YELM Community Schools

360.458.1900
FAX: 360.458.6178
107 First Street North
PO Box 476
Yelm, WA 98597-0476

SCHOOL BOARD MEMBERS: Denise Hendrickson, President ● Casey Shaw, Vice President
Debbie Edwards ● Bill Hauss ● Frank King

AGENDA

Regular School Board Meeting

Thursday, August 14, 2025
6 p.m.
Transportation Center
202 Stevens Street NW • Yelm, WA

Regular School Board Meeting

A 1. **Call to Order**
Flag Salute

I 2. **Audience**

A. Superintendent's Comments

B. Community Comments

3. **New Business**

A **A. Individual Contracts**

1. New Hires
   Amber Coggeshall, MK Para SPED LRC
   Abril Coto Sota, MK Para Instructional OYO
   Amanda Cozar, Transportation Bus Driver
   Vernon Doak, Transportation Bus Driver
   Ashley Dryden, MK Para Instructional
   Alonzo Hall, YHS Teacher CTE Ag Science
   Ian Ilgenfritz, YHS ESA Counselor
   Sarah Karnuth, Transportation Bus Driver
   Julien Oliver, OSL Student Information Support Coordinator
   Ana Reid-Celis, PR Teacher 4th Grade
   Alondra Rodriguez Velez, OSS Para Instructional ML
   LeAnn Sexton, Facilities Lead Custodian YMS
   Ashley Solarz, YMS Teacher Art
   Hana Specht, YHS Teacher Math
   Candice Williamson, YMS Para SPED Prog 1:1 LRC
2. Leave of Absence
   No Report
3. Resignations/Retirements/Terminations

Maria Astorga, Transportation Bus Driver	Resignation
Holly Fraser, YHS Para SPED Prog SLC	Resignation
Matthew Fussell, Facilities/Maintenance Custodian	Resignation

Madeline Green, YHS Coach Asst. Girls Wrestling	Resignation
Dianne Hopper, Transportation Bus Assistant	Resignation
Shelly Lasher, DO HR Coordinator	Resignation
Elizabeth MacMayburns, PR Para SPED FLC	Resignation
James Ruiz, Transportation Bus Driver	Resignation
Nike Victory, OSL Assessment Support Coordinator	Resignation

4. Staffing Changes
   Maxenne Bell, Para Instructional OYO to Continuing
   Jurell Johnson, Para SPED Prog 1:1 YMS to YHS
   Felecia Stenbakken, Teacher SPED LRC to YES/YHS Sec. Dean of Students
   Olivia Watts, BSA OSS to Para SPED Prog 1:1 SLC MP OYO to Continuing
5. Requests for Waivers for Teaching Out of Endorsement

Lester Colborn, YES Math, ELA, Science, PE/Health, Visual Arts	25/26
Robert Daubert, YES Math, ELA, Science, PE/Health, Visual Arts	25/26
Marcela de Souza, YHS Spanish	25/26
Taylor Gubser, YHS Art	25/26
Ryan Healy, RMS Theater	25/26
Sarah Mulkey, YES Math, ELA, Science, PE/Health, Visual Arts	25/26
Michael Munro, YES Math, ELA, Science, PE/Health, Visual Arts	25/26

6. Recall
   Kristi Eckroth, MP Teacher Music

A B. 2025-2030 YCS Strategic Plan

A C. 2025-2026 Fee Schedule/Meal Prices

A D. Policy Revisions and Additions
Second Reading – for Approval
6500 P – Procedure Risk Management – Revisions
5161 – Civility in the Workplace – New
3211 – Gender Inclusive Schools – Revisions

I E. Policy Revision
First Reading – For Review
3245 Students and Telecommunications Devices
3245 Procedure

I F. Walker/Rider Routes

I 4. Board Comments

I 5. Superintendent's Report

A 6. Adjourn

Next Board Meeting: August 28, 2025 – 6:00 p.m. – Regular Board Meeting
Location: District Office

Individuals with disabilities who may need a modification to participate in a meeting should contact the Superintendent's Office no later than three days before a meeting so that arrangements for the modification can be made.

A= Action **I= Information** **D= Discussion**

Personnel Action for Board Approval

Doyla Buckingham
Director of Human Resources

DATE OF BOARD MEETING: August 14, 2025

NEW HIRES:

First Name	Last Name	Location	Title	Date	Comments
Amber	Coggeshall	McKenna	Para-SPEd LRC	9/3/2025	
Abril	Coto Sota	McKenna	Para-Instructional	9/3/2025	OYO
Amanda	Cozar	Transportation	Bus Driver	9/3/2025	
Vernon	Doak	Transportation	Bus Driver	9/3/2025	
Ashley	Dryden	McKenna	Para-Instructional	9/3/2025	
Alonzo	Hall	Yelm HS	Tchr-CTE Ag Science	9/3/2025	
Ian	Ilgenfritz	Yelm HS	ESA-Counselor	9/3/2025	
Sarah	Karnuth	Transportation	Bus Driver	9/3/2025	
Julien	Oliver	OSL	Student Information Support Coordinator	9/1/2025	
Ana	Reid-Celis	Prairie	Tchr-4th Grade	9/3/2025	
Alondra	Rodriguez Velez	OSS	Para-Instructional ML	9/3/2025	
LeAnn	Sexton	Facilities	Lead Custodian YMS	9/3/2025	
Ashley	Solarz	Yelm MS	Tchr-Art	9/3/2025	
Hana	Specht	Yelm HS	Tchr-Math	9/3/2025	
Felecia	Stenbakken	YES/Yelm HS	Secondary Dean of Students	7/31/2025	
Candice	Williamson	Yelm MS	Para-SPEd Prog 1:1 LRC	9/3/2025	

LEAVES OF ABSENCE:

First Name	Last Name	Location	Title	Date	Comments

RESIGNATIONS/RETIREMENTS/TERMINATIONS:

First Name	Last Name	Location	Title	Date	Comments
Maria	Astorga	Transportation	Bus Driver	8/31/2025	Resignation
Holly	Fraser	Yelm HS	Para-SPED Prog SLC	7/31/2025	Resignation
Matthew	Fussell	Facilities/Maintenance	Custodian	7/31/2025	Resignation
Madeline	Green	Yelm HS	Coach-Assistant Girls Wrestling	7/17/2025	Resignation
Dianne	Hopper	Transportation	Bus Assistant	7/17/2025	Resignation
Shelly	Lasher	District Office	Human Resources Coordinator	8/26/2025	Resignation
Elizabeth	MacMayburns	Prairie	Para-SPED FLC	8/15/2025	Resignation
James	Ruiz	Transportation	Bus Driver	8/31/2025	Resignation
Nike	Victory	OSL	Assessment Support Coordinator	8/31/2025	Resignation

STAFFING CHANGES:

First Name	Last Name	From	To	Date	Comments
Maxenne	Bell	Para Instructional	Para Instructional	9/3/2025	OYO to Continuing
Jurell	Johnson	Para-SPED Prog 1:1	Para-SPED Prog 1:1	9/3/2025	Yelm MS to Yelm HS

Personnel Action for Board Approval

Doyla Buckingham

Director of Human Resources

Felecia	Stenbakken	Tchr-SPED LRC	YES/Yelm HS/Secondary Dean of Stuc	7/31/2025	
Olivia	Watts	BSA - OSS	Para SPED Prog 1:1 SLC-M.Pond	9/3/2025	OYO to Continuing

REQUESTS FOR WAIVERS FOR TEACHING OUT OF ENDORSEMENT:

First Name	Last Name	Location	Out of Endorsement Subject	Date	Comments
Lester	Colborn	Yelm Ext. School	Math, ELA, Science, PE/Health, Visual Arts	9/3/2025	25-26 School Year
Robert	Daubert	Yelm Ext. School	Math, Science, PE/Health, Visual Arts	9/3/2025	25-26 School Year
Marcela	de Souza	Yelm HS	Spanish	9/3/2024	25-26 School Year
Taylor	Gubser	Yelm HS	Art	9/3/2025	25-26 School Year
Ryan	Healy	Ridgeline MS	Theater	9/3/2025	25-26 School Year
Sarah	Mulkey	Yelm Ext. School	Math, Science, History, Social Studies, PE/Health, Visual Arts	9/3/2025	25-26 School Year
Michael	Munro	Yelm Ext. School	Math, Science, History, Social Studies, PE/Health, Visual Arts	9/3/2025	25-26 School Year

RECALL:

Kristi	Eckroth	Mill Pond	Tchr-Music	9/3/2025

YELM
Community Schools

MEMORANDUM

TO: Chris Woods, Superintendent
Yelm Community Schools Board of Directors

FROM: Jennifer Carrougher, CFO
Teri Melone, Director of Operations

DATE: August 15, 2025

SUBJECT: FY 2025-2026 Fee Schedules

Background Information:

We are recommending approval of the 2025-26 attached fee schedules for meals, facility use, technology, athletics and general building fees.

Technology: This current school year was the first time we have charged an assurance fee for lost and/or damaged Chromebooks to cover the cost of replacements/repairs so families are not fully charged for unintentional loss or damage and only pay a $10 annual fee, plus some other incidental fees (i.e. lost chargers). This does not apply to intentional damage, which has separate fines based on the item(s) damaged. There is no recommended change to this fee.

Meals: Each year we are required to run the Paid Lunch Equity Tool (PLE) which provides a required weighted average meal price that we are required to be compliant with. Based on completion of this tool and comparing our district's meal pricing with other local surrounding districts, we are proposing the attached fees for meals.

Facility Use: There are a few minor changes from the current fees and some added areas that are not included in the current fee schedule.

General Building fees: Minor changes –removing fees that are not mandatory, ensuring equitable fees between Schools.

Athletics: Recommend retaining the current fee schedule.

Recommended Motion

We recommend approval of fees for the 25-26 school year.

YELM COMMUNITY SCHOOLS
FEE AND PRICE SCHEDULE 2025-26

Integrated Preschool	
4-day per week tuition (monthly payment)	$300.00

Assessment/Testing	
Early Entrance Kinder Testing	$35.00
Psychologist Screening	$105.00

FOOD SERVICE	
Breakfast	
Elementary Full Pay*	$2.35
Secondary Full Pay	$2.35
Reduced K-12	Free
Adult	$3.10
Lunch	
Elementary Full Pay*	$3.70
Secondary Full Pay	$4.05
Adult	$5.10
Milk	$0.50

All elementaries/YES qualify for free meals.
Students may purchase a 2nd meal at full rate.

MISCELLANEOUS FEES	
NSF Check Fee	$20.00
Student ID Card Replacements	$ 5.00

MIDDLE SCHOOLS	
ASB Card	$50.00
Athletic Fee	$100.00
Art	$10.00
PE Shirt	$8.00

HIGH SCHOOL	
ASB Card	$75.00
Athletic Fee	$200.00
Football Athletic Fee	$250.00
Guitar Book	$15.00
Replacement Diploma	$30.00
Art	$15.00
Sculpture	$30.00
Drawing	$10.00
Painting	$15.00
Floral Design	$15.00
AP Test*	Current Rate

*Determined by College Board

TECHNOLOGY	
Technology Assurance	$10.00
Lost or Stolen (1st Incident)	$25.00
Lost or Stolen (2nd Incident)	100.00
Lost or Stolen (3rd Incident)	Full Cost
Intentional Damage	Full Cost
Camera	$15.00
Keyboard	$20.00
Screen	$20.00
Device Exterior	$50.00
Hinge	$30.00
New Chromebook	$200.00

Facility Use Fee Schedule

FACILITY / SERVICE	CATEGORY 1 YCS school groups/ district approved parent organizations	CATEGORY 2 Local comm. youth sports/ groups, gov't	CATEGORY 3 Non-profit, out-of-district school groups	CATEGORY 4 For profit, individuals & commercial
Indoor Facilities				
All Auxiliary Gym/Multi-Purpose Room*	n/c	$25.00	$50.00	$80.00
Commons*	n/c	$30.00	$50.00	$100.00
Classroom*	n/c	$10.00	$25.00	$50.00
Library*	n/c	$10.00	$25.00	$50.00
Kitchen ***	n/c	$20.00	$30.00	$50.00
YHS/MS Main Gym*	n/c	$55.00	$130.00	$200.00
YHS Cross Country Trail	n/c	$25.00	$50.00	$80.00
YHS Mat Room*	n/c	$25.00	$50.00	$80.00
YHS Performing Arts Center (PAC)***	n/c	$75.00	$110.00	$150.00
YHS Weight Room*	n/c	$25.00	$50.00	$80.00
Outdoor Facilities				
Grass Fields	n/c	$20.00	$35.00	$75.00
Parking Lots	n/c	n/c	$25.00	$50.00
MS Turf Field	n/c	$50.00	$115.00	$145.00
MS Fastpitch/ Baseball Fields	n/c	$20.00	$35.00	$75.00
YHS Baseball Field	n/c	$40.00	$40.00	$70.00
YHS Fastpitch Field	n/c	$40.00	$40.00	$70.00
YHS Pickleball	n/c	$5.00	$10.00	$20.00
YHS Practice Turf	n/c	$50.00	$115.00	$145.00
YHS Stadium Lights	n/c	$35.00/day	$50.00/day	$50.00/day
YHS Stadium Scoreboard & PA System*	n/c	$10.00	$20.00	$30.00
YHS Stadium Turf Field**	n/c	100.00	$215.00	$300.00
YHS Tennis Courts	n/c	$5.00	$10.00	$20.00
Staffing Costs *(Availability of staff may impact or limit the use of facility)*				
Custodial, Maintenance, Campus Security or Food Service Employee	n/c	$50.00	$50.00	$50.00
Technology or PAC	n/c	$75.00	$75.00	$75.00

Technician Employee				

Clarifying Notes:

- Groups in Category I and II reserving facilities on non-custodial workdays will be charged for custodial and replenishment fees.
- All rates are by the hour unless otherwise noted.
- A minimum of 2 hours will be charged for all staff needed to support facility requests.

* All indoor use will be charged a non-refundable rate of $25.00 per day/per space to allow custodial staff to disinfect, perform a proactive cleaning, and to replenish supplies in addition to fees listed per category 2-4

** Custodian required and training required for use of the Stadium Scoreboard and P/A Sound

*** Food Service Employee is required when kitchen equipment will be used

3211

Gender-Inclusive Schools

The board 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, the board 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.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure. The superintendent will appoint a primary contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI.

This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination. Anyone may file a complaint alleging a violation of this policy using the appropriate complaint process outlined in the Sexual Harassment of Students Prohibited Policy 3205 or the Nondiscrimination Policy 3210.

Cross References:

Board Policy 2145	Recognition, Screening, and Response to Distress in Students
3207	Prohibition of Harassment, Intimidation, and Bullying
3210	Nondiscrimination
3231	Student Records

Legal References:	RCW 28A.642	Discrimination prohibition
	20 U.S.C. § 1232g	Family Education Rights and Privacy Act
	CFR 34, Part 99	Family Education Rights and Privacy Act

Management Resources: Policy & Legal News: December 2014; December 2013; July 2019
Prohibiting Discrimination in Washington Public Schools - OSPI Guidelines for school districts to implement Chapters 28A.640 and 28A.642 RCW and Chapter 392-190 WAC (February 2012)

ADOPTED: 12/17/2020; new date

Civility in the Workplace

The _____board believes that a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment. Conversely, uncivil conduct, similar to other forms of disruptive behavior, may interfere with an employee's ability to accomplish their work and a school's ability to educate its students.

The board of directors commits the district in its entirety to the core value of mutual respect for each person regardless of individual differences or characteristics. The district expects this value to be manifested in the daily behavior of all constituents. When differences exist, stakeholders will use clear, concise, and courteous communication with the goal of arriving at a goodwill solution. Uncivil conduct on district property or at district-sponsored activities by school directors, staff, parents, volunteers, contractors, or visitors is prohibited.

Expectations of Stakeholders (Board of Directors, Employees, Parents, Volunteers, Contractors, and Visitors)
In support of this policy, the board of directors expects its members and all stakeholders to:

- Treat each other and students with dignity and respect;
- Exercise reasonable, good judgment in handling interpersonal disputes;
- Exercise respect, courtesy, and concern for the dignity and cultural background of others;
- Refrain from use of abusive language;
- Model respectful problem-solving;
- Reduce actions or behaviors that might provoke fear, anger, frustration, or alienation;
- Use clear, concise, and courteous oral and written communication to arrive at goodwill solutions;
- Extend common courtesy to others such as saying please and thank you;
- Practice civility in all conversations and behavior;
- Be respectful of others even when in a disagreement;
- Address incivility when it is observed; and
- Seek to understand others' points of view and cultural perceptions.

Definition of Uncivil Conduct
For the purposes of this policy, "uncivil conduct" includes but is not limited to, the following:

- Using vulgar, obscene or profane gestures or words;
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another;
- Taunting, jeering, or inciting others to taunt or jeer an individual;
- Raising one's voice at another individual, and/or repeatedly interrupting another individual who is speaking;
- Using personal epithets or slurs,
- Gesturing or behaving in a manner that puts another in fear for his/her personal safety, including invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, or remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, or other similar disruptive conduct.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process. Nor does "uncivil conduct" include regular supervisory-

subordinate interactions, including but not limited to, corrective action, discipline, unsatisfactory evaluations, plans for improvement, or probation.

Addressing Uncivil Conduct
Stakeholders are expected to:

- Calmly and politely caution or warn any speaker who is engaged in uncivil conduct. If the conduct does not cease, politely end the conversation;
- Attempt to resolve differences with another employee first in a private conversation. If that is not feasible or successful, request an appropriate administrator to conduct a private conference with all parties of concern;
- Resolve personal complaints or grievances with a supervisor's decision or action by requesting a problem-solving conference with the supervisor or with the administrator's supervisor.
- Persons who observe or experience uncivil behavior have an obligation to intervene, share their reflection with the offender about the impact of that behavior, or report the uncivil behavior to a supervisor.
- Supervisors have an obligation to address reports of uncivil behavior.

Employees who engage in uncivil behavior may be subject to corrective action or discipline. Retaliation for reporting allegations will result in discipline.

Cross References:	1620 - The Board-Superintendent Relationship
	2023 - Digital Citizenship and Media Literacy
	4200 - Parent Access and Safe and Orderly Learning Environment
	4220 - Complaints Concerning Staff or Programs
	5010 - Nondiscrimination and Affirmative Action
	5011 - Sexual Harassment of District Staff Prohibited
Legal References:	RCW 38A.330.100 Additional powers of board

Adoption Date: **April 10, 2023**
Classification: **Discretionary**

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ADOPTED: 04/25/1996
REVISED: 04/23/98; 04/27/2000; 05/27/10

Procedure No. 6500P Risk Management

A. The risk manager shall:

1. File the identification and location of agent form with the county auditor.
2. Report to the superintendent situations where they feel the district faces the greatest potential liability, the changes they feel should be made to reduce the risk and the estimated cost of such changes;
3. Examine the feasibility of and conduct in-service education classes for staff in areas where they feel risk is great or can be lessened;
4. Assume responsibility for the district's insurance program;
5. Review annually the insurable value of the district's buildings and equipment and report to the superintendent; and
6. Supervise an annual inventory of all real property and equipment, preparing the inventories in duplicate, with one copy maintained in the school and one in the district office. (See policy 6570 - Property and Data Management.)
7. As directed by the superintendent, process all claims against the district.

B. Claims for Damages

1. The district will provide each claimant with instructions for completing the district's tort claim form.
2. Claimants must submit Washington Standard Tort Form #SF 210.
3. The claimant must complete all sections of the form, sign the form and submit it to the Superintendent ~~Brian Wharton~~ or the Chief of Finance ~~& Operations Toni Brittain~~ or the Human Resource Director ~~Gregory Davis~~ at 107 First Street North, P.O. Box 476, Yelm, WA 98597. The business hours are from ~~8:00~~ 7:30 a.m. to ~~4:30~~ 4:00 p.m. Monday through Friday, except for authorized holidays.

ADOPTED: 03/24/1993
REVISED: 04/23/98; 04/27/2000; 05/27/10; 01/23/20, new date

Policy 3245 — Students and Telecommunications Devices

Adopted: [Date] Revised: [Date]

Purpose

To establish expectations for student possession and use of telecommunications and electronic devices on school property and at school-sponsored events, protect student privacy and safety, preserve an environment conducive to learning, and ensure consistent administrative responses to misuse.

Policy

Students may possess telecommunications devices (including but not limited to cell phones, smartwatches, tablets, non-medical listening devices, and headphones) on school property and at school-sponsored or school-related activities provided they comply with district rules and the following conditions:

1. Permitted Use Times. Devices may be used before and after the regular school day and during the student's assigned lunch period, except (a) in emergencies involving imminent physical danger, (b) when a school administrator or teacher authorizes use for educational purposes, or (c) when a documented medical or assistive-technology need exists.
2. Prohibited Uses. Devices shall not be used in any manner that threatens academic integrity, invades privacy, disrupts the learning environment, or otherwise violates district policy, state or federal law.
3. Sexually Explicit Material. Students shall not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct (RCW 9.68A.011) while on school grounds, at school-sponsored events, or on district-provided transportation.
4. Search and Confiscation. When a school official has reasonable suspicion—based on objective and articulable facts—that a student is using a device in violation of law or district policy, the official may confiscate the device. Confiscated devices will be returned only to the student's parent or legal guardian, unless otherwise required by law.
5. Consent to Search. By bringing a telecommunications device to school or a school activity, students and their parent/guardians consent to a search of the device when school officials have reasonable suspicion that the search will reveal evidence of a violation of law or district rules. Any search will be limited in scope to the suspected violation. Evidence of criminal activity will be referred to law enforcement.
6. Responsibility and Liability. Students are responsible for devices they bring to school. The district is not responsible for loss, theft, or damage to personal devices on school property or at school-sponsored events.

7. School-Level Rules. Schools may adopt additional, age-appropriate rules regarding device use consistent with this policy. Those rules must be published annually and communicated to students, families, and staff.
8. Discipline. Violations of this policy will result in disciplinary action consistent with district procedures and applicable law.

Procedure 3245P — Students and Telecommunications Devices

Adopted: [Date] Revised: [Date]

Definitions

- Telecommunications device: Any portable electronic device that can transmit, receive, record, store, or display data, including but not limited to cell phones, smartwatches, tablets, laptops, and non-medical listening devices.
- Sexting: Sending, forwarding, displaying, retaining, storing, or posting sexually explicit, lewd, indecent, or pornographic photographs, images, or messages by or on a cell phone, computer, or other electronic means where the behavior occurs on district property or during school activities or otherwise materially affects the school environment.
- Disrupting the learning environment: Any intentional gesture, communication, or act that a reasonable person would know is likely to substantially interfere with school operations or create a hostile educational setting.
- Third parties: Individuals not employed by the district but participating in school activities (e.g., volunteers, vendors, contractors, parents, visitors).

Reporting Violations

Anyone (student, staff, parent/guardian, or third party) who has knowledge of conduct that may violate this policy, or who believes they are a victim of sexting, harassment, or retaliation, must promptly report the concern to one of the following:

- Building principal or designee; or
- A teacher or counselor (who will notify the principal/designee if the matter cannot be resolved at the classroom/counseling level); or
- The superintendent or designee.

Reports may be made anonymously, but anonymity may limit the district's ability to investigate.

Investigation

- The principal or designee shall promptly investigate reports and document findings, including witness statements, evidence collected, and the final disposition.
- Staff shall not forward or unnecessarily view inappropriate images on district or personal devices. Any viewing of digital images or content will be limited to the minimum necessary to determine whether a violation occurred and will be documented.
- Custody of confiscated devices must be preserved. When handling devices, staff should enable airplane mode (if feasible), avoid altering data, and secure the device for evidence. The district may engage IT support or law enforcement for technical preservation when appropriate.
- If the conduct may constitute a criminal offense, the district will notify law enforcement and cooperate with lawful investigations.

Parent/Guardian Notification

Parents/guardians of students identified as victims, alleged perpetrators, or witnesses will be notified of the investigation and their student's involvement in a timely manner consistent with privacy laws.

Discipline and Interventions

- The district may impose disciplinary actions consistent with district policy and law; law enforcement may be notified when required or appropriate.
- Before pursuing criminal complaints, the district will attempt to provide supportive interventions—such as counseling, restorative practices, mediation, education, and parent conferences—when appropriate.
- In determining consequences, administrators will consider context, the ages of students involved, the severity and impact of behavior, prior history, and rehabilitative needs.

Typical Responses to Sexting (Progressive)

First offense:

- Notify parent/guardian.
- File an information report with police as required by law or district practice.
- Confiscate the device, preserve evidence, and return the device only to parent/guardian unless required otherwise by law.
- Provide counseling, education, and appropriate interventions.

Second offense:

- Notify parent/guardian.
- Notify police as appropriate.

- Confiscate and secure the device; return to parent/guardian only.
- Implement targeted interventions (e.g., counseling, behavioral plans, restorative practices, temporary loss of privileges).

Third offense:

- Notify parent/guardian.
- Notify police as appropriate.
- Confiscate and secure the device; return to parent/guardian only.
- Student may be ineligible for extracurricular activities for a defined period; additional disciplinary action up to suspension may be imposed.

Staff Training & Communication

- Staff will receive training on identifying and responding to device-related incidents, preserving digital evidence, and supporting affected students.
- Schools will publish and distribute school-level rules on device use annually to families, students, and staff.

Exemptions

- School-issued devices used for instruction and documented assistive/medical devices are exempt from certain restrictions when used for approved purposes and according to separate protocols.

Recordkeeping

- Documented investigations, disciplinary actions, and notifications will be maintained in accordance with district record-retention schedules and privacy laws.