom themselves, and behave in ways that reflect appropriate public behavior and do not disrupt the learning environment. If a student is out of compliance with the dress code, he/she will be asked to resolve the situation demonstrating compliance with the following expectations: Students may be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard is presented by the student's dress or appearance including possible membership in groups that promote hate or violence.
- B. Damage to school property shall result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the students' dress or appearance.

Specific standards include:

- Hats worn at Circle must follow appropriate traditions and protocols to demonstrate the proper respect for the event and/or songs occurring, such as Honor songs.
- No hoods pulled over the head may be covering the face. For school safety purposes, a student's face must be visible when a hood is worn.
- No clothing with words, depictions, or themes related to alcohol, tobacco, drug use, violence, weapons, or gang affiliations including bandanas or colors
- No sexual or lewd text, themes, magazine logos, or depictions. Clothing and/or accessory styles that create conflict or an atmosphere of intimidation are prohibited. Examples include flags worn as capes, jewelry with concealed weapons, and/or ammunition.
- Pants and Shorts must be worn at waist level. No Sagging
- No clothing styles that are excessively revealing, creating a material and substantial disruption to the educational process as determined at the sole discretion of school administration.
- No sheer clothing that reveals undergarments.
- No clothing that reveals ribs, e.g. muscle tees with open sides or high-cut crop tops.

- Footwear is required for all students.
Shoes at Elementary: For safety reasons flip-flops, slippers and shoes with wheels "wheelies" are not allowed.; Sandals providing adequate support may be worn.
- Close-toed shoes are required in PE, when using sharps in Art classes, and during science labs.

- Sunglasses must not be worn inside a building unless for medical or religious reasons.

- Any clothing, style of grooming, or behavior that displays or promotes, symbolizes, represents, or exhibits gang-related activity (i.e., bandanas, confederate flags, swastikas, display of gang colors, gang behavior, gang affiliation) or hatred toward another person or group is not permitted.

Staff, in consultation with the school administrator, may restrict appearance and attire, including footwear, with special consideration for safety and health issues. Any additional clothing, style of grooming, or behavior that disrupts the learning environment will not be permitted. Students not complying with dress standards may be given school-issued clothing or may be sent home to correct the situation and/or be subject to discipline or suspension.

Adoption Date: 10-26-23

ELECTRONIC DEVICES

Electronic devices other than the CLS-issued devices should not be used in the classroom. This includes cell phone use for texting, phone calls, pictures, or video recording. Parent/guardian may call the main office to relay information to students. It is the expectation of all CLS students that cell phones are kept in their back packs or cubbies each morning upon arrival at school. All cell phones will be secured for the day and will be available to them at the end of the school day. CLS does not permit the use of personal recording devices while on campus. Conversations concerning a student's educational record are protected by Federal law under the Family Educational Rights and Privacy Act (FERPA). Therefore, students are prohibited from videotaping, recording, or taking pictures of any student or staff member without the consent of all parties. If consent is not given, students may be subject to school discipline.

FALSE ALARMS

Triggering a fire alarm or reporting a fire or other emergency without reasonable grounds for such action is considered a false alarm. Students who cause or report a false alarm may be disciplined, suspended, or expelled. Law enforcement agencies may be notified.

FALSE INFORMATION

Knowingly reporting to school officials or causing the reporting of false facts regarding misconduct or other information likely to cause an official response, or corroboration of such information, is considered a false allegation/misinformation. Lying to a school official or omitting relevant information during the course of an investigation is considered misinformation. A student who knowingly provides false information or misinformation may be subject to discipline and/or suspension.

FIELD TRIPS

As part of the educational program of the school, students are occasionally taken on field trips. It is important to remember that students that attend a field trip are a direct representative of our school.

Signed permission slips for each individual trip will be required for each field trip. Students must maintain passing grades and maintain consistent good citizenship in order to attend field trips. Needs for medication during a field trip must follow school guidelines for medication dispensing.

FOOD/BEVERAGE

Students are not allowed to bring food to eat in the classroom. Water bottles are allowed in all classrooms as long as students are careful around electronic equipment.

FORGERY

Falsely representing one's identity or forging a parent(s)/guardian(s), staff member, another student's signature on any letter to the school, in a phone conversation, on any school document, or in any other way is considered forgery. Forgery may result in discipline and/or suspension.

GENDER INCLUSIVE SCHOOLS

CLS believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, CLS recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement. For additional details, see Board Policy 3211.

GRADING AT CHIEF LESCHI SCHOOL

Elementary

CLS uses a standards-based grading system where student achievement is measured and assessed by comparing student work to state learning standards that are related to each subject. Students receive the following grade marks: 4.0 Exceeding Standard, 3.5 Meeting/Exceeding Standard, 3.0 Meeting Standards, 2.5 Approaching/Meeting Standard, 2.0 Approaching Standard, 1.5 Beginning/Approaching Standard, 1.0 Beginning, NE No Evidence, NA Not Assessed this Grading Period. Students and Parents will receive standards-based feedback on assessments, projects, quizzes, and homework.

Secondary

The school year is divided into two semesters. Final grades, given at the end of each semester, are posted on the student's transcript and determine his/her grade point average (GPA). In addition, bi-weekly progress reports (IPR's) will be provided by mentor teachers every other Friday. Students must complete all requirements in a course with a minimum of "D" grade to earn 0.5 credit.

In general, GPAs are computed using the following numerical equivalents to letter grades for the transcript:

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	F, NC = 0.0
B = 3.0	C- = 1.7	I = Incomplete

To calculate a GPA, convert the letter grade in each course to its numerical equivalent. Divide the sum of these numbers by the number of the classes to calculate the GPA for the semester. Over time in each class, a students' individual assignment grades average to a four-point GPA that translates into a traditional letter grade reported on progress reports, report cards and transcripts. A cumulative unweighted GPA is computed using all the grades students earn in high school and receive high school credit for in middle school.

Summative and Formative Assignments

"Summative" and "Formative" are the only two assignment categories used in grades 6th through 12th gradebooks. Formative work is considered practice and is used to monitor student learning and adjust instruction. It could include in-class practice, daily assignments, and homework. These assignments comprise 25% of the student's final grade in the course. Summative assessments provide evidence that students have or have not met the standard. They comprise 75% of the student's final grade in the course. Every summative assessment is directly linked to one or more state or national learning standards and could include quizzes, tests, labs, projects, essays, and performances.

The table below shows the percentage range for each of the traditional letter grades.

A = 93-100	C+ = 77-79	F, INC, I = 0-59
A- = 90-92	C = 73-76	
B+ = 87-89	C- = 70-72	
B = 83-86	D+ = 67-69	
B- = 80-82	D = 60-66	

Regular

interim grade checks will be reviewed with students in Advisory. Advisory teachers review grades with their students may communicate with you about your student's progress in classes. You can access student's grades along with their assignments and assignment grades on our online grade system.

Report Cards & Transcripts

At the end of each semester, students will receive a final report card mailed home. Final report cards will show traditional letter grades (A, B, C, D, F, NC, I). Official transcripts will reflect traditional letter grades. A copy of an official transcript will be available at student conferences in the spring, or by request through the mentor teacher, or Attendance/Guidance Secretary.

Tips for Parent(s)/Guardian(s):

- Review your child's grades and assignments frequently using Schoology.
- Help your child set goals to complete all assignments to master the skills being taught.
- Encourage students to always complete the formative work. We can use a sports analogy: formative work is "practice" for the big summative "game".
- Actively talk with your child about what they are learning, what standards they are working towards and ask to see the grading rubrics.
- Communicate frequently with your child's Advisory teacher and other teachers about standards. Ask about support opportunities for improvement.

HALLWAY EXPECTATIONS

It is the expectation at CLS that all students line up with their class, keep proper body boundaries, and move quickly and quietly through the hallways of CLS. **No exceptions!** A student that is out of the classroom **MUST HAVE A CLASSROOM PASS AT ALL TIMES**. Individual Students found in the hallways of Chief Leschi School will be considered truant and may be subject to school discipline.

HARASSMENT, INTIMIDATION, OR BULLYING (HIB)

Harassment is conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal.

The policy of the school is to provide an environment for students and employees that is free from any form of harassment, intimidation, or bullying. Students, directly or through other persons, shall not engage in harassment, intimidation, or bullying of students or others; or any other behavior or activity that tends to create, or would create if uncorrected, a hostile, offensive, or abusive work or learning environment.

Nothing in this section requires the affected student to possess a characteristic that is a basis for harassment, intimidation, or bullying. Other distinguishing characteristics can include, but are not limited to, physical appearance, clothing or other apparel, social-economic status, gender identity, marital status, and familial status.

Harassment, intimidation, or bullying means any intentional electronic, written, verbal, non-verbal or physical act that:

- 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?
- An intentional act refers to the individual's choice to engage in the act rather than considering the ultimate impact of the action(s).

Examples of intentional harassment, intimidation, or bullying include, but are not limited to:

- Abusive language
- Taunting
- Racial, sexual, or ethnic slurs
- Jokes
- Pictures
- Gestures
- Implied or overt threats of physical violence
- Refusing to permit full participation in activities.
- Physical acts of aggression toward a person or property
- Graffiti, slogans, or visual displays depicting inappropriate sentiments or images on personal property while on school grounds.
- Inappropriate physical contact, bullying, and intimidation
- Cyberbullying is harassment, intimidation, or bullying in any electronic form (i.e., social media websites or other online postings, texting, “sexting,” or the transmission of photos and videos) that:
 - Disrupts the educational process; or
 - Invades the privacy or endangers the safety of another student while at school.
- Hazing is subjecting newcomers to unpleasant, abusive, demeaning, or ridiculous treatment.
- Students shall not participate in or conspire with others to participate in hazing or acts that may injure, degrade, disgrace, or put others at risk in any way.
- Bystanders who encourage or fail to report harassment, intimidation, or bullying (HIB) may be considered as promoting it and be subject to discipline and/or suspension.
- Filing a false report or retaliation for any form of harassment, intimidation, or bullying, or for reporting such conduct or assisting in investigation of such conduct, constitute violations of this section.
- Violent acts include, but not limited to, behaviors or actions which are interpreted by a reasonable person to carry the potential of:
 - Violence or threats of violence
 - Harming or endangering the safety of others resulting in an act of aggression
 - Destroying or damaging property
- Racial harassment includes:
 - Behavior based on race or ethnicity.
 - Behavior with the intent or effect of limiting the ability of a student or school employee to participate in or benefit from educational services, activities, or privileges.
 - Racially motivated behavior is discriminatory and violates school policy and may also violate criminal and other local and federal anti-discrimination laws.
- Sexual harassment includes conductor or communication:
 - Intended to be sexual in nature and that is unwelcomed by the targeted person(s)
 - Including, but not limited to, unwelcome sexual advances, requests for sexual favors, lewd conduct, “sexting,” indecent exposure and other verbal, nonverbal, or physical conduct of a sexual nature.

- Intimidation is defined as conduct that causes someone else to feel timid, fearful, or frightened, especially by threats.
- Bullying is defined as unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time.

Based on these factors, a more or less severe punishment from school discipline to expulsion may be imposed. A course or training on the adverse impact of harassment on others and/or a course or training on diversity may be required as part of the disciplinary procedures for students.

Violent acts involving harassment, intimidation, or bullying shall result in suspension, emergency expulsion, or expulsion and referral to law enforcement. Mandatory re-training or counseling may be required as part of the student's re-engagement plan. Access to school property and activities may be restricted.

Harassment, intimidation, or bullying (HIB) that is criminal will be reported to law enforcement. Students can be held personally and criminally liable for harassing behavior under local and federal law.

It is the goal of the school to apply discipline or other corrective action that ensures harassment ends and does not reoccur. Disciplinary action will be appropriate and responsive. Factors to consider in determining the appropriateness and responsiveness of disciplinary action will include, but are not limited to:

- The severity and frequency of the harassment
- The age of the harasser and the victim
- The harasser's attitude and intent
- The effect it has on the other students and/or staff.
- Mitigating circumstances
- The relationship of the harasser to the victim
- The student's disciplinary history

HIB reporting forms can be found in the office of each building, on the school website, and in the Student Services Department. Additionally, the SafeSchools Alert system can be accessed through our website at www.leschischools.org or by phone at (253) 466-7354 or text message to (253) 466-7354. These reports can be filed anonymously.

To seek assistance in resolving HIB matters, contact the school Principal/Designee, or the Student Services Department at (253) 445-6000, or by mail at 5625 52nd Street E, Puyallup, WA 98371. The rights conferred under the school's complaint and investigation procedures are intended to benefit only persons complaining of such conduct, not persons who have or are alleged to have violated the conduct rules of this section.

Confidentiality

If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the school not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX or Director of Student Services for evaluation. The Title IX or Director of Student Services should

inform the complainant that honoring the request may limit the school's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the school not investigate or seek action against the alleged perpetrator, the school will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in school activities, including the person who reported the sexual harassment.

Although a complainant's request to have his or her name withheld may limit the school's ability to respond fully to an individual allegation of sexual harassment, the school will use other appropriate means available to address the sexual harassment.

Retaliation

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

HEAD LICE (PEDICULOSIS)

When a student is suspected of having lice or nits (eggs), please refer the student to the nurse or designated employee trained by the nurse to do such checks for a private, personal assessment. Universal precautions are to be used to avoid transmitting the lice to others.

When a student is confirmed to have lice, the student's parent(s)/guardian(s) will be notified that day by telephone or by a note sent home with the student at the end of the school day. This note will provide the parent(s)/guardian(s) with information on the care options for treatment. Students should be discouraged from close head-to-head contact with others. Confidentiality must be maintained. After treatment, the child should be able to return to school the next day. Encourage the family to remove as many nits as possible. When the student returns to school, an adult must accompany the student to the office. A trained designated staff member will check the student to verify that he/she is head lice free. The student should be re-examined 8 to 10 days after returning to school to verify that there are no more live lice.

If only nits are found upon inspection of the student's head, a telephone call to the parent(s)/guardian(s) should occur to determine if the student has been recently treated for head lice and to encourage the family to remove as many of the nits as possible. When there are 3 or more cases of head lice identified in a single classroom within a 2-week consecutive period (with no close contact except at school) the whole class may be screened. This screening should take place toward the end of the school day. The screening may take place within the classroom or in small groups in the school nurse's office.

Please remember that the first two days of absence due to head lice are excused, and students should be provided with homework and an opportunity to make up for the missed work. The administrator will review any absence beyond two days on a case-by-case basis to determine if the absence is excused.

HEALTH CENTER/NURSE'S OFFICE

The health center is located in the Elementary Building at CLS. Any student feeling that they need to see the school nurse must first check with their teacher and then obtain a pass to the nurse's office. The nurse is available for medical attention as follows:

- Accidents: Any accident or physical injury must be reported to the teacher, supervisor, and nurse immediately.
- Illness at school: Students who become ill should report to their teacher at the earliest opportunity. Students must not leave the building without authorization. If the nurse is not in, students should report to the office for assistance.
- Medications at school: All medications should be given at home if possible. CLS nurses are authorized to administer medication to students during school hours only when failure to receive medication may result in the student being unable to attend school and/or be well enough to participate in learning activities.

In the event a student is injured or too ill to remain at school, the principal/designee, nurse, or secretary will first attempt to contact parent(s)/guardian(s). If unavailable, others listed as emergency contacts will be called. Should no one be available, the child will remain at school. However, if the child needs immediate care, the principal/designee will act in his/her best judgment.

IMMUNIZATION

To protect children against a number of childhood diseases, all children admitted to public and nonpublic schools shall be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, Varicella, Hepatitis B, and other communicable diseases as required by the Washington State Department of Health.

Students may be excluded or suspended from school if they do not meet the requirements of this law. Contact the school nurse for information.

INSURANCE

At the beginning of the school year, each student can obtain accident insurance. Students involved in interscholastic athletics and certain intramural activities are required to have acceptable accident insurance. An information folder is available in the office. This folder will give complete information about protection and dates for collection of the annual premium. No student will be eligible to represent the school in an inter-school athletic competition unless he/she is covered by school insurance or has minimum coverage through a private insurance policy. If a student has the minimum coverage for

insurance, then he/she may have a parent(s)/guardian(s)/guardian sign a waiver. If the student does not have the minimum coverage, then he/she must purchase school insurance.

MEDICATION

All medications should be given at home if possible. CLS nurses are authorized to administer medication to students during school hours only when failure to receive medication may result in the student being unable to attend school and/or be well enough to participate in learning activities. Medication dispensed at school require written permission and instructions from a licensed prescriber as described in tribal, local, and federal law, and signed parent(s)/guardian(s) permission to administer the medication at school (forms are available in the office). All medication (prescription and non-prescription) to be administered at school must meet the requirements of the school. Information is available from the nurse. Misuse of prescription/non-prescription drugs will be subject to suspension or expulsion.

NONDISCRIMINATION

CLS provides equal opportunities in education and employment and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

OFFICES

Due to the busy nature of the office, we ask that students not congregate or “hang out” in the office. If a student has been called by an administrator or a counselor, it is the expectation that students will sit quietly in the office until they have been called back to meet with the person that called for them.

PHOTOGRAPHS OF STUDENTS

School personnel may take a student's photograph for inclusion in school publications, slides, websites, video presentations, yearbooks, and/or for use in electronic/print commercial and non-commercial media that relate to school activities. Parent(s)/guardian(s) may opt out of having photographs and other directory information released as provided above. If parent(s)/guardian(s) wish to opt out, they may do this through the Chief Leschi Enrollment Office.

PLAGARISM

Using ChatGPT (or similar AI-powered chatbots/programs/applications) to Write Your Paper:

ChatGPT is an AI-powered chatbot that can generate written content based on user input. While it may seem like an easy and convenient tool to use for writing papers, it is important to remember that academic integrity is paramount. The following guidelines should be followed when using ChatGPT:

- Use ChatGPT for inspiration, not plagiarism. While ChatGPT can generate content for you, it is not a substitute for your own ideas and original thoughts. Use the generated content as a starting point and build upon it with your own ideas and research.
- Cite any content generated by ChatGPT. If you do use content generated by ChatGPT, make sure to properly cite it in your paper. Failure to do so is considered plagiarism and may result in disciplinary action.
- Be aware of the limitations of ChatGPT. ChatGPT is an AI-powered tool and may not always provide accurate or appropriate content. Always double-check the content generated and make sure it is relevant to your paper topic.
- Use ChatGPT as a supplement, not a replacement. ChatGPT should only be used as a supplement to your own research and writing process. It should not be used as a replacement for your own critical thinking and analysis.
- Follow your instructor's guidelines. If your instructor has specific guidelines or restrictions on the use of ChatGPT, make sure to follow them. Failure to do so may result in a lower grade or disciplinary action.
- Using ChatGPT in unauthorized and inappropriate ways may prohibit you from learning important skills you will need for life after high school.

Remember, academic integrity is essential to your success as a student. Always use ChatGPT responsibly and with the utmost integrity.

*This was written by ChatGPT.

PRIVACY RIGHTS OF PARENT(S)/GUARDIAN(S)/GUARDIAN AND STUDENTS (FERPA)

CLS, in compliance with federal laws, presents these facts for the information of parent(s)/guardian(s) and students. In accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, student records are open for review and inspection by parent(s)/guardian(s) or students 18 years of age or older. Students 16 years of age or older, or who are emancipated, have the right to give informed consent regarding their records, with some exceptions. Under state law, information regarding students with HIV or sexually transmitted diseases (STD), who are 14 years of age or older, may be released by the student only. A student's records are open under the guidance of a school staff member for inspection and review to the parent(s)/guardian(s) of the student or the student himself/herself if 18 years of age or older. Appointments must be pre-scheduled for viewing cumulative records of grades, achievement test scores, or health records. Psychological records may be reviewed at the Special Services Office.

Appointments may be made for viewing psychological records at (253) 445-6000 (psychological testing is administered only with prior parent(s)/guardian(s) approval). A parent(s)/guardian(s) or student 18 years of age or older may view the student's records, attach written comments, or request a hearing to remove a part of the records.

CLS, in conformance with the Family Educational Rights and Privacy Act (FERPA) permits the parent(s)/guardian(s) or students to:

- Inspect and review the student's education records within 45 days of the day the school receives a request for access. A parent(s)/guardian(s)/guardian or eligible student should submit a written request to the school principal/designee that identifies the requested record(s) for inspection. The principal/designee will make arrangements for access and notify the parent(s)/guardian(s)/guardian or eligible student of the time and place where the records may be inspected.
- Request an amendment of the student's education records that the parent(s)/guardian(s)/guardian or eligible student believes are inaccurate, misleading, or in violation of the student's rights to privacy. A parent(s)/guardian(s)/guardian or eligible student may ask the school to amend a record that he/she believes is inaccurate or misleading. A parent(s)/guardian(s)/guardian should write to the school principal/designee, clearly identifying the part of the record in question, specifying why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent(s)/guardian(s)/guardian or eligible student, the school will notify the parent(s)/guardian(s)/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s)/guardian or eligible student when notified of the right to a hearing as provided in School Policy.
- Consent as provided in School Policy, to the disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials who have legitimate educational interests. A school official is a person employed by the school such as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the School Board, a person or company with whom the school has contracted to perform a special task such as attorney, auditor, or medical consultant.
- Therapist, parent(s)/guardian(s)/guardian, or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
- CLS will forward elementary and secondary student's educational records on request to the school in which the student seeks or intends to enroll without further parent(s)/guardian(s)/guardian notification.
- A parent(s)/guardian(s)/guardian may receive a copy of the records at his/her expense, if requested. Similarly, transcripts or other information requested by students will be forwarded to colleges and educational institutions to which students are applying, provided there are no unpaid fees or fines.
- The right to file a complaint with the U.S. Department of Education under 34 C.F.R. Section 99.63-644 concerning alleged failures by the school to comply with the requirements of FERPA. The Family Policy Compliance Office can be contacted if you have any questions or need further information:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-5901

Unless a parent(s)/guardian(s) files a written objection, the school may release a student's "directory information" to the public without prior parental/guardian consent. Directory information includes the following information relating to a student: the student's name, photograph, activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, graduation lists, scholarship and award winners, and schools attended. A parent(s)/guardian(s) who does not wish to disclose this information should notify the school principal in writing within ten (10) calendar days following notice of these rights to students.

A parent(s)/guardian(s) or a student may also request that his/her directory information not be released to military recruiters. Such a request must be filed in writing with the school administrator. The school may release a student's "directory information" to the public without prior parental/guardian consent. Directory information includes the following information relating to a student: the student's name, photograph, activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, graduation lists, scholarship and award winners, and schools attended. A parent(s)/guardian(s) who does not wish to disclose this information should notify the school principal in writing within ten (10) calendar days following notice of these rights to students.

PROMOTION/RETENTION

After a student has successfully completed a year of study at a specific grade level, he/she will be promoted to the next grade. Retention should not be considered, except in instances where there is concern. Meetings should be scheduled with the building principal, parent(s)/guardian(s) and teacher prior to retention.

RECESS

Recess is a fun time that allows our elementary students to release energy in a positive and fun way while powering up for their next round of learning and academics. It is the expectation of all students that they either run or walk their designated lap before participating in all recess activities. Due to the recent pandemic, it is important that all students maintain proper social distancing from one another during recess to the greatest degree possible and remain in the designated recess boundary areas. Recess will end when the recess supervisor blows their whistle. Once the whistle has been blown, it is the expectation that all recess equipment be picked up and returned to the stand and that all students line up while waiting for their classroom teacher. Students failing to cooperate with recess supervisors, or to line up for their teacher, may result in future loss of their recess time or other disciplinary matters.

SAFE SCHOOLS ALERT

Safety is one of our schools' top priorities. That's why we use Safe Schools Alert, a tip reporting system that allows students, staff, and parent(s)/guardian(s) to submit safety concerns to our school administration in one of four different ways:

Phone: (253) 466-7354 • Text: (253) 466-7354 • Email: 1645@alert1.us • Web: <http://1645.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism, or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1645.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn.

SEARCH AND SEIZURES (RCW 28A.600.230)

The tribal, local, and federal law allows school authorities to search students, their motor vehicles and personal property when they have reasonable suspicion that a student is in possession of something prohibited by school rules or law.

When a CLS Administrator and/or CLS Security Staff determines that the safety of students and staff are in danger, he/she will conduct a search to protect the safety of the school environment. The parent(s)/guardian(s) of the aforementioned student will be notified as soon as possible on the same day of that search.

If there is a reasonable suspicion that a student was vaping (or has an item that does not pose an immediate threat to the safety of staff or students), CLS administration and security staff will make efforts to contact legal guardians prior to the search.

Definition Of A Search At Chief Leschi School

Students will be searched with two adults present. Only school administrators and security staff can conduct searches. The school administrator makes the final decision if a student will or will not be searched based on whether there is reasonable suspicion or not. The search is non-invasive.

Refusal of a search will automatically result in an emergency exclusion of the student from CLS with the assumption that the student had items in his/her possession that are not allowed on school grounds.

Illegal confiscated items will be given to the SRO/Police. Personal confiscated items will be tagged with the student's name and a parent(s)/guardian(s)/guardian may pick them up.

SIGNS AND BULLETIN BOARDS/DISTRIBUTION OF MATERIALS

The distributing of information, placement of materials on bulletin boards, or the placing of signs throughout the building or on school property by outside organizations must have prior administrative approval.

SKATES, SKATEBOARDS, IN-LINE SKATES, SCOOTERS, WHEELED SHOES

Students are prohibited from riding devices including, but not limited to, skates/in-line skates, skateboards/longboards, scooters, wheeled shoes, at school or school activities. This rule applies to all school property at all times. These items are disruptive, present a safety hazard, and may be confiscated. Repeated violations may result in school discipline.

SPECIAL EDUCATION SERVICES

We provide special education services for students with disabilities. These services are available in the general age range of 3-21. Parent(s)/guardian(s) may initiate referral for testing or placement of their child. Parent(s)/guardian(s) of students with disabilities have basic rights in the following areas: 1. Notice and consent, 2. Confidentiality of records, 3. Testing and assessment, 4. Individualized educational program, 5. Placement and 6. Due process (impartial hearing and/or mediation), a standardized process for resolving disagreements. The school has the legal responsibility to notify parent(s)/guardian(s) when the school proposes to initiate or change the identification, assessment, or educational placement of the child or provisions of a free appropriate education to the child; or when the school, upon request of the parent(s)/guardian(s), refused to initiate or change the identification, assessment or educational placement of the child or the provision of a free appropriate education to the child. The school must obtain the written consent of the parent(s)/guardian(s) prior to conducting any pre-placement assessment of a student and prior to placement of a student in a special education program. If parent(s)/guardian(s) do not consent, the school may ask a hearing officer to decide the issue. For complete information regarding special education services, please ask for the parent's information packet. The school has the legal responsibility to notify parent(s)/guardian(s) when the school proposes to initiate or change the identification, assessment, or educational placement of the child or provisions of a free appropriate education to the child; or when the school, upon request of the parent(s)/guardian(s), refused to initiate or change the identification, assessment or educational placement of the child or the provision of a free appropriate education to the child. The school must obtain the written consent of the parent(s)/guardian(s) prior to conducting any pre-placement assessment of a student and prior to placement of a student in a special education program. If parent(s)/guardian(s) do not consent, the school may ask a hearing officer to decide the issue. For complete information regarding special education services, please contact Special Services at (253) 445-6000 ext. 3019.

STUDENT PROPERTY

The school assumes NO responsibility for loss of a student's personal property. Large sums of money, valuable items and toys should be left at home. Articles of value for class display/project should be locked in a teacher's cabinet or checked in at the main office.

VAPE SENSORS

In light of the dramatic increase in vape devices, CLS now has strategically placed vape sensors around our campus to detect the use of vape devices. When a silent alarm goes off, administration and security are notified, and an investigation will be conducted that may include interviewing students and/or a search of students and their belongings.

VAPING ON SCHOOL GROUNDS

Our campus and greater community have seen a dramatic increase in the use of e-cigarettes and vape devices, particularly "Juil" and "blu" brands. These devices can contain "juice", nicotine, or THC/marijuana products. Regardless of contents, the devices themselves are not allowed on campus. Devices will be confiscated and treated as "drug paraphernalia" for discipline purposes. Illegally confiscated items will be given to the School Resource Officer.

VISITORS

Students are asked not to bring visitors to school. Permission will be granted to bring a visitor to school for one day if there is an educational value to CLS, and the visit has been approved by a school administrator. Permission to visit is never granted to students who should attend their own school or to students who have dropped out of our school, another school, or who have already graduated. Visitors, if allowed, must have a Visitor's Pass issued by the office before being allowed to attend classes.

VOLUNTEERS

Parent(s)/guardian(s) volunteers are encouraged to participate at our school but must have a current approved volunteer application on file at CLS. Contact the school office to learn more about the volunteer application process and volunteer opportunities, or to submit a volunteer application.

VULGAR OR LEWD CONDUCT

Obscene acts or expressions, sexually inappropriate behavior, whether verbal or non-verbal, (see also Harassment, Intimidation, or Bullying) is considered vulgar or lewd conduct. All language, communication, and conduct in a school setting or on buses should support or enhance a positive learning environment for all students. Any vulgar or lewd conduct is subject to disciplinary action.

WITHDRAWAL

No student will be withdrawn from school without written permission from his/her parent(s)/guardian(s) except in the case of non-attendance. This written permission needs to be turned in to the office. Additionally, withdrawing students need to turn in all their books and have the withdrawal form signed by each of their teachers and the librarian or librarian assistant. This signed form needs to be turned in to the office. Fees and fines must be paid before transcripts are provided.

RIGHTS AND RESPONSIBILITIES

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

After-school detention as another form of discipline for not more than one-hundred eighty (180) minutes on any given day. Before assigning after-school detention, the staff member will inform the student of the specific behavior prompting the detention and provide the student with an opportunity to explain or justify the behavior. At least one professional staff member will directly supervise students in after-school detention.

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

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

- Teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations.
- Student remains under the supervision of the teacher or other school personnel during such a brief duration.

Culturally responsive has the same meaning as "cultural competency" in RCW 28A.410.270, which states "cultural competency" includes knowledge of student cultural histories and contexts, as well as family norms and values in different cultures; knowledge and skills in accessing community resources and community and parent outreach; and skills in adapting instruction to students' experiences and identifying cultural contexts for individual students.

Discipline means any action taken by a school district in response to behavioral violations.

Disruption of the educational process means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.

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

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

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

Length of an academic term means the total number of school days in a single semester, as defined by the school board.

Long-term suspension means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

Other forms of discipline mean actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency exclusion, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.

Parent has the same meaning as in WAC 392-172A-01125, and means (a) a biological or adoptive parent of a child; (b) a foster parent; (c) a guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the student, but not the state, if the student is a ward of the state; (d) an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student's welfare; or a surrogate parent who has been appointed in accordance with WAC 392-172A.05130. If the biological or adoptive parent is attempting to act as the parent and more than one party meets the qualifications to act as a parent, the biological or adoptive parent must be presumed to be the parent unless he or she does not have legal authority to make educational decisions for the student. If a judicial decree or order identifies a specific person or persons to act as the "parent" of a child or to make educational decision on behalf of a child, then that person or persons shall be determined to be the parent for purposes of this policy and procedure.

Progressive discipline is when a student is continually being corrected and taught to improve his or her behavior and that student continues to break that rule and be disruptive to the educational process, then administrators will have the ability to move up the progressive steps of discipline to possible lunch detention, in-school suspension, and short/long-term suspension.

Restorative discipline is when a student is given an opportunity to make amends for his or her actions in a positive way to make it right with others.

School board means the governing board of directors of CLS.

School business day means any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the Office of the Superintendent is open to the public for business. A school business day concludes or terminates upon the closure of the Superintendent's office for the calendar day.

School day means any day or partial day that students attend school for instructional purposes.

Short-term suspension means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.

Student discipline at CLS is both restorative and progressive.

Suspension means the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the district.

APPEALS FOR STUDENT DISCIPLINE

Students and parents may submit an appeal to the building administration to request alternate forms of disciplines including the imposition of after school detention using the grievance process below.

Any parent or student who wishes to appeal any form of discipline and/or classroom exclusion has the right to an informal conference with the principal for resolving the incident. At the conference, the student and parent(s) will have the opportunity to voice issues and concerns related to the discipline and ask questions regarding the incident. Staff and administrators will have an opportunity to address issues and questions raised and to ask questions of the parent(s) and student.

If after exhausting this remedy the appeal is not yet resolved, the parent(s) and student will have the right, upon two (2) school business days prior notice, to present a written and/or oral appeal to the Superintendent or designee. The Superintendent or designee will provide the parent(s) and student with a written copy of its response to the appeal within ten (10) school business days. Use of the appeal process will not impede or postpone the disciplinary action, unless the principal or Superintendent elects to postpone the disciplinary action.

If after exhausting this remedy the appeal is not yet resolved, the parent(s) and student will have the right, upon two (2) school business days prior notice, to present a written and/or oral appeal to the School Board or designee.

If an appeal is filed in a timely manner, the School Board or designee shall schedule and hold an informal conference within ten (10) school business days after receipt of the appeal. At the conference, the Board or designee shall meet and confer with the parties to decide the best way to hear the appeal. At the meeting, the student, the parent(s) and the principal/designee, shall have the right to be heard and to present such argument and witnesses as the Board or designee deems reasonable.

At the meeting, the Board or designee shall decide upon one of the following actions:

- Study the record of the hearing and any information presented at the informal conference and render a decision within ten (10) school business days.
- Schedule and conduct a meeting to listen to additional arguments of the parties based on the record and render its decision within 15 school business days after the date of the informal conference.

The final decision of the Board shall be in writing and provided to all parties. The Board may affirm, reverse, or modify the action reviewed.

DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES

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

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

Student use of alcohol and other illegal, prohibited, or harmful drugs is prohibited. Students, who in the professional judgment of an administrator, show signs of being under the influence of alcohol or drugs, may be asked to participate in horizontal gaze nystagmus tests (“rapid eye”), a chemical screening of saliva or breath exam/test. Students who refuse to participate may be emergency expelled/excluded until the issue is resolved.

Out of concern for student health, prescription pills or other medications, including over-the-counter medications, are not allowed at school unless under the direction of the school nurse. This includes eye drops, cough drops, cough syrups, Tylenol, etc. All substances given to the school nurse for dispensing must be easily identifiable, contained in the intended and original packaging, and have medical documentation from a licensed practitioner.

The use and/or possession of alcoholic beverages or dangerous drugs by minors is prohibited by law. Law enforcement authorities may be notified of violations which may result in criminal or other legal proceedings. Students should be aware that under the State of Washington’s Minor in Possession Law if a minor is convicted of the use and/or possession of alcoholic beverages or dangerous drugs, the minor’s driver’s license may be suspended (per tribal, local, and federal law).

SELLING AND/OR DISTRIBUTING

This section applies to any controlled substance, medication, stimulant, depressant, or mood-altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by local or federal law.

In addition, starting with the first violation and continuing with subsequent violations, the student may be

denied participation and attendance at all school activities, including but not limited to, athletic activities, and/or placed on probation for a period up to the length of an academic term.

STUDENTS USING, IN POSSESSION OF, OR UNDER THE INFLUENCE

This section applies to any controlled substance, medication, stimulant, depressant, or mood-altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by local or federal law.

Students who violate this rule may be subject to emergency expulsion and suspension of up to the length of an academic term. Legal authorities will be notified. Subsequent violations may result in expulsion from school.

In addition, starting with the first violation and continuing with subsequent violations, the student may be denied participation and attendance at all school activities, including athletic activities, and/or placed on probation for a period of up to the length of an academic term.

POSSESSION/DISTRIBUTION OF DRUG PARAPHERNALIA

Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed.

A first violation may result in an emergency expulsion or suspension of up to the length of an academic term. Subsequent violations will result in progressive discipline.

In addition, starting with the first violation and continuing with subsequent violations, the student may be denied participation and attendance at all activities/athletics and/or placed on probation for a period of up to the length of an academic term.

MODIFICATIONS OF SUSPENSIONS FOR DRUG OR ALCOHOL RELATED OFFENSES

Students given a school suspension for drug or alcohol related offenses may have the suspension period reduced, if they agree to waive any appeal rights and provide evidence of having successfully completed, or of having scheduled at the earliest possible date, a drug and alcohol use assessment (at parent(s) and/or student expense) by a state-certified drug and alcohol agency which meets CLS' criteria for assessment. The reduction of the suspension will be contingent upon the student following all treatment recommendations based on the assessment. Full cooperation with the assessment and recommendations is mandatory.

FIREARMS AND DANGEROUS WEAPONS ON SCHOOL PREMISES

State law and school policy prohibit any person to carry the following onto school premises, school-provided transportation, or other facilities being used for school activities:

- Any firearm
- Any of the following dangerous instruments or weapons: sling shot, sand club, metal knuckles, spring blade knife, dagger, dirk, or other dangerous weapon.
- Any device commonly known as “Nunchaku sticks” consisting of two or more lengths of wood, metal, plastic, or similar substance attached to wire, rope, or other means.
- Any device commonly known as “throwing stars” which are multi-pointed objects designed to embed upon impact from any aspect.
- Any air or spring-activated gun including any pistol or rifle designed to propel a BB, pellet, paintball, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.
- Any disabling or incapacitating items such as electronic stunning/shocking devices

Any student who is determined to have carried a firearm onto or to have possessed a firearm on school premises, public school-provided transportation, or areas of facilities while being used by public schools, shall be expelled from school for no less than one (1) year under tribal, local, and federal law. The school Superintendent or designee may modify the expulsion of a student on a case-by-case basis. These provisions do not apply to students while engaged in authorized military education, authorized firearms convention or safety course, or authorized rifle competition.

Students who act with malice as defined under tribal, local, and federal law and display an instrument that appears to be a firearm on school premises, public school-provided transportation, or areas of facilities while being used exclusively by schools, may be subject to suspension or expulsion.

Other Types of Weapons

In cases involving other weapons, students may be subject to disciplinary action up to and including expulsion for weapons brought to school including, but not limited to, any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor, taser or other disabling agents, any object which looks like a weapon, such as a toy or “dummy” gun, knife or grenade, pocket knives, box cutters, razor blades, or hand-made items and jewelry with a concealed weapon.

FIRE/ARSON

Setting or attempting to set a fire on school premises or while under the authority of the school falls into this category. The student may be subject to disciplinary action up to and including expulsion and/or restitution. Police and/or fire department officials will be notified.

SUSPENSIONS (IN-SCHOOL AND SHORT/LONG TERM SUSPENSION) AND EXPULSION

The Superintendent designates school principals with the authority to impose in-school and short/long-term suspension. Before administering an in-school or short/long-term suspension, staff members must have first attempted one or more other forms of discipline to support the student in meeting behavioral expectations and considered the student's individual circumstances. The school will not administer in-school suspension that would result in the denial or delay of the student's nutritionally adequate meal.

Unless otherwise required by law, the school is not required to impose in-school or short/long-term suspensions and instead, strives to keep students in school, learning in a safe and appropriate environment. However, there are circumstances when the school may determine that in-school or short/long-term suspension is appropriate. In accordance with the other parameters of this policy, these circumstances may include the following types of student behaviors:

- Being intoxicated or under the influence of controlled substance, alcohol or marijuana at school or while present at school activities.
- Bomb scares or false fire alarms that cause a disruption to the school program.
- Cheating or disclosure of exams
- Commission of any crime on school grounds or during school activities
- Dress code violations that the student refuses to correct.
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another.
- Gang-related activity
- Harassment/intimidation/bullying
- Intentional endangerment to self, other students, or staff, including endangerment on a school bus.
- Intentional injury to another
- Intentionally defacing or destroying the property of another
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through.
- Possession, use, sale, or delivery of illegal or controlled chemical substances.
- Preventing students from attending class or school activities
- Refusal to stop prohibited behavior.
- Refusal to leave an area when repeatedly instructed to do so by school personnel.
- Sexual misconduct that could constitute sexual assault or harassment on school grounds, at school activities, or on school provided transportation.
- Substantially and intentionally interfering with any class or activity
- Threats of violence to other students or staff
- Use or possession of weapons prohibited by state law.

Before administering any in-school or short/long-term suspension, the school will attempt to notify the student's parent(s) as soon as reasonably possible regarding the behavioral violation. Additionally, the principal or designee must conduct an informal initial hearing with the student to hear the student's perspective.

The principal or designee will provide the student:

- Notice of the student's violation of this policy
- An explanation of the evidence regarding the behavioral violation
- An explanation of the discipline that may be administered.
- An opportunity for the student to share his or her perspective and provide an explanation regarding the behavioral violation.

The school's use of suspension and expulsion will have a real and substantial relationship to the lawful maintenance and operation of the school district, including but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process that is conducive to learning. The school will not expel, suspend, or discipline in any manner for a student's performance or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of preserving the educational process.

As stated above, the school must have provided the parent(s) opportunity for involvement to support the student and resolve behavioral violations before administering suspension or expulsion. Additionally, the school administrator must consider the student's individual circumstances and the nature of the violation before administering a short-term or in-school suspension.

An expulsion or suspension of a student may not be for an indefinite period and must have an end date. After suspending or expelling a student, the school will make reasonable efforts to return the student to the student's regular educational setting as soon as possible. The school will not administer any form of discipline in a manner that prevents a student from completing subjects, grade-level, or graduation requirements.

When administering a suspension or expulsion, the school may deny a student admission to, or entry upon, real and personal property that the district owns, leases, rents, or controls. The school must provide an opportunity for students to receive educational services during a suspension or expulsion. The school will not suspend or expel a student from school for absences or tardiness.

In accordance with RCW 28A.600.420, a school must expel a student for no less than one year if the district has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. The Superintendent may modify the expulsion on a case-by-case basis.

A school may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. These provisions do not apply to students while engaged in a school authorized military education; a district authorized firearms convention or safety course; or district authorized rifle competition.

INTERVIEW BY LAW ENFORCEMENT AUTHORITIES AND CHILDREN SERVICES REPRESENTATIVES

The school encourages interviews of students to take place off school premises, in order to minimize interruption to the instructional program. If the student is under 12 years of age, parent(s) or designated adult notification and permission is required before any interview/interrogation will take place unless the law enforcement official has a warrant or a court order or the official stipulates those exigent circumstances exist, or the matter involves alleged child abuse or neglect.

An officer is not required to have a warrant for the school to release the student into law enforcement custody. In the event a student is taken into custody by a law enforcement officer, the school will notify the parent(s) as soon as possible unless prohibited by law enforcement.

PERSONAL PROTECTION SPRAY DEVICES (PPSDs)

Students under the age of 14 are not allowed to carry PPSDs on campus.

State law requires that students 14-17 years of age have parent(s) permission to carry a personal protection spray device (PPSD) that must be registered with school officials. Permission forms are available in the main office.

Possession of PPSDs without permission or distribution:

- The first offense will result in confiscation and a warning letter.
- Future offenses may result in discipline, including suspension of up to the length of an academic term.

Unlawful or negligent discharge of a PPSD:

- Includes PPSD use for vandalism or mischievousness without harm to others or a substantial disruption to the educational process.
- Threatening to use or using a PPSD, other than when danger is imminent and there are no other resources.

Students who unlawfully or negligently discharge or threaten to discharge a PPSD will be subject to disciplinary action up to and including suspension or expulsion. Law enforcement may be contacted.