A Guide to Students & Families

RIGHTS

& Responsibilities

MISSION:

Empowering every student to reach their full potential through high-quality instruction, meaningful relationships, and strong connections with families and community.

YELM COMMUNITY SCHOOLS

FUTURE-READY STUDENTS. COMMUNITY-STRONG SCHOOLS

Welcome to
Yelm Community Schools!

Dear Students and Families of Yelm Community Schools,

As we prepare for the upcoming academic year, we are eager to introduce our new Rights and Responsibilities Handbook. This handbook focuses on safety, academics, and social-emotional health to ensure a supportive and enriching environment for all.

Safety is our top priority, and the handbook provides essential guidance on navigating the school premises, emergency procedures, and fostering respect and inclusivity. We want every student to feel secure and cared for within our halls.

Academics play a crucial role in your educational journey, and the handbook offers valuable insights into effective time management, study techniques, and strategies for success. We aim to empower you with the tools and knowledge needed to thrive academically.

We understand the importance of social-emotional well-being. The handbook emphasizes the significance of positive relationships, empathy, and self-care. It provides resources for managing stress and emotional challenges, ensuring a supportive community for everyone.

By following the guidelines outlined in the Rights and Responsibilities Handbook, we can create an environment where safety, academics, and social-emotional health intertwine. This will enable you to flourish both academically and personally.

We encourage you to review the handbook together as a family and discuss its contents. Familiarizing yourselves with the guidelines will help ensure a smooth and fulfilling school experience.

Should you have any questions or concerns, we are here to support you every step of the way. Our goal is to create a safe, nurturing, and vibrant educational community at Yelm Community Schools.

We look forward to the upcoming academic year, filled with opportunities for growth, learning, and memorable experiences. Together, let's create a remarkable journey of education and personal development.

Thank you,
Chris Woods
Superintendent

TABLE OF CONTENTS

Student Rights 5
Optimum Learning Atmosphere 6

Discipline

Conduct and Expectations 6
Definitions of Discipline and Corrective Actions 8
Misconduct and Behavior Violation 8
Grievance and Appeal Process for Student Discipline 9
Harassment, Intimidation and Bullying 10
Non-Discrimination & Sexual Harassment 11
Gender Inclusive Schools 9
Off-Campus Misconduct 23
Possession of Weapons 23
Search and Seizure 23
Use of Tobacco and Nicotine Products and Delivery Devices 23

Health Information

Common Health Procedures 24
Human Papillomavirus (HPV) Information 25
Immunization Requirements 26
Infectious Disease 26
Life Threatening Illness 26
Medications 26
Meningococcal Information 27
Non-Emergency Physical Examinations 27

Safety & Security

Child Abuse Reporting 27
Emergencies 28
Interviewing, Taking Custody of Students 28
Removing Students from School Grounds 28

Student Support

Special Education Services 29
Section 504 of the Rehabilitation Act of 1973 29
Child Find 30
Drug and Alcohol Counseling Program 30
Homelessness 30
Restraint, Isolation, and Other Uses of Reasonable Force Policy 31

Student Learning

Controversial Issues 31
Directory Information 31
Directory Information/Technology Opt Out Form Example 33
FERPA, Notification of Rights 34
Freedom of Expression 35
Review and Prior Approval of Certain Surveys 35
Right to Inspect Curricular Materials 36

Right to Request Teacher and Paraprofessional Qualifications 36
Student Organizations..... 36
Student Records..... 36
Technology Responsible Use Policy 37

Other Topics

Athletics/Extracurricular Activities 40
Dress Code 40
Driving and Parking Regulations..... 40
Intra-District Transportation for District Programs 41
Metal Detectors 41
Office of Education Ombuds..... 41
Personal Property..... 41
Pesticides and Herbicides 41
Procedures for Visiting Schools 42
Property Damages 42
Public Records Coordinator..... 42
School Board Information 43
School Bus Procedures and Guidelines 43
School Performance Report..... 44
Withholding Grades, Transcripts and Diplomas..... 44
Dates to Remember/Contact Numbers..... 45
Contact Numbers..... 44

This publication is issued by Yelm Community Schools to students and parent(s)/guardian(s) for their reference in 2023-2023. It is intended to meet the requirement of the State Board of Education that written rules and policies regulating student conduct, discipline and rights be made available to each student and parent in the district. It is produced in accordance with Yelm Community Schools Policy 3200. The student handbook is also available at your school and on the district's web site at www.ycs.wednet.edu. Each school also produces its own handbook with additional procedures and rules unique to the school.

Complete and current district policies are posted at www.ycs.wednet.edu/policies.

STUDENT RIGHTS

In addition to individual rights established by law and district policies, students served by or on behalf of Yelm Community Schools will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, 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 trained dog guide or service animal by a person with a disability;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:
    - Freedom of speech and press;
    - Peaceably assemble;
    - Petition the government and its representatives for a redress of grievances;
    - The free exercise of religion and to have their schools free from sectarian control or influence; and
- Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them;
- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organizations;
- Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and
- Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

Students may be subject to discipline for violating district policies and regulations and school rules. The procedures for appealing these actions are found in Yelm Community Schools Board Policy 3241, in Procedure 3241P, and in the state WAC 180-40-240 through 320. In general, these require that student discipline be administered fairly and equitably and be subject to due process considerations. Copies of all policies and procedures, including Policy 3240, Student Conduct Expectations and Reasonable Sanctions, and Policy 4210, Regulation of Dangerous Weapons, are available online at www.ycs.wednet.edu/policies, at the district office and from all school principals.

OPTIMUM LEARNING ATMOSPHERE

Yelm Community Schools embraces the diversity within our schools and seeks to create a nurturing and barrier-free learning environment for each student. To achieve this goal we commit to:

- Preparing our students to thrive in a multicultural and diverse society.
- Ensuring fair, equitable and inclusive principles are integrated into our policies, programs, operations and practices.
- Creating school and classroom cultures that are free of bias-based language or behaviors.
- Eliminating barriers that perpetuate negative outcomes.
- Providing all students the resources, opportunities and supports needed to succeed at high levels.
- Honoring and building upon the strengths and assets of every student.
- Welcoming and engaging families and community members as essential partners.

DISCIPLINE

"Discipline" means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data shows that a supportive response to behavioral violation is more effective and increases equitable educational opportunities. The purposes of the discipline policy 3241 and accompanying procedure include:

- Engaging with families and the community and striving to understand and be responsive to cultural context
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents
- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible
- Providing educational services that students need during suspension and expulsion
- Facilitating collaboration between school personnel, students, and parents, and thereby supporting successful reentry into the classroom following a suspension or expulsion
- Ensuring fairness, equity, and due process in the administration of discipline
- Providing every student with the opportunity to achieve personal and academic success
- Providing a safe environment for all students and for district employees

See complete Policy 3241 and Procedure 3241P at www.ycs.wednet.edu/policies

CONDUCT AND EXPECTATIONS

The school board acknowledges that conduct and behavior are closely associated to learning, and rules are designed to provide students with a safe, healthy, and educationally sound environment. Students and staff are expected to work together to develop a positive climate for learning.

Students are expected to be aware of the district's rules of student conduct, including behavior standards that respect the rights, person, and property of others. Students are expected to adhere to the following rules on school grounds, during the school day as well as during any school activity on or off campus or while riding the bus.

1. **Alcoholic beverages, illegal drugs and controlled substances**—Possession, use, sale, distribution or being under the influence of alcohol, drugs, controlled substances, hallucinogens or items that are purported to be unlawful drugs or controlled substances during school time or school-sponsored activities, on school premises (including parking lots) or transportation are prohibited. Compliance with this prohibition is mandatory.

Students who use, possess or are under the influence of alcohol or controlled substances or possess drug-related paraphernalia shall be subject to discipline and drug/alcohol education. The student has the right to appeal.

Students who distribute, possess with intent to deliver or sell alcoholic beverages, unlawful drugs, controlled substances or hallucinogens or items that purport to be any of the foregoing shall be disciplined, and the appropriate law enforcement/juvenile agency will be contacted (Policy 3241; Procedures 3240P, 3241P, 3243P). The student has the right to appeal.

2. **Attendance**—State law and district policy and procedures require daily and punctual attendance of all students, unless officially excused. Parents and students are both responsible for assuring attendance.

   Parents must contact the school to excuse the absence. The school will inform the parent/guardian of a student's unexcused absence. On the third occasion of an unexcused absence, the school will schedule a conference with the parent(s)/guardian(s). Steps will be taken to attempt to eliminate or reduce the student's absences.

   In accordance with the state's mandatory attendance laws, if a student is absent without excuse four times or 10% of the school year, the school district will enter into an attendance contract. If a student is absent without excuse five times or 10% of the school year, the school district will file a petition with the juvenile court. (Policy 3122, 3122P, RCW 28A.225).

3. **Bus rules**—The school district maintains a published statement of rules for students riding buses. These rules are available in school offices and on the web site. Riding is a privilege, not a right. Students' misconduct on a vehicle will be sufficient reason to discontinue providing bus transportation to those students involved and may result in other discipline. (Procedure 6605P)
4. **Cellular phones/Telecommunication devices**—A cellular phone or other telecommunication device which poses a threat to academic integrity, causes a disruption to the learning environment/educational process or violates the privacy rights of others may be confiscated and searched when school officials have a reasonable suspicion that such a search will reveal a violation of school rules. Content or images that violate criminal laws will be forwarded to law enforcement. (Policy 3245, 3245P).
5. **Closed campus**—Students shall remain on the school campus during the school day unless excused by the school office or by waiver approved by the superintendent.
6. **Cooperation**—Students will obey the lawful instructions of school district personnel and follow school and classroom rules. (RCW 28A.600.040)
7. **Dress and appearance**—Students should dress in a manner which reflects proper decorum. Dress and appearance, including but not limited to gang apparel, which may cause safety or health problems or which pose a threat or disruption, are not allowed. Individual schools within the district may have additional restrictions as part of their dress code. (See page 36)
8. **Identification**—All persons will, upon request, identify themselves to proper school authorities in the school building, on school grounds or at school-sponsored events.
9. **Improper use of district equipment—**District resources and equipment, including, but not limited to, computers and Internet access, are to be used for district purposes.
10. **Loitering—**A student shall leave the school campus at the official close of the school day unless permission to do otherwise has been granted.
11. **Off-campus events**—Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials.
12. **Tobacco and delivery devices**—Possession or use of tobacco products or delivery devices is not permitted in school buildings, on school property, in district-owned or contracted vehicles or at off-campus events. (Policy 4215)

DEFINITIONS OF DISCIPLINE AND CORRECTIVE ACTIONS

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

- **"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:
    - a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and
    - the student remains under the supervision of the teacher or other school personnel during such brief duration.
- **"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 expulsion"** means the removal of a student from school because the student's statements or behavior pose an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in WAC 392-400-510 through 392-400-530
- **"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
- **"Other forms of discipline"** means actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.
- **"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.
    - **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.
    - **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.
    - **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.

MISCONDUCT AND BEHAVIOR VIOLATION

District personnel must consider other forms of discipline to support the student in meeting behavioral expectations. However, in accordance with the other parameters of the discipline policy, there are circumstances when the district may determine that long-term suspension or expulsion is appropriate for student behaviors listed in RCW 28A.600.015 (6)(a) through (d), which include:

- 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;
- 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 deprivation of student and staff use of school facilities;
- Intentional endangerment to self, other students, or staff, including endangering 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 cease 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 and Policy 4210.

GRIEVANCE AND APPEAL PROCESS FOR STUDENT DISCIPLINE

Any parent/guardian or student who is aggrieved by the imposition of discipline will have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent/guardian will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grieved.

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

More information regarding the appeal process is contained in Procedure 3241P. The policy and procedure are available online at www.ycs.wednet.edu/policies or any school principal's office.

HARASSMENT, INTIMIDATION & BULLYING

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

What is HIB?

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

- Physically harms another student or damages their property;

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

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

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (link to form) but reports about HIB can be made in writing or verbally. Your report can made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (link to form) but reports about HIB can be made in writing or verbally. Your report can made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

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

For more information about the HIB complaint process, including important timelines, please see the district's HIB Policy 3207 and Procedure 3207P.

NON-DISCRIMINATION & SEXUAL HARASSMENT

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

What is discriminatory harassment?

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

Visit the district's website for the Nondiscrimination Policy 3210 and Procedure 3210P.

What is sexual harassment?

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

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

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

Visit the district's website for the Sexual Harassment Policy 3205 and Procedure 3205P.

What should my school do about discriminatory and sexual harassment?

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

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

Talk to a Coordinator or submit a written complaint. You may submit an online report, contact a counselor, administrator or the district staff members below to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:
Civil Rights Coordinator: Dee Dee Buckingham, PO Box 476, Yelm, WA 98597, 360.458.1900, doyla_buckingham@ycs.wednet.edu
Concerns about harassment, intimidation and bullying (HIB):
HIB Compliance Officer: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu
Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu
Concerns about disability discrimination:
Section 504 Coordinator: Shannon Powell, PO Box 476, Yelm, WA 98597, 360.458.6124, shannon_powell@ycs.wednet.edu
Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Lisa Cadero-Smith, PO Box 476, Yelm, WA 98597, 360.458.6120, lisa_cadero-smith@ycs.wednet.edu

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

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place.

The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response. When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

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

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

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

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

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

Who else can help with HIB or Discrimination Concerns?

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

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

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

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

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

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

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

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

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender

- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Visit the district's website for the Gender-Inclusive Schools Policy 3211 and Procedure 3211P. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

OFF-CAMPUS MISCONDUCT

The student disciplinary code and penalties will apply to conduct off school grounds that may endanger the health or safety of students within the school district or adversely affect the education process. Examples of such conduct include, but are not limited to: illegal activity, threats of violence, alcohol use, fighting, hazing, drug possession or sales, firearm possession, violent offenses, robbery, burglary, arson, and sexual assaults. Students may be subject to discipline for off-campus misconduct as well as removal from participation in extracurricular activities and/or graduation ceremonies.

POSSESSION OF WEAPONS IS A CRIME

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Under state and federal law, a student shall be expelled for no less than one year for possession of a firearm on school premises, school-provided transportation or areas of facilities being used exclusively by public schools. In addition to being expelled or suspended from school, it is a crime under Washington state law for a person (not just students) to knowingly carry a firearm or dangerous weapon on school premises. The penalty for conviction could be up to a year imprisonment and a $5,000 fine. (RCW 9.41.280) Policy 4210, Procedure 3240P

SEARCH AND SEIZURE

A student shall be free from searches by school officials of his/her clothing, backpacks and other personal property unless there are reasonable grounds to believe that the search is necessary in the aid of maintaining school discipline and order.

Student lockers, desks and other storage areas remain the property of the school district, and school officials retain the right to inspect lockers, desks or other storage areas assigned to students. No right or expectation of privacy exists for any student, and these areas may be inspected or searched by school authorities at any time without prior notice and without reasonable suspicion that the search will yield evidence of a student's violation of the law or a school rule. Any container(s) found as a result of a search of a locker, desk or other storage area may be searched if there is reasonable suspicion that the container(s) holds evidence of a student's violation of the law or school rule. The methods used are to be reasonably related to the objectives of the search and not be excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. A principal or designee may not subject a student to a strip search or body cavity search as those terms are defined in RCW 10.79.070.

Illegal items such as drugs, drug paraphernalia, firearms, weapons or other possessions determined to be a threat to the safety or security of others may be seized by school authorities. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession (RCW 28A.600.222 & 230, RCW 9.14.250 & 270 & 280).

USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices and vapor products, non-prescribed inhalers, nicotine delivery devices, or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors or community members will be prohibited on all school district property, including all district buildings, grounds and district-owned vehicles, and within five hundred feet of schools. Possession by, or distribution of tobacco products to any person under twenty-one years of age is prohibited.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees, students and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy. (Policy 4215)

HEALTH INFORMATION

COMMON HEALTH CARE PROCEDURES

Accident or Head Trauma: Parents will be notified regarding any incident that necessitates an accident report. In addition, any student who suffers trauma to the head at school will be assessed in the health room and parents will be notified.

Allergy Accommodations: Latex Allergy - Yelm Community Schools prohibits the use of all latex products, including latex balloons, due to severe allergies. Peanut Allergy - Please refrain from sending any peanut products due to severe allergies.

Diarrhea: Any student who has been having diarrhea will be sent home and may return to school when they have been free of diarrhea for 24 hours.

Fever: Any student with a fever of 100.4 or higher will be sent home and may return to school once the child has been fever free for 24 hours without the use of fever reducing medication.

Injury: If any child has an injury that prohibits them from participating in PE or other school activities, a note from the physician is needed to excuse participation. Please be sure the doctor includes when student can return to normal activity or provide a separate note.

Lice: The Infectious Disease Control Guide no longer recommends long-term exclusion for pediculosis/head lice. Head lice is a nuisance condition and is not known to transmit infection from person to person. Any student who presents with live lice will be sent home for treatment. Students may return to school when no live lice are present.

Rash: Any student with an undiagnosed rash will be sent home from school in order to be evaluated by a healthcare provider. The parent/guardian will be asked to provide a note from a healthcare provider upon return to school.

Vomiting: Any student who has been vomiting will be sent home and may return to school when they have not vomited in 24 hours.

HUMAN PAPILLOMAVIRUS (HPV) INFORMATION

The following information is being provided to you at the direction of the Washington State Legislature to help reduce cervical cancer rates in Washington by protecting youth from HPV.

What is Human Papillomavirus (HPV)?
HPV is a very common virus that is spread through genital contact. At least 50 percent of sexually active people will get HPV at some time in their lives. There are many types of HPV. Some types can cause cervical cancer or genital warts. Both women and men can get HPV and easily spread it to others without knowing they have it.

What are the symptoms of HPV?
Most people with HPV have no signs or symptoms. Some people know they have HPV because they have a symptom like genital warts. Women may find out they have HPV through cervical cancer screening (Pap tests) and HPV testing. Health care providers do not usually test for HPV unless abnormal cervical cell changes are detected by a Pap test.

How can HPV infection be prevented?
The best way to prevent HPV infection is to abstain from all sexual activity. People with only one lifetime partner can get HPV if their partner had previous sexual partners. It is uncertain how well condoms protect against HPV infection. However, condom users do have lower cervical cancer rates. The HPV vaccine is a very effective way to prevent four types of HPV that can cause cervical cancer and genital warts.

What is the HPV vaccine?
The HPV vaccine, Gardasil, ® protects against four types of HPV which cause 70 percent of cervical cancers and 90 percent of genital warts. The vaccine does not protect against all types of HPV or other sexually transmitted infections. The vaccine also does not protect against any type of HPV that someone already has. Current studies show that HPV vaccine protection lasts up to 5 years. Research will continue to determine the length of the HPV vaccine's protection.

Who should get the vaccine and when should they get it?
The federal Advisory Committee on Immunization Practices recommends the HPV vaccine for all girls age 11-12 years. The vaccine can also be given to females as young as nine and up to 26 years, if their doctor recommends it. HPV vaccine is given as a series of three shots over a six month period. The vaccine is not currently recommended for boys or men. The HPV vaccine is a preventive vaccine and will offer the best protection if given before sexual activity starts. HPV vaccine is not required for school entry in Washington.

Are Pap tests still recommended for females that get the HPV vaccine?
Yes. The HPV vaccine does not protect against all of the types of HPV that can cause cervical cancer, so females will still need Pap tests.
Where can I find the HPV vaccine?
Ask your doctor, nurse, or local health clinic to find out whether your daughter needs the HPV vaccine and where you can get it. Most providers in Washington will have state-supplied HPV vaccine and there will be no cost to parents (of girls under 19 years) for the vaccine. Providers may

charge an office visit and/or administration fee. The HPV vaccine is available to providers at no cost through Washington State's Universal Childhood Vaccine Program.

For more information on HPV, the Vaccine, and Cervical Cancer:
Centers for Disease Control & Prevention: www.cdc.gov/std/hpv
Washington State Department of Health:
http://www.doh.wa.gov/YouandYourFamily/Immunization/Diseases/HumanPapillomavirusHPVDisease.aspx
American Cancer Society: www.cancer.org

IMMUNIZATION REQUIREMENTS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of them having been immunized against diseases as required by 28A.210 RCW and the Washington State Board of Health 246-105 WAC.

EXEMPTIONS FROM IMMUNIZATION
The district will allow for exemptions from immunization requirements only as allowed for by RCW 28A.210.090 and WAC 246-105-050.

INFECTIOUS DISEASE

In order to safeguard the school community from the spread of certain communicable diseases YCS will comply with the State Board of Health rules and regulations within the most current Infectious Disease Control Guide, provided by the State Department of Health and the Office of the Superintendent of Public Instruction. (District Policy No. 3414)

LIFE THREATENING HEALTH CONDITIONS

Prior to attendance at school, each child with a life-threatening health condition will present a medication and treatment order from a Licensed Healthcare Provider (LHP) addressing the condition. A life-threatening health condition means a condition that will put the child in danger of death during the school day if the medication and treatment order, providing authority to a registered nurse, and a nursing care plan are not in place. Following submission of the medication and treatment order, the registered nurse will develop the nursing care plan.

Students who have a life-threatening health condition and no medication or treatment order presented to the school will be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, and according to the due process requirements in School District Procedure 3413P.

Exclusion from School
Following proper notification, the school will exclude the student for noncompliance with the immunization laws, subject to the appeal procedures for student expulsions, consistent with 3241 – Student Discipline. Parents have a right to a hearing provided they notify the school within three (3) days after receiving the exclusion order from the school principal. If the parent requests a hearing, the district will notify in writing the parent or guardian and school principal of the time and place for the hearing and will present the case to a hearing officer appointed by the superintendent.

MEDICATIONS

YCS requires signed authorization forms for the dispensing of any prescription or non-prescription medicines to students. Forms must be signed by the physician as well as the parent/guardian and are available from the school office. All medications must be delivered to and picked up from the

school by the parent/guardian in the original container. Most medications can be dispensed by the parent/guardian before or after school. Please ask your healthcare provider for guidance on medication delivery times. (RCW 28A.210.260 & 270, District Policy No. 3416)

MENINGOCOCCAL INFORMATION

As of July 1, 2005, schools are required to provide meningococcal information beginning with sixth grade entry to students and parents in our community.

Meningococcal disease, commonly known as meningococcal meningitis, strikes up to 3,000 adolescents and adults in the U.S. each year. Adolescents and young adults have an increased rate of contracting meningococcal disease compared to the general population, accounting for nearly 30 percent of all U.S. cases annually. According to one study, as many as one out of every four adolescents infected with the disease may die. Of those that survive, up to 20 percent suffer long-term disabilities, including brain damage, hearing loss, kidney disease and limb amputations.

The department of health wants you to be aware of meningococcal meningitis and the availability of a vaccine to protect against the disease. Vaccination can help protect against up to 83 percent of the meningococcal disease cases occurring among adolescents and young adults. Vaccination is not required for school attendance.

We encourage you to learn more about meningococcal meningitis and prevention and speak to your child's physician about immunization. In addition, we urge you to speak to your children about good hygiene and not sharing personal items that may transmit the disease.

Additional information is available on the following web sites:
Washington State Department of Health Immunization Program Meningococcal disease information:
http://www.doh.wa.gov/YouandYourFamily/Immunization/Diseases/MeningitisMeningococcalDisease.aspx

Centers for Disease Control and Prevention Meningococcal vaccine information:
http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html
Disease Information: http://www.cdc.gov/meningococcal/about/index.html

NON-EMERGENCY PHYSICAL EXAMINATIONS

District staff will not conduct any invasive physical examination or screening (defined as *"any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body"*) without prior parental approval. The school district may schedule and conduct screenings for hearing, vision, and scoliosis. Also examinations necessary to protect the immediate health and safety of the student, or of other students may be conducted without prior parental notice and consent.

SAFETY & SECURITY

CHILD ABUSE REPORTING

Staff will notify Child Protective Services or law enforcement when they reasonably believe a student has been abused or neglected and report any suspected evidence to the principal or nurse. By doing so, they are protected from civil and criminal liability. Child abuse and/or neglect cases must be reported within 48 hours. (RCW 26.44.030, RCW 26.44.040, Policy 3421, Procedure 3421P)
School counselors are available to work with students individually on concerns including divorce, child abuse, etc. Contact your school's counseling office. Available for sexual concerns is Mary Bridge's Child Abuse Intervention Dept. (CAID) and can be contacted at 253.403.1478.

EMERGENCIES

When a building or district wide emergency occurs, our primary means of communication to the general public and families will be through the district office. A variety of tools may be used depending on the situation. A coordinated effort will be made with administration, communications director, and superintendent to provide a prompt and accurate statement to ensure a safe environment and avoid confusion

When the Superintendent is advised by Emergency Services authorities to close schools, or decides schools must close, the principals will be notified and given instructions by phone In case of a potential disaster necessitating school closure, an "early warning" of an hour will be given if possible.

Every classroom will have an evacuation plan and a backup plan. All buildings have an Emergency Flip chart posted in each classroom and office area.

INTERVIEWING, TAKING CUSTODY OF STUDENTS

On occasion, it is necessary for law enforcement officers or Child Protective Services (CPS) authorities to interview students or take them into custody during school hours. In such instances, the district will act in accordance with procedures established in Policies 3124, 4310 and Procedures 3124P, 4310P.

REMOVING STUDENTS FROM SCHOOL GROUNDS

A student will not be released from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with district procedures. Before a student is removed or excused, the person seeking to remove the student must present to the satisfaction of the principal or designee evidence of his/her proper authority to remove the student. Exceptions will be made when protective custody is dictated by appropriate legal authorities and in cases where the student is subject to arrest. (RCW 28A.605.010)

ALICE

The safety and welfare of our students and staff are our highest priority. Throughout the year, schools perform various safety drills including fire, bus evacuation, severe weather, building evacuation and lockdown. All schools conduct lockdown drills during which students and staff practice emergency procedures. These lockdown procedures are evaluated for improvements after each drill.

To ensure schools are prepared to proactively handle the threat of an intruder or active shooter, all staff members have been trained in ALICE (Alert, Lockdown, Inform, Counter, Evacuate).

SPECIAL EDUCATION SERVICES

Yelm Community Schools provides special education services for students with disabilities. These services are available in the general age range of birth - 21 and are provided as near the child's home school area as possible. Parent(s)/guardian(s) may initiate referral for testing or placement of their child.

Parents/guardians 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 district has the legal responsibility to notify parent(s)/guardian(s) when the district proposes to initiate or change the identification, assessment or educational placement of the child or the provision of a free appropriate education to the child; or when the district, upon request of the parent(s)/guardian(s), refuses 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 district must obtain the written consent of the parent(s)/guardian(s) prior to conducting any preplacement 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 district may ask a hearing officer to decide the issue.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Parent/Student Rights in Identification, Evaluation and Placement

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling conditions.
2. Have the school district advise you of your rights under federal law.
3. Receive prior notice with respect to actions regarding the identification, evaluation, or placement of your child. Parent consent must be obtained before initial evaluation and placement.
4. Have your child receive a free appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive special education and related services if he/she is found to need them under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act and provide transportation as a related service when necessary as part of a student's accommodation plan.
7. Have evaluation, educational program, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.

9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of your child's education records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Assistant Director of the Office of Student Support.
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Director of the Office of Student Support, phone number 360.458.6124. The Director can provide 504 ADA information.

CHILD FIND

The Child Find program conducts activities for the purpose of locating, evaluating and identifying students with a suspected disability. Activities apply to students ages birth through 21.

Formal screenings and assessments, which could include the areas of hearing, vision, social skills, language, learning and motor skills, are available for preschool students.

For parent(s)/guardian(s) concerns about their child's development or questions about the Child Find program, please contact the district Student Support office at 360.458.6124.
(WAC 392-172-100)

DRUG AND ALCOHOL COUNSELING PROGRAM

All Yelm Community Schools students have the opportunity to confer with district counselors or to contact the Director of Human Resources and Student Services for referral information on alcohol and other drug assessment assistance. Washington's law (RCW 69.54.060; 65.54.070) states that "any person 13 years of age or older may give consent for himself to receive counseling, care, treatment or rehabilitation by an approved drug treatment center or person licensed by the state related to conditions and problems caused by drug or alcohol abuse. When an individual submits himself for care, treatment, counseling or rehabilitation to any organization, institution or corporation, public or private, confidentiality is guaranteed."

If you are concerned about your son/daughter and his/her possible involvement with alcohol and/or other drugs, please call the building administrator or counselor.

HOMELESSNESS

Homeless children are entitled to the protections of the McKinney-Vento Act of 1986, a federal law. The following questions may help to determine whether or not a student qualifies for these protections:

- Is this student's home address a temporary living arrangement?
- Is this a temporary living arrangement due to a loss of housing or economic hardship?
- Is this student awaiting foster care placement?
- As a student, are you living with someone other than your parent or legal guardian?

If you answered yes to any of these questions, please contact your school counselor or intervention specialist for assistance. For more information, contact the district homeless liaison, Assistant Director of Special Services, at 360.458.6133.

RESTRAINT, ISOLATION, AND OTHER USES OF REASONABLE FORCE

It is the policy of the Yelm Community Schools Board of Directors that the district maintains a safe learning environment while treating all students with dignity and respect. All students in the district, including those who have an Individualized Education Program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, will remain free from unreasonable restraint, restraint devices, isolation, and other uses of physical force during school-sponsored instruction and activities. Under no circumstances will these techniques be used as a form of discipline or punishment.

This policy is intended to address district students while participating in school-sponsored instruction or activities. It is not intended to prevent or limit the use of restraint or other reasonable force as necessary with other adults or other youth from outside the district as allowed by law.

Restraint and other uses of physical force, as defined in the procedure accompanying this policy, may be used when necessary to prevent or minimize imminent bodily injury to self or others. Restraint and other uses of physical force may be used to protect district property if de-escalation interventions have failed or are inappropriate. RCW 28A.600.485

Use of restraint, isolation, and other forms of reasonable force may be used on any student when reasonably necessary to control spontaneous behavior that poses an "imminent likelihood of serious harm" as defined by RCW 70.96B.010 and explained in the procedure accompanying this policy. Serious harm includes physical harm to self, another, or district property. Staff will closely monitor such actions to prevent harm to the student and will use the minimum amount of restraint and isolation appropriate to protect the safety of students and staff. The restraint, isolation, and other forms of reasonable force will be discontinued when the likelihood of serious harm has dissipated.

The superintendent or a designee will develop procedures to implement this policy, including review, reporting and parent/guardian notification of incidents involving restraint or isolation as required by law. The entire policy and procedure for Use of Restraint, Isolation, and Other Uses of Reasonable Force is available online at www.ycs.wednet.edu/policies. (Policy 3246)

STUDENT LEARNING

CONTROVERSIAL ISSUES

The district has issued regulations considered necessary to provide for study of such issues which have publicly evoked opposing viewpoints in our society. Contact your school principal for guidelines. (Policy 2331)

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires Yelm Community Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Yelm Community Schools may disclose appropriately designated "directory information" without written consent, unless you

have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Yelm Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama presentation;
- The annual yearbook;
- Honor roll, graduation programs or other recognition lists;
- Sports Rosters, such as for wrestling, showing weight and height of team members; and
- District approved websites and social media publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.*

If you do not want Yelm Community Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by SEPTEMBER 30 EACH SCHOOL YEAR (See the following sample Opt Out Form)

Yelm Community Schools has designated the following information as directory information:

- Student's name
- Parent/Guardian name(s)
- Address
- Telephone listing
- Grade level
- Date of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph/Video
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Post high school career plans

** These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the nation's armed forces.*

YELM COMMUNITY SCHOOLS
OPT OUT form - EXAMPLE
For Student directory Information INCLUDING PHOTOGRAPHS and access to Technology

(This form is available at your child's school and at www.ycs.wednet.edu)

If you do not wish photos or directory information released about your student, complete the form and return to your child's school by September 30 each school year.

Directory information and photo can be made public without the consent of parents.
Directory information for students K-12 means the student's name, photo, parent/guardian name(s), address, telephone listing, birth date, post-high school career plans, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, type of awards received, and the most recent school attended by the student. For students grades 9-12, their names, addresses, and telephone numbers will be released upon request to military recruiters and institutions of higher education unless parents have advised the school in writing that they do not want their student's information disclosed without their prior written consent. In addition, the district will release the student's current school, address and telephone number to appropriate law enforcement personnel including Child Protective Services. Parent(s)/guardian(s) may complete the following form if they want to restrict the release of directory and/or photo information. (Family Education Rights and Privacy Act of 1975, 20 U.S.C. § 1232g.)

Access to Technology
Students and parents should review responsible use of technology in the student handbook as outlined in Policy 2022. All students will be provided access to district electronic systems including the Internet. If a parent wishes to waive access to technology, they will meet with the principal or designee to review the impact on instruction due to the lack of access to educational materials and curriculum.

If no documentation is on file, it will be assumed that permission for release of directory information including photos and use of technology has been granted.

PLEASE DO NOT RELEASE DIRECTORY: INFORMATION WHICH INCLUDES PHOTOGRAPHS/VIDOES TO: (check all that apply)

____ Military recruiters
____ Institutions of higher learning
____ Any outside source (e.g., newspapers) except as required by law
____ District/School publications (e.g., newsletters, yearbooks, social media online communication or school websites)

PLEASE DO NOT ALLOW ACCESS TO TECHNOLOGY: (check all that apply)

_____ District network, Google and other instruction related online resource tools

_____ Zoom

School principals have forms which parent(s)/guardian(s) may use if they want to restrict the release of directory information. (Family Education Rights and Privacy Act of 1975, 20 U.S.C. § 1232g.)

Return the completed form to your school's principal by September 30 each school year. The request for restriction is recorded into the student information system, and the form is kept on file in the school's office for one school year. For more information, phone 360.458.1900.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days* of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Yelm Community Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the school decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including, but not limited to, health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (including, but not limited to an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional employment responsibility.

   Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue SW, Washington, DC 20202-5901

** State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a 'public records' request within five business days. RCW 42.17.320*

FREEDOM OF EXPRESSION

1. Students are entitled to express their personal opinions verbally, symbolically and in writing. Student expression may not contain language or ideas of such a nature that it is reasonably probable that the expression will create hostility or violent or unlawful behavior, be libelous, slanderous, profane, vulgar or obscene, or materially and substantially interfere with the educational process. Intentionally intimidating, demeaning, harassing or threatening any students or staff based on ethnicity, religion, disability, gender, race or sexual orientation will not be tolerated.
2. School-sponsored student publications and presentations are not public forums. School officials may review and exercise editorial control over school-sponsored student publications and presentations.
3. To prevent interference with the school program by non-school publications and distribution of leaflets and handbills, the principal will determine the time and place of distribution and clarify student responsibility for content.
4. Student groups which are not authorized by the Associated Student Body may conduct meetings during non-instructional time by submitting an application to the school principal and reserve meeting space through the district office. School personnel may not participate in the meeting and non-students may not initiate, direct, control or regularly attend the meetings.
5. Freedom of peaceful assembly is regulated in time and place by the building administrator. Demonstrations which interfere with the operation of the school or classroom are prohibited. Class attendance takes precedence over freedom to assemble.
6. Commercial solicitation is not allowed unless authorized by the principal/superintendent.
7. Distribution of unlawful materials in school buildings or on the grounds is prohibited.
8. Any violation by any student(s) of the limitations of freedom of expression may subject the student to such discipline (to include suspension/expulsion) as may be deemed appropriate by the school authority, provided that such discipline occurs only for just cause and is in accordance with due process of law (RCW 28A.600.010, RCW 28A.305.160).

REVIEW AND PRIOR APPROVAL OF CERTAIN SURVEYS

Independent "third party" researchers, such as colleges and universities, sometimes request permission to gather survey or interview information from students. Upon request, parent(s)/guardian(s) shall be granted permission to inspect any such surveys or interview questions. After inspection of the materials parent(s)/guardian(s) may request that their child(ren) not participate in the survey/interview. The district's assistant superintendent must approve any third party research before it can begin. Part of that approval process includes prior notification to parent(s)/guardian(s) of any surveys or interviews and the opportunity to inspect the materials. Parent(s)/guardian(s) with questions or concerns about any surveys or interviews may contact the assistant superintendent at 360.458.6120.

Sometimes surveys conducted by the school district are viewed by some parent(s)/guardian(s) as being overly personal or private. If a survey conducted by the school district includes one or more items pertaining to the list below, the district shall protect the privacy of individual student responses. Furthermore, the district will provide sufficient time for parent(s)/guardian(s) to review the survey and, after review, request that their child(ren) not participate if the survey contains an item or items related to:

1. Political affiliations or beliefs of the student, the student's parent or members of the student's household;
2. Mental or physical problems of the student, the student's family or members of the student's household;
3. Gender behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations or beliefs of the student, the student's parent or members of the student's household;
8. Income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program). (Section 1061 of PL 107-110, No Child Left Behind Act of 2001; Family Education Rights and Privacy Act of 1975, 20 U.S.C. § 1232g.)

RIGHT TO INSPECT CURRICULAR MATERIALS

Members of the community are invited to review any core instructional materials in current or proposed use. Such review may be accomplished at the school or in the district office. The review and examination process will be arranged in a way to avoid disrupting the educational program. The review of core materials will be undertaken with the knowledge of district learning objectives in mind. Contact your school principal for guidelines. (Policy 2020P)

RIGHT TO REQUEST TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

As part of the federal Every Students Succeeds Act, you have the right to learn more about your child's teachers' training and credentials. Specifically, you may ask (1) whether the teacher met state qualifications and certification requirements for the grade level and subject he/she teaches; (2) whether the teacher received an emergency or conditional certificate through which state qualifications were waived; and (3) what undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask about paraprofessionals working with your child in reading, writing, and/or mathematics. We can tell you whether your child receives help from a paraprofessional and whether he/she meets state qualifications and/or licensing requirements.

If you have further questions about teacher or paraprofessional qualifications, please contact the Human Resources Department at the district office: Ph: 360.458.6522 FAX: 360.458.4052

STUDENT ORGANIZATIONS

Student organizations are limited to students enrolled at the school and are encouraged if the purposes and activities are consistent with the educational program of the district and are approved by the building principal.

STUDENT RECORDS

Each student has one complete set of records that progress through the grades with the child (except for special education records which are kept in the special education department). Student records located in the school may contain achievement information, standardized test scores, enrollment, directory information, health records, attendance, staff evaluations, comments, letters, disciplinary action and achievement awards. Student records for special education students are located in the special education files and contain reports and assessments by staff specialists in speech, hearing, social/emotional, child study, visually disabled, etc.; individualized educational programs; state-

approved reports and assessments such as special education programs and summer counseling; reports from individuals or agencies outside of school; and disciplinary action. (Policy 3231)

TECHNOLOGY – RESPONSIBLE USE POLICY

Introduction: Computer access is available to qualifying students, teachers, staff, and administrators. These resources are provided and maintained at the district's expense and are to be used by members of the school community with respect for the public trust through which they have been provided. Our goal is to promote innovation and educational excellence by using technology tools for research, worldwide resource sharing, communication, and storage of student work.

The Internet is an electronic highway connecting computers all over the world. Internet services provide access to electronic mail, public shareware of all types, and massive databases at universities, government agencies, and private industry. Students may be assigned several student accounts with passwords granting access to different data. All students are assigned a Skyward Account that provides access to student records. Some students may be assigned an account with a data storage area on one of the district servers. Students are also assigned a Google Apps for Education account and that service is hosted on many Google servers off campus. Students must remember that accounts are not private and can be viewed at any time by district administration. In order to ensure the appropriate use of the network, the district administrator reserves the right to monitor, access, and disclose files contained, stored, or transmitted using district equipment.

Issues: With access to computers and people all over the world also comes the availability of material that will not be considered to be of educational value in the context of the school setting. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of educational material available. Yelm Community Schools uses a content filtering system to comply with CIPA (Children's Internet Protection Act) regulations. The filtering is designed to block web sites that educators believe are inappropriate for students. Even though content filtering is automatically maintained and customized on a daily basis, it is impossible on a global network to control access to all materials that are objectionable or inappropriate. The filter will block most of the inappropriate sites; however, no system is perfect. With the constantly changing internet landscape, students may be able to gain access to sites that were previously filtered. The district cannot guarantee that users will not have access to inappropriate or objectionable material and could possibly use unmonitored email and social media services.

Responsibilities: Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. As set forth in Policy 2022 Electronic Resources and Internet Safety, responsible use guidelines are provided so that students are aware of the responsibilities that they are about to acquire. In general, student responsibilities require ethical, efficient, and legal use of the network resources. If a student user violates the Responsible Use Policy (RUP), his or her network/Internet access may be modified or terminated.

Yelm Community Schools Guidelines of Responsible Use

1. **Responsible Use:** Network/Internet use must be consistent with the educational objectives of the district. Students will use only their school district assigned user name and password to gain access to the computer network.

2. **The following are considered unacceptable uses of the district network:**
   A. Personal gain, commercial solicitation and compensation of any kind;
   B. Actions that result in liability or cost incurred by the district;

C. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) without permission or approval from the technology director;
D. Support for or opposition to ballot measures, candidates and any other political activity;
E. Hacking, cracking, vandalizing, the introduction of malware, including viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools.
F. Unauthorized access to other district computers, networks and information systems;
G. Action constituting harassment, intimidation or bullying, including cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks, posts, files or comments. The district reserves the right to remove any user-generated content from its sites at any time; and
H. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing); Accessing, uploading, downloading, storage and distribution of obscene, pornographic, or sexually explicit material; or
I. Attaching unauthorized devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken; or
J. Any unlawful use of the district network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

3. **Privileges:** Network/Internet use is a privilege, not a right, and inappropriate use may result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. At the direction of the district administration, student user access and /or accounts may be denied, revoked, or suspended as a result of misuse of network privileges.

4. **Netiquette:** Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other language inappropriate in a school setting.

5. **Services:** The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages an individual suffers while on this system. These damages include loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. **Security:** If a student identifies a security problem, he/ she must notify school personnel immediately. He/she is not to demonstrate the problem to other users. Students may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.

7. **School Account:** Students will be issued a student account and password. If any information on a student's account changes or the account password is lost or stolen, it is the student's responsibility to notify school personnel.

8. **Google Apps for Education accounts:** Yelm Community Schools provides students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs with email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Yelm Community Schools. Google Apps for Education runs on an Internet domain purchased and owned by the district

and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication. Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Responsible Use (Privacy and Safety)
Google Apps for Education (Apps) and other provided online applications are primarily for educational use. Students may use these applications for personal use subject to the restrictions below and additional school rules and policies that may apply.

1. Privacy – School personnel have access to student accounts for monitoring purposes. Students have no expectation of privacy within the district domain and any software application systems.
2. Limited personal use – Students may use software applications tools for personal projects but may not use them for:
    - Unlawful activities
    - Commercial purposes (running a business or trying to make money)
    - Personal financial gain (running a web site to sell things)
    - Inappropriate sexual or other offensive content
    - Threatening another person
    - Misrepresentation of Yelm Community Schools, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
3. Safety
    - Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
    - Students agree not to meet with someone they have met online without their parent's approval and participation.
    - Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
    - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide his or her password to another person.

Yelm Community Schools' Guidelines for Access and/or Accounts
All students will be provided access to district electronic systems including the Internet. If a parent wishes to waive access to technology, they will meet with the principal or designee to review the impact on instruction due to the lack of access to educational materials and curriculum. See page 35 for same opt out form.

Student user accounts will become inactive upon leaving the district.

Disclaimer: The availability of information from other organizations indirectly via this page does not constitute an endorsement by the Yelm Community Schools. If you are concerned about the accuracy or appropriateness of any information, we recommend that you contact the original publisher or distributor of that information. You may also wish to review the Yelm Community Schools Electronic Resources Responsible Use Policy 2022.

OTHER TOPICS

ATHLETICS/EXTRACURRICULAR ACTIVITIES

(Please note that elementary students do not compete in interscholastic sports.)

Students participating in extracurricular activities initially must pass five out of six classes from the previous semester and then maintain passing grades in all classes during the season. Complete eligibility requirements are maintained in the principals' and/or athletic directors' offices. Denial of student attendance or participation in extracurricular activities is subject to due process requirements.

Students, parents, staff members or volunteers may request the addition of interscholastic sports and other modifications to the athletic/activities program. Requests for addition or modification may include, but are not limited to, the evaluation of a club or sport for interscholastic competition or to increase the number or size of a team currently engaged in interscholastic play.

Additions or modifications requests may be made to the superintendent or the district's Title IX officer at (360) 458-1900. Within a reasonable time of receiving a request, the district's superintendent and/or Title IX officer shall respond in writing to the requesting party. The district response may grant the request, deny the request, or advise that the request will be reviewed further for possible adoption, pending an annual review of the district's activities program pursuant to district procedure. If the request is subject to further review, the district's response shall provide a date that a final response will be provided.

DRESS CODE

In order to facilitate learning for all students, YCS requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up and/or contact home if necessary.

Head: K-8 students must remove all headwear while in the building. Headwear includes hats, hoods, bandanas and head wraps. *(Exceptions will be made for medical, religious and other approved reason.)*

Torso: Clothing must cover stomachs, backs, shoulders, chests and undergarments.

Legs: Shorts, skirts and dresses must be longer than mid-thigh and cover undergarments.

Feet: Footwear must be worn at all times appropriate to the activity. Strapless shoes and high heels are discouraged for safety.

Prohibited Clothing: Any that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, displays inappropriate pictures or writing is prohibited or worn in a manner identified as gang-related is prohibited. Jewelry that can pose safety hazards.

Exceptions: Dress code standards may be made for PE or school activities.

DRIVING AND PARKING REGULATIONS

Parking regulations will be in effect at all schools. **There is no parking in restricted areas during posted hours, and never any parking in fire zones.** See the school principal/secretary for specific requirements for individual schools. (Policy 3243, Procedure 3243P) A student may not occupy a vehicle without permission or drive during the school day without the consent of the parent and

principal. A student may transport another student during the school day only with the consent of the student passenger's parent and if consistent with the terms of the student's driver's license. Middle school students are prohibited from bringing vehicles to school.

Parking on school district property is at the owner's/driver's own risk. The school district does not assume responsibility for damage to or loss of privately owned vehicles or property in vehicles.

INTRA-DISTRICT TRANSPORTATION FOR DISTRICT PROGRAMS

There may be occasion when students are transported by district vehicle to another school within the district for a district program. Families will be notified of intra-district trips and may contact the school to opt out of the activity.

METAL DETECTORS

In order to protect students, staff and patrons, promote an environment for learning and prevent weapons from being brought to school or related events, metal detectors may be used to screen persons entering school buildings, vehicles and school events. Students who do not submit to the screening shall be disciplined. Patrons who refuse to comply with the screening will be denied entry. Items prohibited by law or school rules will be confiscated. If weapons are found, law enforcement personnel will be notified.

OFFICE OF EDUCATION OMBUDS

The Washington State Governor's Office of the Education Ombuds (OEO) is an independent state agency that helps to reduce educational opportunity gaps by supporting families, students, educators, and other stakeholders in communities across WA in understanding the K-12 school system and resolving concerns collaboratively. OEO services are free and confidential. Anyone can contact OEO with a question or concern about school.

OEO listens, shares information and referrals, and works informally with families, communities, and schools to address concerns so that every student can fully participate and thrive in our state's public schools. OEO provides support in multiple languages and has telephone interpretation available. To get help or learn more about what OEO does, please visit our website: https://www.oeo.wa.gov/en; email oeoinfo@gov.wa.gov, or call: 1.866.297.2597 (interpretation available).

PERSONAL PROPERTY

Students bringing personal property onto school district property do so at their own risk. Students are requested to leave personal property at home, especially due to state-wide increased incidences of theft of high-tech electronics. The school district does not assume responsibility for lost, damaged or stolen property.

PESTICIDES/HERBICIDES

Upon request, the district will provide notification to staff and parents of the district's pest control policies, methods and its posting and notification requirements (Board Policy 6895/6895P). Copies of the annual pesticide use record and summary are available at:

Yelm Community Schools - Facilities Office
16525 100th Way SE / PO Box 476, Yelm, WA 98597

PROCEDURES FOR VISITING SCHOOLS

All visitors to our schools are to check in at the main office and receive a visitor's pass. Parent(s) /guardian(s), adult community members and interested educators are welcomed and encouraged to visit schools. We request that visits to schools be in accordance with reasonable procedures and usually with a minimum of one day's notification. Guidelines for nonstudent visitations to schools are available through your school principal. (RCW 28A.605.020, Policy 4200, Procedure 4200P)

PROPERTY DAMAGES

Any pupil who defaces or otherwise injures any school property, or property belonging to a school contractor, employee, or another student, may be subject to school discipline. If any property of the school district, a contractor of the district, an employee, or another student has been lost or willfully cut, defaced, or injured, the school district will seek to recover the cost of the item(s). (RCW 4.24.100, RCW 28A.635.060, Policy 3231)

PUBLIC RECORDS COORDINATOR

Requests for public records should be made to the district public records coordinator Human Resources Director, PO Box 476, Yelm, WA 98597; Julie_mondry@ycs.wednet.edu; Fax 360.458.6178. Website: www.ycs.wednet.edu/publicrecords. (Policy 4040).

SCHOOL BOARD INFORMATION

School Board meetings are open to the public and all discussions will be held in open forum, with the exception of executive sessions. There is time on the meeting agenda for audience participation on agenda or non-agenda items. If you have questions about specific procedures, please check with any district staff member prior to the start of the meeting. Involved and informed parents and citizens are our best guarantee of excellence in our public schools.

The Yelm School Board generally meets on the second and fourth Thursdays of each month. All board meetings will begin at 6 p.m. There are two types of board meetings. One is the monthly business meeting which is generally on the fourth Thursday of the month at the district office board room. The second type is a study session. These meetings are held at various schools on a rotating basis. Dates, times and locations of board meetings are always posted on our district website.

In addition to regular meetings, special meetings or emergency sessions are held on rare occasions to address urgent issues. Notices are provided to the news media, board members, and posted on the district web site 24 hours before such meetings are scheduled. All scheduled meetings are open to the public.

Find the current schedule of Yelm School Board meetings agendas and minutes, visit www.ycs.wednet.edu/board.

Superintendent
Chris Woods

Yelm School Board Members

Director District No. 1	Director District No. 2	Director District No. 3
Frank King	**Casey Shaw**	**Denise Hendrickson**
360.870.7864	360.852.4710	360.458.4592
Director District No. 4	Director District No. 5	
Ryan Jewell	**Bill Hauss**	
360.	360.458.7068	

SCHOOL BUS PROCEDURES AND GUIDELINES

In order to ensure the safety of each child, students must abide by bus behavior guidelines. Students violating these rules may receive discipline or forfeit bus-riding privileges. Review discipline procedures on the district Transportation website.

BUS STOP PROCEDURES
Students should observe the following procedures at bus stops:

- Be at the assigned bus stop five minutes before the bus is scheduled to arrive.
- Stay off the road when waiting so the driver has room to stop.
- Line up in an orderly fashion and wait for the bus to come to a complete stop before boarding. Do not crowd or push.
- Use the handrail when getting on the bus. Walk up the steps one at a time.
- A parent, guardian or older sibling must be present at the bus stop to receive kinders.

SEATING PROCEDURES
Students entering the bus should go immediately to a seat without crowding, shoving or disturbing others. They need to share seats with others; be seated at all times when the bus is moving; sit facing the front of the bus; and remain seated until the bus comes to a complete stop and the driver opens the door.

Drivers may assign seats in the front of the bus to students with disabilities or to students who have a temporary physical impairment. Drivers, at their option, may also assign seats to avoid misconduct.

BUS BEHAVIOR
The driver is in full charge of the bus and passengers. Passengers must obey the driver promptly and willingly. Students need to remain in their seats at all times, face forward, keep their hands and feet to themselves and keep voices at a moderate level. Aisles need to remain clear at all times. Additional unacceptable behaviors can be found on the Transportation website.

BRINGING ITEMS ON THE BUS
Buses are not designed to transport heavy, sharp, bulky and/or other articles, which may be hazardous in the event of an accident or an emergency stop. Items should be stored in a bag/backpack or easily fit on the student's lap or between their legs. Items that may break, cause injury to others, distract the driver or have value will not be allowed. Visit the Transportation website for a list of items not allowed on the bus.

SCHOOL PERFORMANCE REPORT

Yelm Community Schools publishes an annual School Performance Report. It is available on our website at www.ycs.wednet.edu. In addition, the state Superintendent of Public Instruction publishes a website with report cards on every public school in the state. It contains how students at our schools and district performed on state tests, the number of students enrolled, the race and ethnicity of the students and educators in the school community, and success indicators. Access the site at https://washingtonstatereportcard.ospi.k12.wa.us/. If you would like a printout of this information, please call the district office at 360.458.1900.

WITHHOLDING GRADES, TRANSCRIPTS AND DIPLOMAS

Official grades, transcripts, and diplomas shall not be withheld for unpaid fines or for damaging or losing school property or property belonging to other specified parties.

Contact Numbers

District Administration Office 360.458.1900
Transportation Department 360.458.3300
District Website ..... www.ycs.wednet.edu

SCHOOLS

- Fort Stevens Elementary 360.458.4800
- Lackamas Elementary 360.458.6000
- McKenna Elementary 360.458.2400
- Mill Pond Elementary 360.458.3400
- Prairie Elementary 360.458.3700
- Southworth Elementary 360.458.2500
- Ridgeline Middle School 360.458.1100
- Yelm Middle School 360.458.3600
- Yelm High School 360.458.7777
- Yelm Extension School 360.458.2002