Yakima
SCHOOL DISTRICT
DISTRITO ESCOLAR

FOR DISTRICT UPDATES VISIT OUR WEBSITE

2026-2027
STUDENT, FAMILY, & STAFF
HANDBOOK

YAKIMA SCHOOL DISTRICT
104 N. 4th Avenue • Yakima, WA 98902 • 509.573.7000 • www.ysd7.org

BOARD OF DIRECTORS

Pam Shelton
Position Number 1

Ryan Beckett
Position Number 2

Norm Walker
Position Number 3

Raymond Navarro, Jr.
Position Number 4

Martha Rice
Position Number 5

Dr. Trevor Greene
Superintendent
Secretary to the Board

LETTER FROM THE SUPERINTENDENT

Yakima School District Students, Families, Staff, and Community Members:

Whether you are returning to the Yakima School District or joining us for the very first time, I want to extend a heartfelt welcome.

As we begin the 2026–2027 school year, I am grateful for the trust families place in our schools and proud of the dedicated educators and staff members who serve our students each day. Together, we share an important responsibility: helping every student discover their strengths, pursue their goals, and prepare for a successful future.

We are excited for the year ahead and look forward to partnering with you to make it a positive, rewarding, and memorable experience for every student.

Our commitment remains clear and is embodied in the Yakima School District Promise: **Every student known personally, with their strengths nurtured, needs met, and voices honored—equipped and empowered to follow the future of their choice.** This promise guides our work each day as we strive to ensure that every student feels valued, supported, and challenged to reach their full potential. Regardless of background, language, circumstance, or life experience, every student deserves access to exceptional opportunities and caring adults who believe in their success. We are committed to preparing all students for a future of purpose, opportunity, and choice.

This year, we will continue our focus on creating safe, welcoming, and engaging schools where students feel connected, challenged, and inspired to reach their highest aspirations. We know that learning thrives when students feel a sense of belonging, build meaningful relationships, and know that they matter. We will continue strengthening academic achievement, supporting student wellness, elevating student voice, and building meaningful partnerships with families and the broader community.

As we pursue these priorities, family engagement will continue to play a vital role in student success. Family engagement remains one of the most powerful predictors of student success. We encourage you to stay actively involved in your child's educational journey by attending school events, maintaining communication with teachers, participating in advisory opportunities, and partnering with us in support of student learning. Together, we can accomplish far more than any of us can achieve alone.

We also encourage all students, families, and staff to review the Student, Family, and Staff Handbook. The handbook contains important information regarding district expectations, student rights and responsibilities, safety procedures, available resources, and the many supports designed to help students succeed. A shared understanding of these expectations helps create positive learning environments where everyone can flourish.

Thank you for the trust you place in the Yakima School District. Serving this community is both an honor and a responsibility that I embrace with great care. I am excited for the year ahead and confident that, together, we will continue creating opportunities that inspire learning, foster growth, and prepare students to lead meaningful and successful lives.

On behalf of the Yakima School District Board of Directors, I wish each of you a wonderful start to the school year. Together, we look forward to making 2026–2027 a year of learning, belonging, achievement, and opportunity for every student.

In Partnership,

Dr. Trevor Greene
Superintendent, Yakima School District

Nondiscrimination Statement: *"Yakima School District does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, immigration or citizenship status, age, veteran or military status, sexual orientation, gender expression, gender identity, homelessness, disability, neurodivergence, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:* ***Civil Rights Compliance Coordinator:*** *Christina Larsen, Deputy Superintendent, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7032,* ***larsen.christina@ysd7.org****.* ***Section 504/ADA Coordinator (Students):*** *Shawn Orminski, Assistant Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7263,* ***orminski.shawn@ysd7.org****;* ***ADA Coordinator (Non-Students):*** *Christopher Miller, Director of Human Resources, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7066,* ***miller.christopher@ysd7.org****.* ***Title IX Coordinator:*** *Omar Santoy, Executive Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7260,* ***santoy.omar@ysd7.org****.* ***Deputy Title IX Coordinators:*** *Erin Thomas, Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7261,* ***thomas.erin@ysd7.org****; Shawn Orminski, Assistant Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7263,* ***orminski.shawn@ysd7.org****; Kim Newell, Director of Human Resources, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7068,* ***newell.kimberlee@ysd7.org****; Christopher Miller, Director of Human Resources, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7066,* ***miller.christopher@ysd7.org****. Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Yakima School District should contact the appropriate* ***Americans with Disabilities Act (ADA) Coordinator*** *24 hours in advance of the event to inquire about reasonable accommodation. Deaf, deaf-blind, hard of hearing, and/or speech-impaired individuals may access Washington Relay Services by calling 7-1-1 or 1-800-833-6388."*

ABOUT THIS HANDBOOK

The Yakima School District's Student, Family, & Staff Handbook is an annual publication of the District, satisfying ***WAC 392-400-110(3)*** requirements for distribution of District discipline operational procedures along with fulfilling other legal notice requirements. The handbook is provided electronically to students, families, and staff in August. Additionally, copies of the handbook are distributed to each school to be displayed in the office. Complete copies of District operational procedures are available on the District website at ***www.ysd7.org***. The handbook is prepared by a consortium of Yakima School District departments and Omar Santoy, Executive Director of Student Services.

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STUDENT ATTENDANCE (OP 3122)

YOUR PRESENCE MATTERS!

ATTEND TODAY, ACHIEVE TOMORROW

WHY REGULAR ATTENDANCE MATTERS	IMPACTS OF MISSING SCHOOL
• Supports reading and math growth • Builds friendships and belonging • Keeps students connected to school • Helps students stay on track for graduation	• Lost learning opportunities • Reduced connection with peers and school • Missed classroom experiences • May fall behind in credits

SHOWING UP EVERY DAY HELPS STUDENTS SUCCEED

START & DISMISSAL TIMES

The Yakima School District start and dismissal times for classes are listed below:

SCHOOL LEVEL	CLASSES START	MONDAY EARLY RELEASE	TUESDAY-FRIDAY CLASSES DISMISSED
ELEMENTARY **Group 1** Adams, Barge-Lincoln, Garfield, Gilbert, MLK Jr., Robertson	8:30 AM	1:30 PM	3:00 PM
ELEMENTARY **Group 2** Hoover, McClure, McKinley, Nob Hill, Ridgeview, Roosevelt, Whitney	9:00 AM	2:00 PM	3:30 PM
MIDDLE	7:45 AM	12:45 PM	2:15 PM
HIGH	8:15 AM	1:15 PM	2:45 PM

If you would like more information, please contact your student's school or Student Services at (509) 573-7262.

2026-2027 SCHOOL CALENDAR
INSTRUCTIONAL CALENDAR

Yakima School District Number 7

FOR DISTRICT UPDATES VISIT OUR WEBSITE

AUGUST 2026 (3)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	[27]	28	29

SEPTEMBER 2026 (21)						
S	M	T	W	T	F	S
		1	[2]	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026 (21)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	*26*	*27*	*28*	*29*	*30*	31

NOVEMBER 2026 (17)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026 (14)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027 (19)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

FEBRUARY 2027 (19)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027 (23)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	*29*	*30*	*31*			

APRIL 2027 (17)						
S	M	T	W	T	F	S
				1	*2*	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027 (19)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

JUNE 2027 (7)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	[9]	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

No School | First & Last Days of School | Half Days | Emergency Make-up Days | Summer School

AUGUST
20-21 No School - State Funded PD Days
24-25 No School - District Directed PD Days
[27] Full Day - FIRST DAY OF CLASSES

SEPTEMBER
[2] Full Day - First Day of Kindergarten
7 No School - Labor Day

OCTOBER
16 No School - State/District Professional Development
26-30 *Half Days - Fall Conferences K-12*

NOVEMBER
11 No School - Veteran's Day
25-26 No School - Thanksgiving Holiday
27 No School - Native American Heritage Day

DECEMBER
21-31 No School - Winter Break

JANUARY
1 No School - Winter Break
18 No School - Martin Luther King Jr. Day

FEBRUARY
15 No School - Presidents' Day

MARCH
29-31 *Half Days - Spring Conferences K-12*

APRIL
1-2 *Half Days - Spring Conferences K-12*
5-9 No School - Spring Break

MAY
28 No School - State Funded PD Day
31 No School - Memorial Day

JUNE
[9] Half Day - LAST DAY OF CLASSES
10, 14-16 Emergency School Closure Make-Up Days
11 No School - Treaty Day Observed
18 Juneteenth Day of Observance
21 Summer School Begins

JULY
5 No Summer School - Independence Day Observed
16 Summer School Ends

District Early Release Days are Mondays.
Lunch will be served on all early release days.

NEW DAILY & EARLY RELEASE SCHEDULES:

ysd7.org/bell-schedules

Elementary/Middle School Quarters

1st Quarter Ends	Oct. 30	45 days
2nd Quarter Ends	Jan. 22	45 days
3rd Quarter Ends	March 29	45 days
4th Quarter Ends	June 9	45 days

High School Semesters

1st Sem. Ends	Jan. 22	90 days
2nd Sem. Ends	June 9	90 days

Board Approved 2/17/26

IMPORTANT INFORMATION
NOTICES & SUMMARY OF DISTRICT OPERATIONAL PROCEDURES

Asbestos is under a continuous surveillance program to ensure that there are no asbestos problems or danger to students and employees. To see the Yakima School District's Asbestos Management Plan, contact the Maintenance & Operations department at (509) 573-7098.

Attendance is the most critical aspect of student success. Excused absences for illness, religious observance, school activity, or emergency are honored at the principal's discretion. Excused absences should be communicated as soon as reasonably possible. Unexcused absence of seven (7) days in a month or fifteen (15) days in a school year starts a truancy petition.

Absences may be pre-arranged in cases where parent(s)/guardian(s) have a compelling reason to have students out of school if absence reason does not fit the approved excuses described above. If approved by the principal, it enables the student to continue school work with excused absences. Need assistance? Contact your school or call (509) 573-7262. [Operational Procedure (OP) ***3122***]

Child abuse is reported to proper authorities if reasonable cause exists as required by state law. All staff are mandated reporters and must report at the first opportunity but in no case longer than 48 hours. Child interview is provided to Child Protective Services (CPS) and law enforcement. Only law enforcement is able to remove a child from the school. Need assistance? Contact your school. ***(OP 3421)***

Child custody is assumed to reside with the residential/custodial parent(s)/guardian(s). It is the parent/guardian's responsibility to file certified court custody papers with the school. Other family members may not contact the student and interrupt the educational process without written permission of residential/custodial parent(s)/guardian(s). Need assistance? Contact your school. ***(OP 3610)***

Child Find, an IDEA mandate, seeks to find children who need special education and related services. School districts shall conduct child find activities calculated to reach all students with a suspected disability for the purpose of locating, evaluating and identifying students who are in need of special education and related services, regardless of the severity of their disability. The child find activities shall extend to students residing within the school district boundaries, whether or not they are enrolled in the public school system. Need assistance? Call (509) 573-7263 for Section 504 or (509) 573-5091 for Special Education Services.

Child Nutrition Eligibility & Education Benefit (CNEEB) application helps ensure all students have equitable access to a high-quality public education. Schools receive additional funding based on the number of enrolled students from households with incomes at or below designated levels.

One of the key benefits linked to the CNEEB application is **SUN Bucks**, also known as **Summer EBT**. SUN Bucks is a program that helps families buy food for their school-aged children during the summer. Families will receive a one-time benefit per year for each eligible child to help purchase groceries during the summer months.

Only one application is required per household. Families already receiving benefits through programs such as Basic Food (SNAP), Temporary Assistance for Needy Families (TANF), Migrant Education, or McKinney-Vento (homeless education services) may be directly certified and do not need to complete the form. However, all other families are strongly encouraged to submit the CNEEB application to ensure students are considered for all available supports. Need assistance? Call (509) 573-7098.

Child Nutritional Programs are provided under the Community Eligibility Provision (CEP) which allows all children to receive a breakfast and lunch daily at no cost to all enrolled students without collecting household applications. Anything above and beyond the provided meal will need to be paid for at the time of purchase or preloaded on an account. Need assistance? Call (509) 573-7145. ***(OP 6700)***

Child Nutritional Programs - USDA Nondiscrimination Statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: ***https://www.usda.gov/sites/default/files/documents/ad-3027.pdf***, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   Program.Intake@usda.gov

This institution is an equal opportunity provider.
Need assistance? Call (509) 573-7145.

College & Career Readiness/High School Opportunities for College Credit: Yakima School District offers six programs that allow students to take courses and earn both high school and college credit at the same time. These courses also count towards the completion of their high school graduation requirements.

IMPORTANT INFORMATION
NOTICES & SUMMARY OF DISTRICT OPERATIONAL PROCEDURES (CONT.)

• *Students take approved college courses and engage in college-level learning in their high school classes, with no tuition cost.*

Advanced Placement (AP)	**Eisenhower**
International Baccalaureate (IB)	**Davis**
CTE Dual Credit	**Davis, Eisenhower, Stanton, YV-TECH**
Yakima Valley Tech Center (YV-TECH)	**YV-TECH** (½ day at high school & ½ day at YV-TECH)
College in the High School (CiHS)	**Davis, Eisenhower, YV-TECH**

• *Students take approved college courses on the local Yakima Valley College campus. Transportation is not provided.*

Running Start (RS)	**Yakima Valley College campus**

Need assistance? Contact your high school counselor or call (509) 573-5581. (***OP 2415***)

Communication devices/personal electronic devices (including cell phones) are not permitted during the school hours for students in grades P-12. If a parent or guardian wishes their child to have a cell phone, it must remain out of sight and turned OFF. It may be turned on and operated only before and after the regular school day unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device. One exception to the procedure for students in grades 9-12 may be during their assigned lunch period (each school will make this determination). Need assistance? Call (509) 573-2901. ***(OP 3208)***

Fines and fees are the responsibility of student and parent/guardian. Need assistance? Contact your school or call (509) 573-7044. ***(OP 3520)***

Grade level placement is governed by operational procedure. Parent(s)/guardian(s) are notified by the school if a student risks non-promotion; an accelerated learning plan (ALP) for promotion activities will be created at specified intervals. Need assistance? Call (509) 573-7006. ***(OP 2421)***

Health services are provided by school certified registered nurses and classified health services support staff that are trained to work with students who have been exposed to disease, seriously ill, injured or facing emergencies. If there is an emergency, the following occurs in this order: (1) student is stabilized, (2) emergency care is given, (3) 911 is called, and (4) parent(s)/guardian(s) are contacted. Medications, equipment, and any necessary supplies are the financial responsibility of parent(s)/guardian(s). Students with life-threatening conditions must have all medical support and health care plans in place before entry in school. Need assistance? Call (509) 573-5000. ***(OP 3410)***

Immunizations must be current for student attendance. A student who is non-compliant on the first day of attendance, or when a complete records check has been done, shall be excluded from attending class following parent/guardian notification. ***RCW 28A.210.060-170***

Parent(s)/guardian(s) may file a Certificate of Exemption form ***OP 3413.3XE*** on the basis of religious grounds, for personal/philosophical reasons, or when a physician certifies that the student has a medical condition that contraindicates a particular immunization.

Per ***RCW 28A.210.090***, starting July 28, 2019 schools can no longer accept a personal or philosophical exemption for the MMR vaccine. In an outbreak situation, Yakima Health District has the authority to exclude susceptible students and staff who are not adequately immunized against a particular vaccine preventable disease. This exclusion includes students with exemptions on file.

State law, ***RCW 28A.210.080***, requires that schools provide parent(s)/guardian(s) of students in grades 6-12 with information about Human Papillomavirus (HPV) and Meningococcal disease. When exposed to HPV most people never develop health issues. However, those infected may never have symptoms but can develop cervical, anal, vulvar, mouth, or throat cancer. It is mainly spread through sexual contact. Meningococcal virus can cause symptoms including fever, cough, headache and rash. It can cause meningitis (swelling of the covering of the brain and spinal cord). It spreads through close contact with an infected person. Vaccines for both HPV and Meningococcal disease are *not required* for school attendance. Please speak with a licensed health care professional about getting these vaccines for your student. You can get more information regarding HPV and Meningococcal disease at ***www.cdc.gov/meningococcal*** and ***www.doh.wa.gov/hpv***. Need assistance? Contact your school nurse or call (509) 573-5000. ***(OP 3413)***

Language Access Program: The Yakima School District recognizes the importance of effective communication with all parent(s)/guardian(s), regardless of their English proficiency, to experience meaningful and equitable access to District information, programs, services, and engagement. The Yakima School District will provide language assistance services to persons with limited English proficiency free of charge. Need assistance? Call (509) 573-7115. Website: ***www.ysd7.org/languageaccess (OP 4218)***

Life-threatening health conditions and medications are governed by state law; required forms need to be completed and turned in before the first day of school to allow for an individualized care plan to be put into place for the student's health and safety. Students must have appropriate medication and/or treatment orders in place with all medications, supplies and equipment present at school prior to the student starting classes. Parent(s)/guardian(s) must provide these unless the district is required to provide them as a related service under federal law. Failure in these law-required steps will result in exclusion from school until the steps are accomplished. Need assistance? Call (509) 573-5000. ***(OP 3418)***

McKinney-Vento Act is a federal law that protects the educational rights of homeless students to eliminate barriers to the enrollment, retention, and success of homeless students; and to ensure they receive equal access to the same free, appropriate public education as is provided to other students. Need assistance? Call (509) 573-7266. ***(OP 3115)***

Medications, including prescribed and over-the-counter, may be dispensed at school under supervised conditions. The district assists students in difficult medical situations; however, administration of medication is strictly regulated by state law and procedure. Medications at school require completion of form ***OP 3416.1X***. Any changes in medication or treatment needs must be communicated to YSD Health Staff by parent(s)/guardian(s). Need assistance? Contact your school office manager, health services staff, or call (509) 573-5000. ***(OP 3416)***

Personal property: Individuals are discouraged from bringing valuable or unnecessary personal items onto district property or to school-sponsored activities. Personal property is brought at the individual's own risk. The District is not responsible for personal property that is lost, stolen, or damaged. Need assistance? Contact your school. ***(OP 6540)***

IMPORTANT INFORMATION

NOTICES & SUMMARY OF DISTRICT OPERATIONAL PROCEDURES (CONT.)

Pesticides and herbicides are periodically used on school district premises; notice is given in advance to staff, students, and parent(s)/guardian(s); signs are posted during the potency period of the application. To see the Yakima School District's Annual Notification and Integrated Pest Management program requirements, visit ***www.ysd7.org/CommunityResources*** and to view annual application records contact the Maintenance and Operations department at (509) 573-7098. ***(OP 6895)***

Protection of Pupil Rights Amendment (PPRA) affords parent(s)/guardian(s) certain rights regarding the district's conduct of surveys, collection and use of information for marketing purposes and certain physical exams. For more information visit ***https://studentprivacy.ed.gov/topic/protection-pupil-rights-amendment-ppra.***

Registration of students happens at school buildings and the district office. Need assistance? Call (509) 573-7021. ***(OP 3131)***

Section 504 provides accommodations for students by modifications made within school programs. The district's Section 504 Coordinator is Shawn Orminski, Assistant Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7263, ***orminski.shawn@ysd7.org***. Need assistance? Contact your school counselor or call (509) 573-7263. ***(OP 2162)***

Special education works with Child Find activities and responds to requests for assessment of a student for its services. Parent(s)/guardian(s) of children with disabilities must receive a copy of procedural safeguards one time a year (and upon initial referral or parental request for an evaluation) and upon filing a request for due process hearing. Need assistance? Call (509) 573-5091. ***(OP 2161)***

Student directory information – Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Yakima School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with the district operational procedures. The primary purpose of directory information is to allow the district to include information from your child's education records in certain school 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. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – 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 Yakima School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must contact the school office or call (509) 573-7000 for a release form ***(OP 3605.2XE)***, returning it to the principal by September 30. This form is renewed annually.

Yakima School District has designated the following information as directory information: student's name, address, telephone listing, photograph, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended. For more detailed information on student directory information, opting out, and FERPA please visit ***www.ysd7.org/FERPA. (OP 3605)***

Student education records - Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. This act provides rights to review records, request amendment to records, consent to disclosure of personally identifiable information, and file a complaint with the U.S. Department of Education. Release of health records follows protections of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and (FERPA). Need assistance? Call (509) 573-7021. ***(OP 3600)***

Student original work and other copyright provisions of law are protected. Need assistance? Call (509) 573-7010. ***(OP 2025)***

Student privacy and searches of students are protected under their constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. However, searches may be conducted when there is reasonable suspicion to believe that the search will yield evidence of a student's violation of the law, district policy, or school rules. Student lockers are district property and subject to search with or without reasonable suspicion. Need assistance? Call (509) 573-7031. ***(OP 3230)***

Suicide prevention: The district is committed to supporting the safety, well-being, and mental health of all students. Suicide prevention is a shared responsibility, and the district strives to provide a safe and supportive environment where students are encouraged to seek help for themselves or others. Staff receive training in suicide prevention and emotional or behavioral distress response in accordance with Washington State law and district operational procedures.

Students, families, and staff are encouraged to immediately report concerns regarding suicidal thoughts, threats, self-harm, or emotional distress to a school administrator, counselor, psychologist, nurse, or other trusted adult. When concerns arise, school staff will respond promptly, follow district suicide prevention procedures, notify parent(s)/guardian(s) in accordance with district procedures and applicable law, and help connect students and families with community mental health resources and support services. The district does not provide long-term mental health treatment or counseling services.

Confidential crisis resources are available 24 hours a day and are printed on all student and staff ID badges, including the **(988) Suicide & Crisis Lifeline** and the **Yakima County Crisis Line (1-888-544-9986)**. Need assistance? Call (509) 573-7263. ***(OP 2145)***

Transportation: Students who ride district transportation are expected to follow driver directions, remain seated while the bus is in motion, and conduct themselves in a manner that supports the safe operation of the bus and the safety of all passengers. Failure to do so may result in disciplinary action, including suspension or loss of transportation privileges, in accordance with district operational procedures. Need assistance? Call (509) 573-7200. ***(OP 6600)***

Visitors to school, such as parent(s)/guardian(s) and community persons, must abide by the entry process set by their school office. Visitors must identify themselves and leave the school at the request of school staff. Need assistance? Contact your school. ***(OP 4317)***

REQUIRED ANNUAL NOTICES

HARASSMENT, INTIMIDATION, & BULLYING (HIB)
(OP 3207)

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)
We strive to make our schools 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 explains what HIB is, what to do when you see or experience it, and how our district responds to it.

What is HIB?
State law (**RCW 28A.600.477(5)(b)(i)**) defines HIB as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **RCW 28A.642.010** (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB operational procedure (OP) ***3207*** "Harassment, Intimidation and Bullying of Students Prohibited" only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report about HIB?
Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a **HIB Compliance Officer** (Shawn Orminski, Assistant Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7263, **hib@ysd7.org**) who helps prevent and respond to HIB.

What happens after I make a report about HIB?
When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing ***OP 3207.1XE*** **"HIB Incident Reporting Form"** (**https://ysd7.org/hib**).

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?
The HIB investigation begins if you submit ***OP 3207.1XE*** **"HIB Incident Reporting Form"** (**https://ysd7.org/hib**), and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results (***OP 3207.4XE*** "HIB Results of the Investigation Written Notice") with you within two school days.

This response should include:
- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

What are the next steps if I disagree with the outcome?
For the student named as the "targeted student" in a complaint:
If you disagree with the school district's decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they've assigned) to review the investigation. They will send you a written decision.

For the student named as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences) that come from the HIB investigation findings.

What information may I have about other students?
Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage (**https://ysd7.org/hib**) or the district's HIB ***OP 3207*** "Harassment, Intimidation and Bullying of Students Prohibited."

How do I make a HIB complaint about a staff member?
This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

REQUIRED ANNUAL NOTICES (CONT.)

DISCRIMINATION
(OP 3210) and (OP 5010)

Our Schools Stand Against Discrimination
Discrimination can happen when someone is treated differently or unfairly because of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, 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 behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student's protected status and is serious enough to create a hostile environment. A **hostile environment** is created when behavior is so severe, pervasive, or persistent that it limits a student's ability to participate in or benefit from the school's services, activities, or opportunities.

To review the district's Nondiscrimination operational procedures (***OP 3210***) "Discrimination of Students Prohibited" and (***OP 5010***) "Nondiscrimination and Affirmative Action," visit **www.ysd7.org** under "Policies & Procedures."

SEXUAL HARASSMENT
(OP 3205) and (OP 5011)

What is sexual harassment?
Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously 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 accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:
- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

To review the district's Sexual Harassment operational procedures (***OP 3205***) "Sexual Harassment of Students Prohibited" and (***OP 5011***) "Sexual Harassment of District Staff Prohibited" visit **www.ysd7.org** under "Policies & Procedures."

SUBMITTING A COMPLAINT

What should my school do about discriminatory and sexual harassment?
When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

What can I do if I'm concerned about discrimination or harassment?
Talk to a Coordinator or submit a written complaint. You may contact the following school district staff to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

- **CONCERNS ABOUT DISCRIMINATION:**
  Civil Rights Coordinator: *Christina Larsen, Deputy Superintendent, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7032,* ***larsen.christina@ysd7.org.***

- **CONCERNS ABOUT SEX DISCRIMINATION, INCLUDING SEXUAL HARASSMENT:**
  Title IX Coordinator: *Omar Santoy, Executive Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7260,* ***santoy.omar@ysd7.org.***
  Deputy Title IX Coordinators:
  Erin Thomas, Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7261, ***thomas.erin@ysd7.org;***
  Shawn Orminski, Assistant Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7263, ***orminski.shawn@ysd7.org;***
  Kim Newell, Director of Human Resources, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7068, ***newell.kimberlee@ysd7.org;***
  Christopher Miller, Director of Human Resources, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7066, ***miller.christopher@ysd7.org.***

- **CONCERNS ABOUT DISABILITY DISCRIMINATION:**
  Section 504/ADA Coordinator (Students): *Shawn Orminski, Assistant Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7263,* ***orminski.shawn@ysd7.org.***

  ADA Coordinator (Non-Students): *Christopher Miller, Director of Human Resources, 104 N. 4th Ave., Yakima, WA 98902, (509) 573-7066,* ***miller.christopher@ysd7.org.***

- **CONCERNS ABOUT DISCRIMINATION BASED ON GENDER IDENTITY:**
  Gender-Inclusive Schools Coordinator (Students): *Erin Thomas, Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7261,* ***thomas.erin@ysd7.org.***

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. 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 so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

REQUIRED ANNUAL NOTICES (CONT.)

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint operational procedure. The Civil Rights Coordinator will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. The response will include

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- Information about how to appeal the decision.

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

If you disagree with the decision about your complaint, you may appeal the decision to the board of directors. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the school district's operational procedures (***OP 3210***) "Discrimination of Students Prohibited" and (***OP 5010***) "Nondiscrimination and Affirmative Action" and Sexual Harassment operational procedures (***OP 3205***) "Sexual Harassment of Students Prohibited" and (***OP 5011***) "Sexual Harassment of District Staff Prohibited."

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

Harassment, intimidation, or bullying (HIB) can be discrimination if it is based on a protected status. 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 operational procedure (***OP 3210***) "Discrimination of Students Prohibited" and the HIB operational procedure (***OP 3207***) "Harassment, Intimidation and Bullying of Students Prohibited" to fully address your concerns. If the HIB report involves sexual harassment, the school district will investigate the complaint using the district's Sexual Harassment operational procedure (***OP 3205***) "Sexual Harassment of Students Prohibited."

GENDER-INCLUSIVE SCHOOLS
(OP 3211)

Our Schools are Gender-Inclusive

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

- Address students by their requested name and pronouns, whether or not they have legally changed their name.
- Update students' gender designation so they are accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools operational procedure (***OP 3211***) "Gender-Inclusive Schools", visit **www.ysd7.org** under "Policies & Procedures". If you have questions or concerns, please contact the **Gender-Inclusive Schools Coordinator (Students)**: *Erin Thomas, Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7261*, ***thomas.erin@ysd7.org***.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information under "DISCRIMINATION" on page 10 of this handbook.

STATE LAW

Our Schools are Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under **ESHB 1296**, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (**RCW 28A.640** and **RCW 28A.642**)
- Harassment, intimidation, or bullying (**RCW 28A.600.477**)
- Curriculum requirements and instructional materials policies (**RCW 28A.150.230**, **RCW 28A.300.475**, **RCW 28A.320.170**, **RCW 28A.320.230**, and **RCW 28A.320.235**)
- Use of restraint or isolation (**RCW 28A.600.485**)
- Student discipline (**RCW 28A.600**)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at **How to File a Complaint**, and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

REQUIRED ANNUAL NOTICES (CONT.)

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns?

Office of Superintendent of Public Instruction (OSPI)
All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

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, as well as complaints alleging willful noncompliance with state law under **ESHB 1296**.

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

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)
- Website: **ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints**
- Email: ***OLA@k12.wa.us***

Washington State Governor's Office of the Education Ombuds (OEO)
The Washington State Office of the Education Ombuds works with families, communities, and schools to help solve problems so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution, coaching, facilitation, and training on family and community engagement and systems advocacy.
- Website: **www.oeo.wa.gov**
- Email: ***oeoinfo@gov.wa.gov***
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)
The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.
- Website: **www.ed.gov/**
- Email: ***ocr@ed.gov***
- Phone: 800-421-3481

SAFETY AT SCHOOL ACTIVITIES AND EVENTS

Our Schools are Committed to Safety at School Activities and Events

Washington State wants school activities and events, like athletic competitions, performances, and other extracurricular activities, to be safe for everyone who takes part in them or watches them.

What does state law say?

Washington State law has long banned intimidation, force, and threats of violence at school events. **ESB 5272** (which takes effect in 2026) made those protections stronger. It now also covers officials and volunteers at extracurricular athletic activities, and it has created new consequences for breaking the law. For non-students, if they are convicted of a crime, they may be banned from school activities for up to 18 months, receive a fine, or go to jail for no more than 6 months. For students, other school consequences, including removal from school, may also apply under **RCW 28A.600.015**.

How is this different from HIB?

This is different from our school's HIB operational procedure (***OP 3207***) "Harassment, Intimidation and Bullying of Students Prohibited", which deals with conduct between students through a school process. **ESB 5272** covers more people and more situations and is enforced through criminal law and school discipline operational procedures instead of the school's HIB process.

The expectations in this section are broader. They apply to everyone at school activities — students, parents, and community members alike — and they cover behavior toward everyone involved, not just students. This section and the HIB section work together but cover different situations.

What should I do if I experience or witness this conduct?

- **Call 911** if there is an immediate safety concern
- **Report to a coach, event supervisor, school administrator, or other trusted adult** as soon as possible. They can connect you with the right support and make sure the right steps are taken
- **If a student was the target** of the conduct, you may also be able to file a report under our school's HIB operational procedure (OP 3207) "Harassment, Intimidation and Bullying of Students Prohibited" — see the "HARASSMENT, INTIMIDATION, & BULLYING (HIB)" section on page 9 of this handbook for more information

Who can I contact with questions?

For questions about safety at school events, contact your school principal or the **Office of Safety & Security** at (509) 573-7030.
*For questions about whether conduct student-to-student may also be HIB, contact the **HIB Compliance Officer** (Shawn Orminski, Assistant Director of Student Services, 105 N. 4th Ave., Yakima, WA 98902, (509) 573-7263, **hib@ysd7.org**).*

STUDENT/TEACHER RIGHTS & RESPONSIBILITIES

STUDENT (OP 3241)

Student rights bring with them responsibilities for thoughtful and lawful expression within the goals and mission of a school district. Therefore, student rights carry the obligation for the individual student to learn limitations as expressed in federal and state law and district operational procedures.

The district will observe students' fundamental rights and will administer discipline in a manner that does not: 1) unlawfully discriminate against a student; 2) deprive a student of their constitutional right to freedom of speech and press, peaceful assembly, freedom of religion; 3) deprive a student of their constitutional right to be secure against unreasonable searches and seizures; 4) unlawfully interfere in a student's pursuit of an education; and 5) deprive a student of their right to an equal educational opportunity. **WAC 392-400-805**

The district's **OP 3241** "Student Discipline" is designed to provide students with a safe, healthy, and educationally sound environment. It is the student's responsibility to be aware of and comply with **OP 3241**, including behavioral expectations that respect the rights, person, and property of others. Students are also expected to pursue the required course of studies. Students and staff are expected to work together to develop a positive climate for learning. Students are referred to readily available operational procedures for the full statement of information in any of the areas to be summarized in this handbook. The Yakima School District maintains a website with all operational procedures listed at ***www.ysd7.org***. State discipline law is available under **WAC 392.400**.

TEACHER (OP 3201)

Teachers have the following rights regarding student conduct to:

1. Receive the assistance of building principal.
2. Expect students to comply with all district and building rules.
3. Participate in developing building rules.
4. Exclude a student from an individual classroom and instructional or activity area pursuant to ***RCW 28A.600.020(2)***.
5. Be informed of disciplinary action regarding teacher discipline referrals.
6. Be afforded the opportunity to attend discipline conferences at the principal level.
7. Be promptly advised of any grievance or complaint regarding the teacher's discipline of students.

Teachers have the following responsibilities to:

1. Observe the rights of students.
2. Enforce district and building rules fairly, consistently, and without discrimination.
3. Report student misconduct.
4. Work cooperatively toward consistent enforcement of proper student behavior through each school and classroom.
5. Comply with district and building rules.
6. Maintain good order and discipline.
7. Keep and maintain accurate attendance.
8. Give careful attention to the maintenance of a healthy atmosphere in the classroom.
9. Give careful attention to student safety.
10. Set an example of personal conduct. Avoid demeaning or personally offensive statements.
11. Meet or talk with parent(s)/guardian(s) within five (5) school days of their request.
12. Periodically evaluate and provide reports of each student's educational growth and development to parent(s)/guardian(s) and to school administrators.

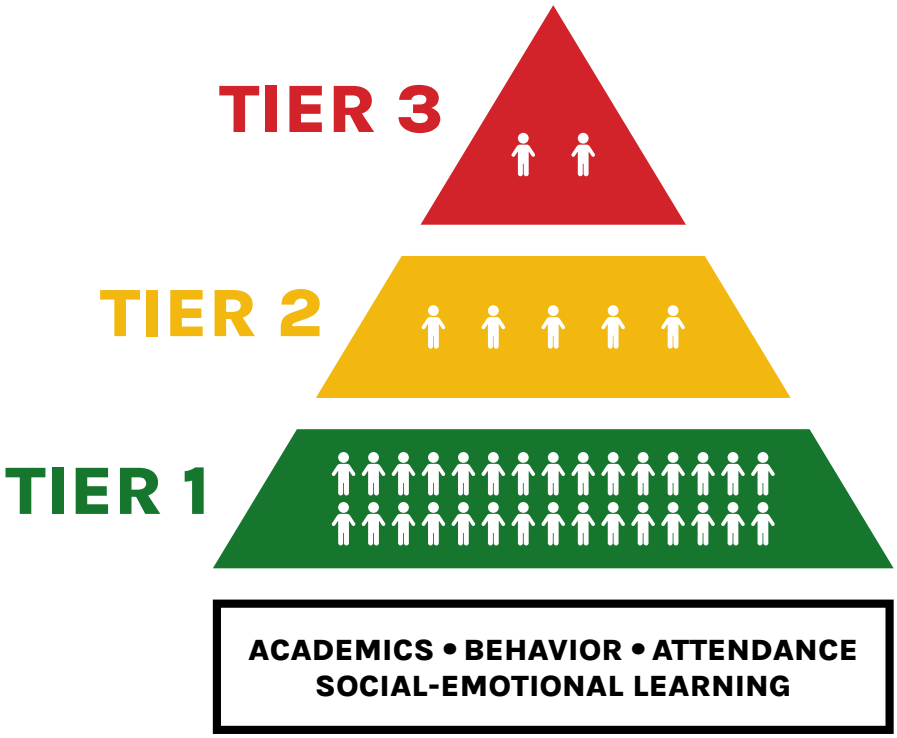
Teachers have the following authority to:

1. Use reasonable action to protect themselves, students or other staff or individuals from student misconduct.
2. Exclude a student from their classroom or instructional or activity area for behavioral violations that disrupt the educational process while the student is under the teacher's immediate supervision, subject to the requirements in ***WAC 392-400-330*** and ***WAC 392-400-335***.
3. Administer before-school, lunch, or after-school detention for up to 60 cumulative minutes per day in accordance with ***OP 3241***.

Parent(s)/Guardian(s) need to be aware that district staff are available to problem-solve issues and concerns. Staff expect mutual respect and appropriate expression by all parties involved. Any concern over building staff is first to be expressed to the principal; following that, concerns can be made to central office administrative staff. Verbal abuse, threats, and intimidation are illegal acts and will not be tolerated against any staff persons. ***(OP 4312)***

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

RESEARCH SHOWS PBIS IMPROVES STUDENT OUTCOMES AND REDUCES EXCLUSIONARY DISCIPLINE.



MULTI-TIERED SYSTEM OF SUPPORTS

Tier 1 - Universal Support
All students, across all settings.

Tier 2 - Targeted Support
Extra help for some students who need additional support.

Tier 3 - Individual Support
Individual help for students with the highest needs.

Students who feel safe and connected in school are less likely to engage in problematic behavior that results in student discipline. PBIS can decrease overall exclusionary discipline rates. Information regarding *Student Discipline* is included in pages 15-32 of this handbook.

If you would like more information, please contact your student's school or Student Services at (509) 573-7262.

STUDENT DISCIPLINE (OP 3241)

DISCRETIONARY DISCIPLINE means a disciplinary action taken by a school district for student behavior that violates rules of student conduct adopted by a school district board of directors under *RCW 28A.600.015(6)*. Discretionary discipline does not include evidence-based interventions and support outlined in *RCW 28A.410.270*, *RCW 28A.405.100*, and *RCW 28A.410.260* to support the student in meeting behavioral expectations.

NONDISCRETIONARY DISCIPLINE means:

a. Violations of *RCW 28A.600.420*;
b. An offense listed in *RCW 13.04.155*;
c. Two or more violations of *RCW 9A.46.120, RCW 9.41.280*, *RCW 28A.600.455*, *RCW 28A.635.020*, or *RCW 28A.635.060* within a three-year period; or
d. Behavior that adversely impacts the health or safety of other students or educational staff.
RCW 28A.600.015

CLASSROOM EXCLUSION means the exclusion of a student from a classroom and instructional or activity area for a discretionary behavioral violation that creates a disruption of the educational process in violation of the district disciplinary operational procedures subject to the requirements in *WAC 392-400-110*.

Conditions and limitations. *WAC 392-400-330*

- ***Conditions.*** A teacher may exclude a student from the teacher's individual classroom and instructional or activity area while the student is under the teacher's immediate supervision, subject to the requirements in *RCW 28A.600.460*. Except in emergency circumstances, the teacher first must attempt one or more **alternative forms of corrective action**. A classroom exclusion does not include actions that result in missed instruction when:
  a. A teacher or other school personnel uses evidence-based classroom management practices outlined in *RCW 28A.410.270*, *RCW 28A.405.100*, and *RCW 28A.410.260* to support the student in meeting behavioral expectations; and
  b. The student remains under the supervision of the teacher or other school personnel consistent with *RCW 28A.150.240*.

  Alternative Forms of Corrective Action:
  - Behavior Agreement
  - Behavior Monitoring
  - Behavioral Health
  - Conference/Warning
  - Detention (Before or After School)
  - Detention (Lunch)
  - Family Engagement
  - Mentoring
  - Peer Mediation
  - Restorative Justice
  - Social Skills Instruction

- ***Duration.***
  a. A classroom exclusion may be administered for all or any portion of the balance of the school day, or up to the following two days, or until the principal or designee and teacher have conferred, whichever occurs first.
  b. A classroom exclusion that exceeds this time period, and if such students have repeatedly disrupted the learning of other students, consistent with *RCW 28A.600.460*, may be considered a suspension and must provide for early involvement of parents in attempts to improve the student's behavior.

- ***Removal from school.*** A student may not be removed from school during a classroom exclusion unless the school district provides notice and due process for a suspension, expulsion, or emergency removal.

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

➘ **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 10 consecutive school days**, subject to the requirements in *WAC 392-400-430* through *WAC 392-400-475*.

Additional conditions and limitations. *WAC 392-400-435*

- ***Length of exclusion.*** A school district may not administer an in-school suspension beyond the school year in which the behavioral violation occurred.
- ***Grade-level limitations.***
  a. A school district may not administer an in-school suspension for a student in kindergarten through fourth grade for more than 10 cumulative school days during any academic term; and
  b. A school district may not administer an in-school suspension for a student in grades five through 12:
     i. For more than 15 cumulative school days during any single semester; or
     ii. For more than 10 cumulative school days during any single trimester.

➘ **SHORT-TERM SUSPENSION** means a suspension in which a student is excluded from school for **up to 10 consecutive school days**, subject to the requirements in *WAC 392-400-430* through *WAC 392-400-475*.

Additional conditions and limitations. *WAC 392-400-435*

- ***Length of exclusion.*** A school district may not administer a short-term suspension beyond the school year in which the behavioral violation occurred.
- ***Grade-level limitations.***
  a. A school district may not administer a short-term suspension for a student in kindergarten through fourth grade for more than 10 cumulative school days during any academic term; and
  b. A school district may not administer a short-term suspension for a student in grades five through 12:
     i. For more than 15 cumulative school days during any single semester; or
     ii. For more than 10 cumulative school days during any single trimester.

STUDENT DISCIPLINE (CONT.) (OP 3241)

➘ **LONG-TERM SUSPENSION** means a suspension in which a student is excluded from school **for more than 10 consecutive school days**, subject to the requirements in *WAC 392-400-430* through *WAC 392-400-475*.

Additional conditions and limitations. *WAC 392-400-440*

- ***Limitations on long-term suspensions.*** A school district may only administer a long-term suspension:
  a. For behavioral violations under *RCW 28A.600.015 (6)(a) through (d)*; and
  b. After the school district has determined that, if the student returned to school before completing a long-term suspension, the student would pose an imminent danger to students or school personnel.
- ***Length of exclusion.***
  a. A long-term suspension **may not exceed 90 consecutive school days, the length of an academic term.**
  b. A school district may not administer a long-term suspension beyond the school year in which the behavioral violation occurred.
- ***Grade-level limitations.*** Except for a violation under the firearm exceptions in *WAC 392-400-820*, a school district may not administer a long-term suspension for any student in kindergarten through fourth grade.

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 *WAC 392-400-480*.

Additional conditions and limitations. *WAC 392-400-440*

- ***Limitations on expulsions.*** A school district may only administer an expulsion:
  a. For behavioral violations under *RCW 28A.600.015 (6)(a) through (d)*; and
  b. After the school district has determined that, if the student returned to school before completing an expulsion, the student would pose an imminent danger to students or school personnel.
- ***Length of exclusion.*** Except as provided for under *WAC 392-400-480*:
  a. An expulsion ***may not exceed 90 consecutive school days, the length of an academic term***.
  b. A school district may not administer an expulsion beyond the school year in which the behavioral violation occurred.
- ***Grade-level limitations.*** Except for a violation under the firearm exceptions in *WAC 392-400-820*, a school district may not administer an expulsion for any student in kindergarten through fourth grade.

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

Conditions and limitations. *WAC 392-400-510*

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

- ***Sufficient cause.*** The school district must have sufficient cause to believe that the student's presence poses:
  a. An immediate and continuing danger to other students or school personnel; or
  b. An immediate and continuing threat of material and substantial disruption of the educational process
- ***Determination of immediate and continuing threat of disruption.*** For purposes of this section, an immediate and continuing threat of material and substantial disruption of the educational process means:
  a. The student's behavior results in an extreme disruption of the educational process that creates a substantial barrier to learning for other students across the school day.
- ***Time limit.*** An emergency removal may **not exceed 10 consecutive school days**. An emergency removal must end or be converted to another form of discipline within 10 school days from the start of the emergency removal.

FIREARM EXCEPTIONS

WAC 392-400-820; RCW 28A.600.420

a. A school district **must expel a student for no less than one (1) year** if the district has determined that the student has carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. The school district superintendent may modify the expulsion on a case-by-case basis.
b. A school district may suspend or expel a student for up to one (1) year if the student acts with malice, as defined under *RCW 9A.04.110*, and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools.
c. These provisions do not apply to students while engaged in a district authorized military education; a district authorized firearms convention or safety course; or district authorized rifle competition.

School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations.

STUDENT DISCIPLINE (CONT.) (OP 3241)

EDUCATIONAL SERVICES: *WAC 392-400-610*

a. A school district may not suspend the provision of educational services to a student in response to behavioral violations.
b. During the suspension, expulsion, or emergency removal of a student, a school district must provide the student the opportunity to receive educational services. The educational services must enable the student to:
   i. Continue to participate in the general education curriculum;
   ii. Meet the educational standards established within the district; and
   iii. Complete subject, grade-level, and graduation requirements.
c. When providing a student the opportunity to receive educational services under this section, the school district must consider:
   i. Meaningful input from the student, parents, and the student's teachers;
   ii. Whether the student's regular educational services include English language development services, special education, accommodations and related services under Section 504 of the Rehabilitation Act of 1973, or supplemental services designed to support the student's academic achievement; and
   iii. Access to any necessary technology, transportation, or resources the student needs to participate fully in the educational services.
d. A school district may provide educational services to the student in an alternative setting or modify the suspension or expulsion on a case-by-case basis. An alternative setting should be comparable, equitable, and appropriate to the regular educational services a student would have received without the exclusionary discipline. Example alternative settings include alternative high schools, one-on-one tutoring, and online learning.

REENGAGEMENT MEETING: *WAC 392-400-710*

When a school district administers a long-term suspension or expulsion, the district must convene a reengagement meeting with the student and parents to discuss a plan to reengage the student. Before convening a reengagement meeting, a school district must communicate with the student and parents to schedule the meeting time and location. The reengagement meeting must occur:

a. Within 20 calendar days of the start of the student's long-term suspension or expulsion, but no later than five calendar days before the student returns to school; or
b. As soon as reasonably possible, if the student or parents request a prompt reengagement meeting.

REENGAGEMENT PLAN: *WAC 392-400-710*

The school district must collaborate with the student and parents to develop a culturally sensitive and culturally responsive reengagement plan tailored to the student's individual circumstances to support the student in successfully returning to school. In developing a reengagement plan, the school district must consider:

a. The nature and circumstances of the incident that led to the student's suspension or expulsion;
b. As appropriate, students' cultural histories and contexts, family cultural norms and values, community resources, and community and parent outreach;
c. Shortening the length of time that the student is suspended or expelled;
d. Providing academic and nonacademic supports that aid in the student's academic success and keep the student engaged and on track to graduate; and
e. Supporting the student, parents, or school personnel in taking action to remedy the circumstances that resulted in the suspension or expulsion and preventing similar circumstances from recurring.

PETITION TO EXTEND AN EXPULSION: When risk to public health or safety warrants extending a student's expulsion, the principal or designee may petition the school district superintendent or designee for authorization to exceed the academic term limitation on an expulsion. *WAC 392-400-480*

READMISSION TO SCHOOL: The readmission process is different from and does not replace the appeal process. A student, who has been suspended or expelled, may make a written request for readmission to the district at any time. Contact the Student Services Office at (509) 573-7262 to request an "Application for Readmission to School" (OP 3241.22XE). *WAC 392-400-110(l)*

ADDITIONAL INFORMATION

ABSENCES AND TARDINESS: A school district may not suspend or expel a student from school for absences or tardiness. *WAC 392-400-430 (6)*

LANGUAGE ASSISTANCE: The school district must ensure that all communications related to discipline are in a language the student and parent understand, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

SCHOOL MEALS: A school district may not administer any discipline in a manner that would result in the denial or delay of a nutritionally adequate meal to the student. *WAC 392-400-830*

STUDENT DISCIPLINE DUE PROCESS (OP 3241)

The following charts are included as a reference aid and are not intended to add to or modify district operational procedure or state regulations. Yakima School District students, parent(s)/guardian(s), and staff can review the entire state regulation, ***WAC 392-400*** at **http://apps.leg.wa.gov/wac/**. District operational procedure ***(OP 3241)*** incorporates these provisions and sets forth the student discipline process.

If your student has been disciplined, your rights include proper notification and due process. The grievance process is intended to provide a review of disciplinary action taken to assure that the action is justified based upon the student's behavior violation and appropriate opportunity for the student and parent(s)/guardian(s) to question the discipline imposed.

Discipline of a student with a qualifying disability condition on an IEP or 504 accommodation plan may vary from the following charts. Reference should be made to special rules covering students with disabilities.

CLASSROOM EXCLUSION

WAC 392-400-330

Including Exclusion from Transportation or Extra-Curricular Activity

Notice to parents. ***WAC 392-400-335***

- The teacher, principal, or designee must notify the student's parents regarding the classroom exclusion as soon as reasonably possible.

The student must have an opportunity to share their perspective and explanation regarding the behavioral violation. ***WAC 392-400-110(1) (i)***

LEVEL:	Informal Conference *WAC 392-400-110(1) (i)*
CONTACT:	**Your School Office**
PRESIDING OFFICIAL:	**Principal or Designee**
REQUEST:	The student or parent(s) may request an informal conference orally or in writing.
TIME LIMIT:	The principal or designee must hold the conference within three school business days after receiving the request, unless otherwise agreed to by the student and parents.

IN-SCHOOL SUSPENSION OR SHORT-TERM SUSPENSION

WAC 392-400-430, WAC 392-400-435

Initial hearing with student. ***WAC 392-400-450***

- **Initial hearing.** Before administering any suspension, the principal or designee must conduct an informal initial hearing with the student for the purpose of hearing the student's perspective.
- **Parent participation.** At an initial hearing in which the principal or designee is considering administering an in-school or short-term suspension, the principal or designee must provide the student an opportunity for the student to contact the student's parents.
- **Administrative decision.** Following the initial hearing, the principal or designee must inform the student of the decision regarding the behavioral violation, including the date on which any suspension will begin and end.

Notice to student and parents. ***WAC 392-400-455***

- **Initial notice**. Before administering any suspension, the principal or designee must attempt to notify the student's parents, as soon as reasonably possible, regarding the behavioral violation.
- **Written notice.** No later than one school business day following the initial hearing with the student, the principal or designee must provide written notice of the suspension to the student and parents in person, by mail, or by email.

LEVEL:	1. Informal Conference (Optional) *WAC 392-400-460*	2. Appeal *WAC 392-400-465*	3. Review and Reconsideration of Appeal *WAC 392-400-470*
CONTACT:	**Your School Office**	**Student Services Office (509) 573-7262**	**Student Services Office (509) 573-7262**
PRESIDING OFFICIAL:	**Principal or Designee**	**Superintendent's Designee**	**Discipline Appeal Council**
REQUEST:	The student or parent(s) may request an informal conference orally or in writing.	The student or parent(s) may request an appeal orally or in writing within five school business days from the date the principal or designee provided the written notice.	The student or parent(s) may request a review and reconsideration orally or in writing within 10 school business days from the date the superintendent's designee provided the written appeal decision.
TIME LIMIT:	The principal or designee must hold the conference within three school business days after receiving the request, unless otherwise agreed to by the student and parents. **Right to appeal:** An informal conference must not limit a student's or parents' right to appeal under Level 2.	**Decision:** The superintendent's designee must deliver a written appeal decision to the student and parent(s) in person, by mail, or by email within two school business days after receiving the appeal.	**Decision:** The discipline appeal council must provide a written decision to the student and parents in person, by mail, or by email within 10 school business days after receiving the request for review and reconsideration.

STUDENT DISCIPLINE DUE PROCESS CONT. (OP 3241)

LONG-TERM SUSPENSION OR EXPULSION

WAC 392-400-430, WAC 392-400-440

Initial hearing with student. *WAC 392-400-450*

- **Initial hearing.** Before administering any suspension or expulsion, the principal or designee must conduct an informal initial hearing with the student for the purpose of hearing the student's perspective.
- **Parent participation.** At an initial hearing in which the principal or designee is considering administering a long-term suspension or expulsion, the principal or designee must make a reasonable attempt to contact the student's parents to provide an opportunity for the parents to participate in the initial hearing in person or by telephone.
- **Administrative decision.** Following the initial hearing, the principal or designee must inform the student of the decision regarding the behavioral violation, including the date on which any suspension or expulsion will begin and end.

Notice to student and parents. *WAC 392-400-455*

- **Initial notice.** Before administering any suspension or expulsion, the principal or designee must attempt to notify the student's parents, as soon as reasonably possible, regarding the behavioral violation.
- **Written notice.** No later than one school business day following the initial hearing with the student, the principal or designee must provide written notice of the suspension or expulsion to the student and parents in person, by mail, or by email.

LEVEL:	1. Informal Conference (Optional) *WAC 392-400-460*	2. Appeal Hearing *WAC 392-400-465*	3. Review and Reconsideration of Appeal *WAC 392-400-470*
CONTACT:	Your School Office	Student Services Office (509) 573-7262	Student Services Office (509) 573-7262
PRESIDING OFFICIAL:	Principal or Designee	Hearing Officer	Discipline Appeal Council
REQUEST:	The student or parent(s) may request an informal conference orally or in writing.	The student or parent(s) may request an appeal hearing orally or in writing within five school business days from the date the principal or designee provided the written notice.	The student or parent(s) may request a review and reconsideration orally or in writing within 10 school business days from the date the hearing officer provided the written appeal decision.
TIME LIMIT:	The principal or designee must hold the conference within three school business days after receiving the request, unless otherwise agreed to by the student and parents. **Right to appeal:** An informal conference must not limit a student's or parents' right to appeal under Level 2.	The district must hold an appeal hearing within three school business days from the date the district received the appeal request, unless otherwise agreed to by the student or parents. **Decision:** The hearing officer must provide a written decision to the student and parents in person, by mail, or by email within three school business days after the appeal hearing.	**Decision:** The discipline appeal council must provide a written decision to the student and parents in person, by mail, or by email within 10 school business days after receiving the request for review and reconsideration.

EMERGENCY REMOVAL

WAC 392-400-510

Notice to student and parents. *WAC 392-400-515*

- **Initial notice.** After an emergency removal, the principal or designee must attempt to notify the student's parents, as soon as reasonably possible, regarding the reason the district believes the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.
- **Written notice.** Within 24 hours after an emergency removal, the principal or designee must provide written notice of the emergency removal to the student and parents in person, by mail, or by email.

LEVEL:	1. Informal Conference (Optional) *WAC 392-400-520*	2. Appeal Hearing *WAC 392-400-525*	3. Review and Reconsideration of Appeal *WAC 392-400-530*
CONTACT:	Your School Office	Student Services Office (509) 573-7262	Student Services Office (509) 573-7262
PRESIDING OFFICIAL:	Principal or Designee	Hearing Officer	Discipline Appeal Council
REQUEST:	The student or parent(s) may request an informal conference orally or in writing.	The student or parent(s) may request an appeal hearing orally or in writing within three school business days from the date the principal or designee provided the written notice of the emergency removal.	The student or parent(s) may request a review and reconsideration orally or in writing within five school business days from the date the hearing officer provided the written appeal decision.
TIME LIMIT:	The principal or designee must hold the conference within three school business days after receiving the request, unless otherwise agreed to by the student and parents. **Right to appeal:** An informal conference must not limit a student's or parents' right to appeal under Level 2.	The district must hold an appeal hearing as soon as reasonably possible, but no later than two school business days after the date the district received the appeal request, unless otherwise agreed to by the student and parents. **Decision:** The hearing officer must provide a written decision to the student and parents in person, by mail, or by email within one school business day after the appeal hearing.	**Decision:** The discipline appeal council must provide a written decision to the student and parents in person, by mail, or by email within five school business days after receiving the request for review and reconsideration.

DISTRICT DISCIPLINE MATRIX[1] (3241.20XE)

The Operational Procedure (OP) **3241.20XE** "District Discipline Matrix" represents a summary of OP **3241** "Student Discipline"; includes behavior violations for which a student may be disciplined; and represents the range of potential responses based on conditions, limitations, and interventions. A "behavioral violation" means a student's behavior that violates the district's discipline operational procedures. The district has developed definitions and consensus on what constitutes behavioral violations to reduce the effect of implicit or unconscious bias.

The district must clearly state the types of behaviors for which discretionary and nondiscretionary discipline, including classroom exclusion, suspension, emergency removal, and expulsion, may be administered.

Unless otherwise required by law, the district is not required to impose long-term suspension or expulsion and only administer long-term suspension or expulsion for specific severe behavioral violations listed under **RCW 28A.600.015 (6)(a) through (d)**. In addition, before imposing long-term suspension or expulsion, district personnel must also determine that if the student returned to school before completing a long-term suspension or expulsion the student would pose an imminent danger to students or school personnel. **WAC 392-400-440(1)**

DISTRICT DISCIPLINE MATRIX KEY	
✓	Applies to Grades K-12
D	Discretionary Discipline
ND	Nondiscretionary Discipline
#	Severity Level[2] (Ranges from Type 1 through Type 6)
*	Long-term Suspension or Expulsion may be imposed.
**	Long-term Suspension or Expulsion may be imposed if two or more violations have occurred within a three-year period.
***	No long-term suspension or expulsion may be imposed unless the behavioral violation adversely impacts the health or safety of other students or educational staff, and the district determines that the student would pose an imminent danger to students or staff if they returned to school before completing a long-term suspension or expulsion. *RCW 28A.600.015(6)(d)*

Behavioral Violations Managed at the Classroom Level

(CODE) BEHAVIORAL VIOLATION[3]	Range of Potential Responses Based on Conditions, Limitations, and Interventions[4]						
	Continuum of Responses[5]	Classroom Exclusion	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	School Referrals and Protocols[6]
(CCH) Classroom Academic Dishonesty/Plagiarism. D 1 A student shall not knowingly submit the work of others as one's own or assisting another student in doing so or using unauthorized sources.	Levels A–C	No	No	No	No	No	
(CCV) Classroom Building/Classroom Rules Violation. D 1 A student shall not violate building or classroom rules as adopted by each school building, program or classroom teacher. These rules support district operational procedures and may be unique to a particular building.	Levels A–C	No	No	No	No	No	
(CDB) Classroom Disrespectful Behavior. D 1 A student shall not engage in minor dismissive or rude acts or expressions, whether verbal or nonverbal.	Levels A–C	No	No	No	No	No	
(CDI) Classroom Disruptive Conduct. D 1 A student shall not engage in low-intensity behavior that briefly interrupts learning activities.	Levels A–C	No	No	No	No	No	
(CIN) Classroom Insubordination/Failure to Cooperate. D 1 A student shall not fail to follow reasonable and lawful directions or requests from school personnel in a brief or non-threatening manner.	Levels A–C	No	No	No	No	No	
(CPC) Classroom Physical Contact D 1 A student shall not engage in inappropriate physical conduct that is non-threatening and not intended to cause harm.	Levels A–C	No	No	No	No	No	
(CPI) Classroom Profanity/Inappropriate Language. D 1 A student shall not use inappropriate language in a manner that is non-threatening or unintentional.	Levels A–C	No	No	No	No	No	
(CPM) Classroom Property Misuse. D 1 A student shall not use school, personal, or classroom property in a manner other than its intended purpose or in a way that results in unnecessary wear, minor damage, or disruption.	Levels A–C	No	No	No	No	No	

Behavioral Violations Managed at the Administrative Level

(CODE) BEHAVIORAL VIOLATION	Range of Potential Responses Based on Conditions, Limitations, and Interventions						
	Continuum of Responses	Classroom Exclusion	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	School Referrals and Protocols
(ACT) Activities/Disobeying Laws and Rules at Events. D 2 Specific rules and expectations for student behavior are annually produced and are contained in associated student body (ASB) constitutions, Student, Family, and Staff Handbook, school building rules, and/or in the student Athletic Handbook. A student violating the rules set forth in these publications is deemed to be student misconduct.	Level D	✓	✓	✓	No	No	
(APF) Assault/Physical Attack With a Firearm or Explosive Device. * ND 6 A student shall not initiate an action with the intent to cause great bodily harm to another, or by design knowingly inflict bodily harm which causes pain or agony with a firearm or explosive device on or in the vicinity of school premises, at a school-sponsored event or planned or aimed at school staff or personnel, or on the way to or from such school activities (**RCW 9A.36**). Student carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. This behavioral violation requires a mandatory one-year expulsion under the **Gun-Free Schools Act; WAC 392-400-820(1)**; and **RCW 28A.600.420(1)**.	N/A	N/A	N/A	N/A	N/A	Mandatory *	Mandatory School-Based Safety Assessment Referral[7]

DISTRICT DISCIPLINE MATRIX (CONT.) (OP 3241.20XE)

(CODE) BEHAVIORAL VIOLATION	Range of Potential Responses Based on Conditions, Limitations, and Interventions						
	Continuum of Responses	Classroom Exclusion	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	School Referrals and Protocols
(APO) Assault/Physical Attack Without a Weapon. ✱ ND 5 A student shall not initiate an action with the intent to cause great bodily harm to another, or by design knowingly inflict bodily harm which causes pain or agony on or in the vicinity of school premises, at a school-sponsored event or planned or aimed at school staff or personnel, or on the way to or from such school activities (RCW 9A.36).	Level G	No	✓	✓	Grades 5-12 Only ✱	Grades 5-12 Only ✱	Consider School-Based Safety Assessment Referral
(APW) Assault/Physical Attack With a Weapon. ✱ ND 5 A student shall not initiate an action with the intent to cause great bodily harm to another, or by design knowingly inflict bodily harm which causes pain or agony with a weapon on or in the vicinity of school premises, at a school-sponsored event or planned or aimed at school staff or personnel, or on the way to or from such school activities (RCW 9A.36). Student carried or possessed a weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools.	Level G	No	✓	✓	Grades 5-12 Only ✱	Grades 5-12 Only ✱	Mandatory School-Based Safety Assessment Referral
(ARS) Arson. ✱ ND 4 A student shall not cause a fire or explosion in order to injure another person or to damage or destroy property on or in the vicinity of school premises or at a school-sponsored event (RCW 9A.48.020 or RCW 9A.48.030).	Level F	✓	✓	✓	Grades 5-12 Only ✱	Grades 5-12 Only ✱	Consider School-Based Safety Assessment Referral
(BCV) Building/Classroom Rules Violation. D 2 A student shall not violate building or classroom rules as adopted by each school building, program or classroom teacher. These rules support district operational procedures and may be unique to a particular building.	Level D	✓	✓	✓	No	No	
(BMB) Bomb Threat. ✱ ND 4 A student shall not threaten to bomb, or communicate or repeat any information concerning such a threat of bombing or injury, knowing such information to be false (RCW 9.61.160). A student shall not engage in spoken, written or electronic statements or actions conveying the malicious intent of causing physical injury to another person or group of people.	Level F	✓	✓	✓	Grades 5-12 Only ✱	Grades 5-12 Only ✱	Mandatory School-Based Safety Assessment Referral
(BUR) Burglary. ✱ ND 4 A student shall not enter onto school premises or into any school district rooms or buildings without authorization and with the intent to steal property, damage property, or commit any other crime against person or property while in the building (RCW 9A.52.010 - RCW 9A.52.060).	Level F	✓	✓	✓	Grades 5-12 Only ✱	Grades 5-12 Only ✱	Consider School-Based Safety Assessment Referral
(BUS) Bus Conduct Issues. D 2 A student may be assigned discipline on school district buses, which will be enforced at the student's school according to published bus rules (OP 6600). Principals, with the assistance of the Director of Transportation or designee, shall enter these disciplinary actions into the student's discipline record.	Level D	✓	✓	✓	No	No	
(CEM) Computer and Electronics Misuse. D 2 A student shall not be allowed to use any account other than his/her own, and no student use of the internet or other on-line services will be allowed unless it is under the direct supervision of a certificated staff member. Internet use will fulfill specific educational purposes; no unsupervised internet "surfing" without filter by students shall be allowed. A student is prohibited from specific misuse of all electronics that violate OP 2311, OP exhibit 2311.5XE, and OP 4300.	Level D	✓	✓	✓	No	No	

✓, D, ND, #, ✱, ✱✱ and ✱✱✱ See page #20, for the "District Discipline Matrix Key"

DISTRICT DISCIPLINE MATRIX (CONT.) (OP 3241.20XE)

(CODE) BEHAVIORAL VIOLATION	Range of Potential Responses Based on Conditions, Limitations, and Interventions						
	Continuum of Responses	Classroom Exclusion	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	School Referrals and Protocols
(COM) Communications Devices/Personal Electronic Devices (including cell phones). Ⓓ 2 A student in possession of personal electronic devices including but not limited to: smart devices (e.g. smart phones, smartwatches, tablets, MP3 players, gaming systems), communication devices, cameras, video cameras, digital media players etc., while on school property or while attending a school-sponsored or school-related activities shall observe OP 3208 regarding their use (RCW 28A.320.135). This includes devices which emit audible signals, vibrate, display a message, or otherwise summon or deliver a communication to the student during the instructional day at any Yakima School. The district does not permit the use of personal electronic devices (including cell phones) during the school hours for students in grades P-12. If a parent or guardian wishes his/her child to have a cell phone, it must remain out of sight and turned OFF. It may be turned on and operated only before and after the regular school day unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.	Level D	✓	✓	✓	No	No	
(DBE) Dangerous Behavior. Ⓓ 2 A student is prohibited from any act that could cause injury to themselves or others. This includes bringing toy weapons to school, such as colorful squirt guns or rubber knives and swords. Parent(s)/Guardian(s) and students will be counseled as to the danger and inappropriateness to the student. The discipline narrative will describe the offense for a future potential pattern of behavior. Look-alike toy weapons are dealt with under behavior violation **(Code ZSW)** and **(Code ZWO)**.	Level D	✓	✓	✓	No	No	Consider School-Based Safety Assessment Referral
(DEF) Defacing or Destruction of Property/ Vandalism. ** Ⓓ ND 4 A student shall not deface or otherwise damage the property of the school district, another student, an employee, volunteer, visitor, or contractor of the district while on or in the vicinity of school premises or at a school-sponsored event (RCW 28A.635.060). Besides discipline, district costs are sought; see OP exhibit 3520X.	Level F	✓	✓	✓	No ** (Grades 5-12 Only)	No ** (Grades 5-12 Only)	
(DEQ) Disclosure of Exam Questions and/or Cheating. Ⓓ 2 A student shall not obtain or disclose examination questions prior to their scheduled use, disrupt, talk or signal during an exam session or cheat or attempt to cheat on tests or on assignments (RCW 28A.635.040).	Level D	✓	✓	✓	No	No	
(DRS) Dress and Appearance. Ⓓ 2 A student's dress and appearance must not create a material and substantial disruption of the educational process. Prohibited conduct includes the use of obscene, sexual, alcohol, tobacco and other controlled substance drug-related messages and gang-related apparel. Dress code and grooming operational procedures may not discriminate on the basis of a protected class under RCW 28A.640 or RCW 28A.642, including sex, race, color, religion, creed, national origin, sexual orientation, gender identity, gender expression, and disability. Students will adhere to a school's special standard of dress as identified with prior notice and approved by the superintendent; see OP 3224.	Level D	✓	✓	✓	No	No	
(DSB) Disrespectful Behavior. Ⓓ 2 A student will not treat school staff, students, or volunteers with rudeness or lack of consideration or esteem.	Level D	✓	✓	✓	No	No	
(DSR) Disruptive Conduct. Ⓓ 2 A student is prohibited from conduct which disrupts or interferes with the educational process.	Level D	✓	✓	✓	No	No	

✓, Ⓓ, ND, #, *, ** and *** See page #20, for the "District Discipline Matrix Key"

DISTRICT DISCIPLINE MATRIX (CONT.) (OP 3241.20XE)

(CODE) BEHAVIORAL VIOLATION	Range of Potential Responses Based on Conditions, Limitations, and Interventions						
	Continuum of Responses	Classroom Exclusion	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	School Referrals and Protocols
(FAT) Fire Apparatus Tampering or False Alarm. Ⓓ 3 A student shall not set off false fire alarms; discharge without cause, tamper with, or steal a fire extinguisher; or damage a fire alarm system on or in the vicinity of school premises or at school-sponsored events (RCW 9.40.100 – RCW 9.40.105).	Level E	✓	✓	✓	No	No	
(FID) Fireworks/Igniting Devices. Ⓓ 2 A student shall not possess fireworks or igniting devices (e.g. lighters, matches, poppers, caps, sparklers, etc.) on school property or at school-sponsored events.	Level D	✓	✓	✓	No	No	
(FOR) Forgery and Fraudulent Information. Ⓓ 2 A student shall not fraudulently use in writing the name of another person or falsify times, dates, grades, addresses or other data on school forms or other written items necessary for the conduct of school transactions (RCW 9A.60.020).	Level D	✓	✓	✓	No	No	
(FPF) Fighting With a Firearm or Explosive Device. * ND 6 A student shall not mutually participate in an incident involving physical violence with a firearm or explosive device on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. A student should avoid a fight by retreating from a threatened conflict and/or reporting the other student's threats to a school staff member or administrator. Student carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. This behavioral violation requires a mandatory one-year expulsion under the Gun-Free Schools Act; WAC 392-400-820(1); and RCW 28A.600.420(1).	N/A	N/A	N/A	N/A	N/A	Mandatory *	Mandatory School-Based Safety Assessment Referral
(FPO) Fighting Without a Weapon. Ⓓ 2 A student shall not mutually participate in an incident involving physical violence on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. A student should avoid a fight by retreating from a threatened conflict and/or reporting the other student's threats to a school staff member or administrator.	Level D	✓	✓	✓	No	No	Consider School-Based Safety Assessment Referral
(FPW) Fighting With a Weapon. * ND 5 A student shall not mutually participate in an incident involving physical violence with a weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. A student should avoid a fight by retreating from a threatened conflict and/or reporting the other student's threats to a school staff member or administrator. (RCW 9.41.280)	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory School-Based Safety Assessment Referral
(FTD) Failure to Disperse/Presence at Dangerous Activity/Inciting a Fight. Ⓓ 2 A student is to immediately leave the scene of an impending dangerous situation, such as a fight, and will be considered a contributor to the escalation of the dangerous situation by their initial presence at the scene and their continued presence to observe a potentially dangerous, unlawful, or district-offense act(s). This includes electronic recording and/or distribution of the situation/scene. A student is prohibited from directly or indirectly initiating, encouraging, urging on, or instigating any level of a verbal or physical altercation on or in the vicinity of school premises or at a school-sponsored event (RCW 9A.84.020).	Level D	✓	✓	✓	No	No	

✓, Ⓓ, ND, #, *, ** and *** See page #20, for the "District Discipline Matrix Key"

DISTRICT DISCIPLINE MATRIX (CONT.) (OP 3241.20XE)

(CODE) BEHAVIORAL VIOLATION	Range of Potential Responses Based on Conditions, Limitations, and Interventions						
	Continuum of Responses	Classroom Exclusion	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	School Referrals and Protocols
(FWO) Fighting Without Major Injury. Ⓓ 3 *If this behavioral violation code is used, it must be attached to another behavioral violation code.* Mutual participation by two or more students in an incident involving physical violence, where there is no major injury that meets the definition of "substantial bodily harm" or "great bodily harm" under (RCW 9A.04.110(4)). A major injury is when one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches. Do not include verbal confrontations, tussles, or other minor confrontations.	Level E	✓	✓	✓	No	No	Consider School-Based Safety Assessment Referral
(GNA) Gang Related. ★★ Ⓓ ND 4 *If this behavioral violation code is used, it must be attached to another behavioral violation code.* A student is prohibited from any gang related activity with the purpose of violating the law, district operational procedures or school rules, or having a criminal intent or nature (RCW 9A.46.120 or RCW 28A.600.455). Indicators of gang related activities may include: declaration of membership and membership recruitment; colors or distinctive clothing of any type; a claim of turf or a particular territory in community or school; graffiti with special meaning to the gang; hand signs with unique meaning; a group name; group organization and structure; nicknames or secret names; identifiable leadership; tattoos, haircuts, shaved eyebrows, or other body markings or piercings with distinctive meanings; and conspiring and acting in concert, mainly for purposes of violating or circumventing operational procedures or school rules. In order to be a school-approved group, the group must be authorized by the school, primarily for the benefit of the school, and must have non-selective membership; see OP 3511. Criminal intimidation is threatening bodily injury to a person not affiliated with a gang, one who refuses to join, or one who has attempted to withdraw from a gang (RCW 28A.600). The district will not tolerate any gang-type behaviors in the vicinity within one thousand (1,000) feet of school premises or at a school-sponsored event. Parent(s)/guardian(s) and students will be regularly updated on behaviors which the school considers to be gang-related; see OP 3224 and OP 3204.	Level F	✓	✓	✓	No ★★ (Grades 5-12 Only)	No ★★ (Grades 5-12 Only)	Consider School-Based Safety Assessment Referral
HARASSMENT, INTIMIDATION, & BULLYING Ⓓ 3 ► **(HAA) Harassment.** Ⓓ 3 Harassment refers to any malicious act, which causes harm to any student's physical or psychological well-being. ► **(IOA) Intimidation.** Ⓓ 3 Intimidation refers to implied or overt threats of physical violence or psychological harm toward a student. ► **(BLA) Bullying.** Ⓓ 3 Bullying refers to unwanted aggressive behavior(s) by a student or group of students toward another student and that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Any intentional electronic, written, verbal, or physical act of a student that physically harms another student or damages their property, has the effect of substantially interfering with another student's education, or is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment for other students (RCW 28A.600.477); see OP 3207. If the behavior meets the criteria above but is shown to be motivated by any characteristic related to a protected class (RCW 28A.640.010 and/or RCW 28A.642.010), then use behavior violation Harassment or Bullying – Discriminatory (**Codes HBA through HBV**). If the behavior is sexual in nature and is unwelcome by the targeted person, then use behavior violation Sexual Harassment (**Code SEH**). For Threat to Other see (**Code IPS** or **Code TPO**).	Level E	✓	✓	✓	No	No	Mandatory HIB Referral[8] Consider School-Based Safety Assessment Referral

✓, Ⓓ, ND, #, ★, ★★ and ★★★ See page #20, for the "District Discipline Matrix Key"

DISTRICT DISCIPLINE MATRIX (CONT.) (OP 3241.20XE)

(CODE) BEHAVIORAL VIOLATION	Range of Potential Responses Based on Conditions, Limitations, and Interventions						
	Continuum of Responses	Classroom Exclusion	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	School Referrals and Protocols
HARASSMENT OR BULLYING – DISCRIMINATORY (Codes HBA through HBV).* ND 4** **Harassment – Discriminatory.** A student shall not engage in intentional, unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time, and (3) is shown to be motivated by any characteristic related to a protected class (RCW 28A.640.010 and/or RCW 28A.642.010). **Bullying – Discriminatory.** A student is prohibited from conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on any characteristic related to a protected class (RCW 28A.640.010 and/or RCW 28A.642.010). For behavior that does not meet these criteria, see other behavior codes: Threat to Other (**Code IPS or Code TPO**); Harassment (**Code HAA**); Intimidation (**Code IOA**); or Bullying (**Code BLA**). **► (HBA) Harassment or Bullying – Discriminatory by Age.*** ND 4** Age refers to chronological age. **► (HBC) Harassment or Bullying – Discriminatory by Color.*** ND 4** Color refers to the color of an individual's skin. **► (HBD) Harassment or Bullying – Discriminatory by Disability/Use of a Trained Dog Guide or Service Animal.*** ND 4** Disability refers to the presence of a sensory, mental or physical impairment that is medically cognizable or diagnosable, or exists as a record or history, or is perceived to exist. Use of a trained dog guide or service animal by a person with a disability. **► (HBE) Harassment or Bullying – Discriminatory by Ethnicity.*** ND 4** Ethnicity means a connection to a population group that shares a common cultural heritage or ancestry (RCW 28A.642.012). **► (HBG) Harassment or Bullying – Discriminatory by Gender Expression/Gender Identity/Sexual Orientation.*** ND 4** Gender expression means the external appearance of one's gender identity, usually expressed through behavior, clothing, body characteristics, or voice, and which may or may not conform to socially defined behaviors and characteristics typically associated with being either masculine or feminine. Gender means a person's internal sense of being male, female, both, neither, or in-between, independent of how it is expressed or perceived by others. Sexual orientation means an individual's enduring pattern of romantic, emotional, or sexual attraction to people of the same gender, a different gender, or multiple genders. (RCW 28A.642.012) **► (HBH) Harassment or Bullying – Discriminatory by Homelessness.*** ND 4** Homelessness means without a fixed, regular, and adequate nighttime residence, including circumstances such as sharing the housing of other persons due to loss of housing, economic hardship, fleeing domestic violence, or a similar reason as set forth in the federal McKinney-Vento homeless assistance act, 42 U.S.C. Sec. 11301 et seq (RCW 28A.642.012). **► (HBI) Harassment or Bullying – Discriminatory by Immigration or Citizenship Status.*** ND 4** Immigration or citizenship status means as such status has been established to such individual under the immigration and nationality act (RCW 43.17.420). **► (HBN) Harassment or Bullying – Discriminatory by Neurodivergence.*** ND 4** Neurodivergence means neurological differences including, but not limited to, autism spectrum disorder, dyslexia, and attention deficit hyperactivity disorder. Neurodivergent individuals may or may not identify as disabled (RCW 28A.642.012). **► (HBO) Harassment or Bullying– Discriminatory by National Origin.*** ND 4** National origin refers to a person's country of origin, ancestry, or ethnic background associated with a national heritage (RCW 49.60.040). **► (HBQ) Harassment or Bullying – Discriminatory by Religion/Creed.*** ND 4** Religion/creed refers to all aspects of religious belief, observance, and practice. **► (HBR) Harassment or Bullying – Discriminatory by Race.*** ND 4** Race is inclusive of traits historically associated or perceived to be associated with race including, but not limited to, hair texture and protective hairstyles. For purposes of this subsection, "protective hairstyles" includes, but is not limited to, such hairstyles as afros, braids, locks, and twists. (RCW 49.60.040) **► (HBS) Harassment or Bullying – Discriminatory by Sex.*** ND 4** Sex means gender (RCW 49.60.040). **► (HBV) Harassment or Bullying – Discriminatory by Veteran or Military Status.*** ND 4** Veteran or Military Status refers to the status of a person who is a veteran or an active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves.	Level F	✓	✓	✓	No *** (Grades 5-12 Only)	No *** (Grades 5-12 Only)	Mandatory Civil Rights Referral[9] Mandatory HIB Referral Consider Title IX Referral[10] Consider School-Based Safety Assessment Referral

✓, Ⓓ, ND, #, *, ** and *** See page #20, for the "District Discipline Matrix Key"

DISTRICT DISCIPLINE MATRIX (CONT.) (OP 3241.20XE)

(CODE) BEHAVIORAL VIOLATION	Range of Potential Responses Based on Conditions, Limitations, and Interventions						
	Continuum of Responses	Classroom Exclusion	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	School Referrals and Protocols
(HOM) Homicide. * ND 5 A student shall not cause the death of any of the school's students, faculty, or staff on or in the vicinity of school premises or at a school- sponsored event (RCW 9A.32).	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory School-Based Safety Assessment Referral
(INS) Insubordination/Failure to Cooperate. D 2 A student shall not repeatedly fail to comply with or follow reasonable, lawful directions or requests by teachers or staff. Includes behaviors that may be subject to local student conduct codes, such as: Disobedience, Defiance, Non-Compliance, Insubordination, Malicious Mischief, and Possession of Prohibited Items (Contraband).	Level D	✓	✓	✓	No	No	
(IPS) Intimidating, Abusing, Insulting or Physically Threatening a Public Servant. * ND 5 A student shall not intimidate a school district employee (administrators, teachers, and classified employees) by foul or abusive language, by willfully disobeying, or by threats which are communicated directly or indirectly and which disrupt the normal operations of the school (RCW 28A.635.100, WAC 392-400-810(1) and RCW 28A.600.460(2)). This includes an act which may cause bodily injury in the future; or cause physical damage to property; or subject the person to physical confinement or restraint; or accuse him/her of a crime; or expose a secret or publicize an asserted fact, whether true or false tending to subject any person to hatred, contempt, or ridicule; or reveals private information; or withhold or give wrongful testimony; or take wrongful action; or bring about collective action to obtain property; or any other act which intends to harm substantially the person threatened or another with respect to his health, safety, business, financial condition, or personal relationships (RCW 9A.04.110 and RCW 9A.76.180). A student shall not engage in spoken, written or electronic statements or actions conveying the malicious intent of causing physical injury to another person or group of people. (Note: If the behavior meets the definition of Harassment or Bullying – Discriminatory (**Codes HBA through HBV**), the corresponding code should be applied.)	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Potential Classroom Reassignment[11] Consider School-Based Safety Assessment Referral
(KID) Kidnapping. * ND 5 A student shall not seize, restrain or detain a person's movements or carry away by unlawful force or fraud another person, or deprive a person of their liberty (RCW 9A.40 and RCW 9.94A.030).	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory School-Based Safety Assessment Referral
(MMI) Multiple Minor Accumulated Incidents. D 2 Discipline for culmination of multiple minor infractions that both occurred throughout the school year and individually would not typically rise to the severity of meriting a short-term suspension.	Level D	✓	✓	✓	No	No	
(NIS) Need to Identify Self. D 2 A student and all persons on or in the vicinity of school premises or at a school-sponsored event, on buses and at bus stops must, upon request, identify themselves to school personnel. On a daily basis, a student will appropriately wear and display identification on their person or in their backpack when this is the established rule of the building site, program, or transportation department.	Level D	✓	✓	✓	No	No	
(OSB) Overt Affection/Lewd or Sexual Behavior. D 2 A student is prohibited from inappropriate touching and public displays of overt intimate affection or lewd or sexual behavior on or in the vicinity of school premises or at school-sponsored events.	Level D	✓	✓	✓	No	No	
(PLA) Plagiarism/Academic Dishonesty. D 2 A student shall not knowingly submit the work of others represented as the student's own or assist another student in doing so, or use unauthorized sources.	Level D	✓	✓	✓	No	No	
(POR) Pornography. D 2 A student is forbidden from possessing, displaying, selling, or creating any medium, such as writing, pictures, films or other electronic communications with pornographic content, which may be defined as materials intended to create sexual arousal and which are usually considered by the community to be obscene. This may include any medium where sexuality is combined with sadomasochistic portrayals.	Level D	✓	✓	✓	No	No	

✓, D, ND, #, *, ** and *** See page #20, for the "District Discipline Matrix Key"

DISTRICT DISCIPLINE MATRIX (CONT.) (OP 3241.20XE)

(CODE) BEHAVIORAL VIOLATION	Range of Potential Responses Based on Conditions, Limitations, and Interventions						
	Continuum of Responses	Classroom Exclusion	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	School Referrals and Protocols
(PRF) Profanity. Ⓓ 2 A student is forbidden from using vulgar, obscene or profane language, whether spoken, in writing, or by gesture.	Level D	✓	✓	✓	No	No	
(RAA) Rape: Attempted.* ND 5 A student shall not commit an overt act with intention to rape (RCW 9A.28.020).	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory Title IX Referral Mandatory School-Based Safety Assessment Referral
(RAP) Rape.* ND 5 A student shall not violate another person without their consent or penetrate for sexual purposes another person through use of force, threat, or fraud (RCW 9A.44).	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory Title IX Referral Mandatory School-Based Safety Assessment Referral
(RBF) Robbery <u>With</u> a Firearm or Explosive Device.* ND 6 A student shall not unlawfully take personal property with a firearm or explosive device from an individual against his or her will by the use or threatened use of immediate force, violence, or fear of injury to that person or his or her property (RCW 9A.56.190 and RCW 9A.56.200 or RCW 9A.56.210). Student carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. This behavioral violation requires a <u>mandatory</u> one-year expulsion under the Gun-Free Schools Act; WAC 392-400-820(1); and RCW 28A.600.420(1).	N/A	N/A	N/A	N/A	N/A	Mandatory *	Mandatory School-Based Safety Assessment Referral
(RBO) Robbery <u>Without</u> a Weapon.* ND 5 A student shall not unlawfully take personal property from an individual against his or her will by the use or threatened use of immediate force, violence, or fear of injury to that person or his or her property (RCW 9A.56.190 and RCW 9A.56.200 or RCW 9A.56.210).	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory School-Based Safety Assessment Referral
(RBW) Robbery <u>With</u> a Weapon.* ND 5 A student shall not unlawfully take personal property with a weapon from an individual against his or her will by the use or threatened use of immediate force, violence, or fear of injury to that person or his or her property (RCW 9.41.280, RCW 9A.56.190 and RCW 9A.56.200 or RCW 9A.56.210). Student carried or possessed a weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools.	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory School-Based Safety Assessment Referral
(SBI) Serious Bodily Injury.* ND 5 A student shall not engage in an incident, specific to students eligible for special education services, that results in the serious bodily injury of another as defined in Section (1365(h)(3) of Title 18, U.S. Code, to mean a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. RCW 13.04.155	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory School-Based Safety Assessment Referral
(SEB) Sexual Battery (Other Than Rape).* ND 5 A student shall not touch an intimate part of another person if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse. RCW 13.04.155	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory Title IX Referral Mandatory School-Based Safety Assessment Referral
(SEC) Sexually Inappropriate Conduct. Ⓓ 2 A student shall not engage in obscene acts or expressions, whether verbal or non-verbal. Includes behavior that may be subject to local student conduct codes, such as indecent exposure.	Level D	✓	✓	✓	No	No	Consider School-Based Safety Assessment Referral
(SEH) Sexual Harassment.* ND 4 A student shall not indulge in sexually-based behavior, which is unwelcome, repeated, or causes harm, that creates an intimidating, hostile, or offensive work or learning environment (RCW 28A.640.020(2)(f) and WAC 392-190-056); see OP 3205 and OP 5011.	Level F	✓	✓	✓	No *** (Grades 5-12 Only)	No *** (Grades 5-12 Only)	Mandatory Title IX Referral Consider School-Based Safety Assessment Referral

✓, Ⓓ, ND, #, *, ** and *** See page #20, for the "District Discipline Matrix Key"

DISTRICT DISCIPLINE MATRIX (CONT.) (OP 3241.20XE)

(CODE) BEHAVIORAL VIOLATION	Range of Potential Responses Based on Conditions, Limitations, and Interventions						
	Continuum of Responses	Classroom Exclusion	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	School Referrals and Protocols
(SHO) Shooting. * ND 5 A student shall not engage in any incident at a school that involves a shooting (regardless of whether anyone was hurt). RCW 13.04.155	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory School-Based Safety Assessment Referral
(SKI) Skipping. D 2 A student shall not deliberately skip school or class.	Level D	✓	No	No	No	No	
(TDB) Tobacco Distribution. *** ND 4 District premises are tobacco-free properties; a student shall not transport, distribute, or deliver any tobacco products and delivery devices (RCW 28A.210.310). Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," hookahs, 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, materials or innovation RCW 28A.600.015(6)(d)	Level F	✓	✓	✓	No *** (Grades 5-12 Only)	No *** (Grades 5-12 Only)	Prevention/ Intervention Referral[12]
(TFT) Theft or Possession of Stolen Property. D 3 A student shall not take or knowingly being in possession of stolen district property or property of others without permission (RCW 9A.56.020).	Level E	✓	✓	✓	No	No	
(TOB) Tobacco Possession or Use. D 2 District premises are tobacco-free properties; a student shall not possess or use any tobacco products and delivery devices (RCW 28A.210.310). Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," hookahs, 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, materials or innovation.	Level D	✓	✓	✓	No	No	Prevention/ Intervention Referral
(TPF) Threats of Assault/Physical Attack <u>With</u> a Firearm or Explosive Device. * ND 6 A student shall not express the intention to inflict harm, injury or damage to another person with a firearm or explosive device. Student physically had a firearm or explosive device on school premises. Student carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. This behavioral violation requires a <u>mandatory</u> one-year expulsion under the Gun-Free Schools Act; WAC 392-400-820(1); and RCW 28A.600.420(1).	N/A	N/A	N/A	N/A	N/A	Mandatory *	Mandatory School-Based Safety Assessment Referral
(TPO) Threats of Assault/Physical Attack <u>Without</u> a Weapon. * ND 4 A student shall not express the intention to inflict harm, injury or damage to another person. A student shall not engage in spoken, written or electronic statements or actions conveying the malicious intent of causing physical injury to another person or group of people. (Note: If the behavior meets the definition of Harassment or Bullying – Discriminatory (**Codes HBA through HBV**); Harassment (**Code HAA**); Intimidation (**Code IOA**); or Bullying (**Code BLA**), the corresponding code should be applied.) RCW 13.04.155	Level F	✓	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Consider School-Based Safety Assessment Referral
(TPW) Threats of Assault/Physical Attack <u>With</u> a Weapon. * ND 5 A student shall not express the intention to inflict harm, injury or damage to another person with a weapon. Student carried or possessed a weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. RCW 13.04.155	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory School-Based Safety Assessment Referral
(TRS) Trespass. D 2 A student shall not enter onto school premises or into any school district building without authorization and shall leave school district premises when ordered to do so by district or school staff or by a law enforcement officer. A student shall leave public property adjacent to or in the vicinity of school premises when ordered to do so by a law enforcement officer (RCW 9A.52.070 - RCW 9A.52.090 and RCW 9A.84.020).	Level D	✓	✓	✓	No	No	Contact Safety & Security Department[13]

✓, D, ND, #, *, ** and *** See page #20, for the "District Discipline Matrix Key"

DISTRICT DISCIPLINE MATRIX (CONT.) (OP 3241.20XE)

(CODE) BEHAVIORAL VIOLATION	Range of Potential Responses Based on Conditions, Limitations, and Interventions						
	Continuum of Responses	Classroom Exclusion	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	School Referrals and Protocols
(VIM) Violent Incidents <u>With</u> Major Injury.* ND 5 *If this behavioral violation code is used, it must be attached to another behavioral violation code.* A major injury is when one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches. Any incident defined by school district policy as a violent offense that includes a major injury such as: severe fighting that results in a major injury, assault, homicide, kidnapping, sexual assault, or robbery. This category is the final, recoded, designation when school administration learns that previously coded student discipline behavior has resulted in one or more students, school personnel, or other persons on school rounds requiring professional medical attention. Within a week or two, or upon learning that a major injury resulted from one of the following coded behaviors that resulted in a major injury, the disciplining administrator will recode the discipline to this category. RCW 13.04.155	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory School-Based Safety Assessment Referral
(VIO) Violent Incidents <u>Without</u> Major Injury.* ND 4 *If this behavioral violation code is used, it must be attached to another behavioral violation code.* Any incident defined by school district policy as a violent offense that is without major injury, such as: assault, kidnapping, sexual assault, or robbery. This category is the final, recoded, designation when school administration learns that previously coded student discipline behavior has not resulted in one or more students, school personnel, or other persons on school grounds requiring professional medical attention. RCW 13.04.155	Level F	✓	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory School-Based Safety Assessment Referral
(ZDA) Distribution or Sale of Alcohol.* ND 4 District premises are alcohol-free properties; a student shall not distribute or sell alcohol on district properties. RCW 28A.600.015(6)(d)	Level F	✓	✓	✓	No *** (Grades 5-12 Only)	No *** (Grades 5-12 Only)	Prevention/ Intervention Referral
(ZDM) Distribution or Sale of Cannabis.* ND 4 District premises are cannabis-free properties; a student shall not distribute or sell cannabis on district properties (RCW 69.50).	Level F	✓	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Prevention/ Intervention Referral
(ZDP) Distribution or Sale of Drug Paraphernalia. D 3 District premises are drug paraphernalia-free properties; a student shall not distribute or sell drug paraphernalia items such as baggies, pipes, papers, hookahs, electronic smoking/vapor devices and "vapor pens."	Level E	✓	✓	✓	No	No	Prevention/ Intervention Referral
(ZDS) Distribution or Sale of Illegal Drugs or Other Substances.* ND 5 District premises are properties free of illegal drugs and other controlled substances except when student medical needs are documented and dispensed by the school or with permission of the school; see OP 3416. A student shall not distribute or sell illegal drugs or other substances which may be used to create an altered state. This includes distribution or sale of any prescription or over-the-counter medication, such as aspirin, cough syrups, caffeine pills, or nasal sprays; this prohibition also includes look-alike drugs which are in possession for potential distribution as the real thing. RCW 69.50	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Prevention/ Intervention Referral
SUBSTANCE ABUSE – POSSESSION OR USE (Codes ZPA and ZPP). D 3 A student shall not possess or use contraband substances. ▶ **(ZPA) Possession or Use of Alcohol.** D 3 District premises are alcohol-free properties; a student shall not possess or use alcohol on district properties. ▶ **(ZPP) Possession or Use of Drug Paraphernalia.** D 3 District premises are drug paraphernalia-free properties; a student shall not possess or use drug paraphernalia items such as baggies, pipes, papers, hookahs, electronic smoking/vapor devices and "vapor pens."	Level E	✓	✓	✓	No	No	Prevention/ Intervention Referral

✓, D, ND, #, *, ** and *** See page #20, for the "District Discipline Matrix Key"

DISTRICT DISCIPLINE MATRIX (CONT.) (OP 3241.20XE)

(CODE) BEHAVIORAL VIOLATION	Range of Potential Responses Based on Conditions, Limitations, and Interventions						
	Continuum of Responses	Classroom Exclusion	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	School Referrals and Protocols
SUBSTANCE ABUSE – POSSESSION OR USE (Codes ZPM and ZPS).* ND 4 A student shall not possess or use contraband substances. ▶ **(ZPM) Possession or Use of Cannabis.*** ND 4 District premises are cannabis-free properties; a student shall not possess or use cannabis on district properties. Suspicion of being under the influence of cannabis may be included if it results in disciplinary action (RCW 69.50). ▶ **(ZPS) Possession or Use of Illegal Drugs or Other Substances.*** ND 4 District premises are properties free of illegal drugs and other controlled substances except when student medical needs are documented and dispensed by the school or with permission of the school; see OP 3416. A student shall not possess or use illegal drugs or other substances which may be used to create an altered state. This includes possession or use of any prescription or over-the-counter medication, such as aspirin, cough syrups, caffeine pills, or nasal sprays; this prohibition also includes look-alike drugs. RCW 69.50	Level F	✓	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Prevention/ Intervention Referral
(ZSF) Weapons: Distribution or Sale of Firearm or Explosive Device.* ND 6 A student shall not distribute or sell any firearm or weapon parts or ammunition which are of an explosive nature in the vicinity of school premises, on a school bus or other school-provided transportation, or at a school-sponsored event. Dangerous weapons may include antique, commercially manufactured, or handmade items (RCW 9.41.280). Student carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. This behavioral violation requires a mandatory one-year expulsion under the Gun-Free Schools Act; WAC 392-400-820(1); and RCW 28A.600.420(1). As defined by the *Gun Free Schools Act*, other firearms include the following: any weapon (including zip guns, starter guns, and flare guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes: any explosive, incendiary, or poison gas such as bomb, grenade, or rocket having a propellant charge of more than four ounces; a missile having an explosive or incendiary charge of more than one quarter (¼) ounce; mine, or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or any combination or parts either designed or intended for use in converting any device into a destructive device described in the two (2) immediately preceding examples and from which a destructive device may be readily assembled.	N/A	N/A	N/A	N/A	N/A	Mandatory *	Mandatory School-Based Safety Assessment Referral
(ZSW) Weapons: Distribution or Sale of Weapons.* ND 5 A student shall not distribute or sell any dagger, sword, knife (fixed, spring, or centrifugal thrust, pocket knife, box cutter) or other cutting or stabbing instrument, capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for safety of other persons (RCW 9.41.250 and RCW 9.41.270). A student shall not distribute or sell any object created to be a weapon or with the intent of being used or perceived as a weapon, such as weapon facsimiles or look-alike guns or rifles; see behavioral violation **(Code DBE)** for obvious toy weapons, such as day-glo squirt guns. Other weapons examples include chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, pointed instruments (pencils, pens); nun-cha-ka sticks; brass knuckles; stars; billy clubs; tear gas guns; electrical weapons (stun guns); and BB or pellet guns (RCW 9.41). For purposes of student safety and to prevent disruption of the instructional environment, any object may be regarded as potentially harmful and may be classified as a weapon, depending on the circumstances of its use or the intent, threat, or intimidation associated with its presence. Student carried or possessed a weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools.	Level G	No	✓	✓	Grades 5-12 Only *	Grades 5-12 Only *	Mandatory School-Based Safety Assessment Referral
(ZWF) Weapons: Possession of Other Firearm or Explosive Device.* ND 6 A student shall not possess other firearms (as defined below) in the vicinity of school premises, on a school bus or other school-provided transportation, or at a school-sponsored event. This behavioral violation requires a mandatory one-year expulsion under the Gun-Free Schools Act; WAC 392-400-820(1); and RCW 28A.600.420(1). Other firearm is not a handgun, rifle, or shotgun and is defined by the Gun Free Schools Act as: Any weapon (including starter guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; The frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, which includes: a) any explosive, incendiary, or poison gas (such as: bomb, grenade, rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device.) b) any weapon (other than a shotgun or shotgun shell) which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter. c) any combination or parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. d) This shall not include any device which is neither designed or redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army or any other device which the Attorney General finds is not likely to be used as a weapon, is an antique or is a rifle which the owner intents to use solely for sporting, recreational or cultural purposes.	N/A	N/A	N/A	N/A	N/A	Mandatory *	Mandatory School-Based Safety Assessment Referral

✓, Ⓓ, ND, #, *, ** and *** See page #20, for the "District Discipline Matrix Key"

DISTRICT DISCIPLINE MATRIX (CONT.) (OP 3241.20XE)

(CODE) BEHAVIORAL VIOLATION	Range of Potential Responses Based on Conditions, Limitations, and Interventions						
	Continuum of Responses	Classroom Exclusion	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Expulsion	School Referrals and Protocols
(ZWH) Weapons: Possession of Handguns. ★ ND 6 A student shall not possess any handgun firearms which may be pistols or automatics and which, because of size, may be easily concealed in clothing or handbags and may customarily be fired by use of a single hand (RCW 9.41 and RCW 28A.600.420). Student carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. This behavioral violation requires a mandatory one-year expulsion under the Gun-Free Schools Act; WAC 392-400-820(1); and RCW 28A.600.420(1).	N/A	N/A	N/A	N/A	N/A	Mandatory ★	Mandatory School-Based Safety Assessment Referral
(ZWK) Weapons: Possession of Knives, Daggers. ★ ND 4 A student shall not possess any dagger, sword, knife (fixed, spring, or centrifugal thrust, pocket knife, box cutter) or other cutting or stabbing instrument, capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for safety of other persons (RCW 9.41.250 and RCW 9.41.270). Student carried or possessed a weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools.	Level F	✓	✓	✓	Grades 5-12 Only ★	Grades 5-12 Only ★	Mandatory School-Based Safety Assessment Referral
(ZWM) Weapons: Possession of Multiple Firearms. ★ ND 6 A student shall not possess multiple firearms, which is having one or more handguns or shotguns or rifles or a combination of these kinds of firearms (RCW 9.41). Student carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. This behavioral violation requires a mandatory one-year expulsion under the Gun-Free Schools Act; WAC 392-400-820(1); and RCW 28A.600.420(1)	N/A	N/A	N/A	N/A	N/A	Mandatory ★	Mandatory School-Based Safety Assessment Referral
(ZWO) Weapons: Possession of Other Weapons. ★ ND 4 A student shall not possess other weapons (as defined below) in the vicinity of school premises, on a school bus or other school-provided transportation, or at a school-sponsored event. Other weapon is defined as: Anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm. Examples include chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, pointed instruments (pencils, pens); nun-cha-ka sticks; brass knuckles; stars; billy clubs; tear gas guns; electrical weapons (stun guns); BB or pellet guns; and explosives or propellants (RCW 9.41.280). See behavioral violation **(Code DBE)** for obvious toy weapons, such as day-glo squirt guns.	Level F	✓	✓	✓	Grades 5-12 Only ★	Grades 5-12 Only ★	Consider School-Based Safety Assessment Referral
(ZWR) Weapons: Possession of Rifles, Shotguns. ★ ND 6 A student shall not possess any shotgun or rifle type firearms whether long or short barreled, and whether single shot or rapid repeat fire as in the case of automatic or machine-gun type of delivery (RCW 9.41 and RCW 28A.600.420). Student carried or possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools. This behavioral violation requires a mandatory one-year expulsion under the Gun-Free Schools Act; WAC 392-400-820(1); and RCW 28A.600.420(1).	N/A	N/A	N/A	N/A	N/A	Mandatory ★	Mandatory School-Based Safety Assessment Referral

✓, Ⓓ, ND, #, ★, ★★ and ★★★ See page #20, for the "District Discipline Matrix Key"

[1] Operational Procedure (OP) 3241.20XE "District Discipline Matrix" represents a summary of OP 3241 "Student Discipline"; includes behavior violations for which a student may be disciplined; and represents the range of potential responses based on conditions, limitations, and interventions.

[2] This matrix categorizes behavioral violations into "Severity Levels" that correspond with categories of potential responses intended to match the severity of behavior types. Within this matrix, behavioral violations range from Type One (low-level) to Type Six (high-level). Regardless of how the district categorically labels behavioral violations under the *Type One* through *Type Six* categories in this matrix, in accordance with WAC 392-400-430(2) the district must consider the nature and circumstances of the behavioral violation when determining whether suspension or expulsion, and the length of the exclusion, is warranted.

[3] "Behavioral Violation" means a student's behavior that violates OP 3241 "Student Discipline". The district has developed definitions and consensus on what constitutes behavioral violations to reduce the effect of implicit or unconscious bias. The information and definitions for behavioral violations in OP 3241.20XE "District Discipline Matrix" that indicate long-term suspension or expulsion may be an option correspond with provisions under RCW 28A.600.015(6) as well as grade-level conditions and limitations under WAC 392-400-440(3) regarding the types of behavioral violations for which a district may consider administering long-term suspension or expulsion. The information and definitions for behavioral violations in the matrix that indicate long-term suspension or expulsion is not an option are consistent with provisions under RCW 28A.600.015(6) as well as conditions and limitations under WAC 392-400 and also include recommendations for when a district's discipline operational procedures may permit or prohibit the use of classroom exclusion, in-school suspension, or short-term suspension.

[4] The "Range of Potential Responses Based on Conditions, Limitations, and Interventions" includes "Emergency Removal". A school district may immediately remove a student from the student's current school placement. The school district must have sufficient cause to believe that the students' presence poses: (a) An immediate and continuing danger to other students or school personnel; or (b) An immediate and continuing threat of material and substantial disruption of the educational process.

[5] Refer to OP 3241.21XE "District Continuum of Discipline Responses" for an illustration of how responses to behavioral violations are applied across different levels of severity, both in the classroom and at the administrative level, in a manner that corresponds with the matrix.

[6] The information under the "School Referrals and Protocols" column represents a list of school referrals and protocols that may be required under corresponding district operational procedures and is not to be interpreted as comprehensive.

[7] "School-Based Safety Assessment Referral" refers to operational procedures outlined in OP 3225 "School-Based Safety Assessment".

[8] "HIB referral" refers to operational procedures outlined in OP 3207 "Harassment, Intimidation and Bullying (HIB) of Students Prohibited" in accordance with RCW 28A.600.477 which may coincide with other responses such as a school-based safety assessment referral.

[9] "Civil Rights Referral" refers to operational procedures outlined in OP 3210 "Discrimination of Students Prohibited" or OP 5010 "Nondiscrimination and Affirmative Action" in accordance with state nondiscrimination laws under RCW 28A.640 and RCW 28A.642, and WAC 392-190.

[10] "Title IX Referral" refers to operational procedures outlined in OP 3205 "Sexual Harassment of Students Prohibited" or OP 5011 "Sexual Harassment of District Staff Prohibited" in accordance with Title IX of the Education Amendments of 1972, as well as state civil rights requirements regarding sex discrimination and sexual harassment under RCW 28A.640 and WAC 392-190.

[11] "Classroom Reassignment" refers to RCW 28A.600.460(2) provides that a student who commits an offense under that statutory provision "when the activity is directed toward the teacher, shall not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned."

[12] "Prevention/Intervention Referral" refers to substance use prevention and intervention personnel or services available to the district, which may also include substance abuse resources for parents and students, or other behavioral health supports at the district or community level.

[13] Contact the Safety & Security department with information about the concern or issue.

DISTRICT CONTINUUM OF DISCIPLINE RESPONSES (OP 3241.21XE)

Administrative Level Continuum of Responses
(Levels D-G Behavioral Violations)

LEVEL G

- ☐ Reference the "School Referrals and Protocols" column in OP 3241.20XE "District Discipline Matrix".
- ☐ Investigate evidence of behavioral violation.
- ☐ Confer with teacher or other school personnel.
- ☐ Notify and attempt to involve the parent/guardian in the resolution.
- ☐ Invite student to share their perspective and explanation regarding the behavioral violation.
  - ☐ Consider suspension or expulsion (if allowable) as appropriate.
- ☐ Document all "School Referrals and Protocols" and actions.

LEVEL F

- ☐ Attempt lower level continuum of responses as appropriate.
- ☐ Reference the "School Referrals and Protocols" column in OP 3241.20XE "District Discipline Matrix".
- ☐ Investigate evidence of behavioral violation.
- ☐ Confer with teacher or other school personnel.
- ☐ Notify and attempt to involve the parent/guardian in the resolution.
- ☐ Invite student to share their perspective and explanation regarding the behavioral violation.
  - ☐ Consider suspension or expulsion (if allowable) as appropriate.
- ☐ Document all "School Referrals and Protocols" and actions.

LEVEL E

- ☐ Attempt lower level continuum of responses as appropriate.
- ☐ Reference the "School Referrals and Protocols" column in OP 3241.20XE "District Discipline Matrix".
- ☐ Investigate evidence of behavioral violation.
- ☐ Confer with teacher or other school personnel.
- ☐ Notify and attempt to involve the parent/guardian in the resolution.
- ☐ Invite student to share their perspective and explanation regarding the behavioral violation.
  - ☐ Consider suspension as appropriate.
- ☐ Document all "School Referrals and Protocols" and actions.

LEVEL D

- ☐ Teacher or school personnel implements Level C continuum of responses as appropriate.
- ☐ Teacher or school personnel notifies administrator of behavioral violation.
- ☐ Reference the "School Referrals and Protocols" column in OP 3241.20XE "District Discipline Matrix".
- ☐ Administrator or school support staff provide classroom support.
- ☐ Administrator investigates evidence of behavioral violation.
- ☐ Administrator confers with teacher or other school personnel.
- ☐ Administrator notifies and attempts to involve the parent/guardian in the resolution.
- ☐ Invite the student to share their perspective and explanation regarding the behavioral violation.
  - ☐ Consider classroom exclusion or suspension as appropriate.
  - ☐ For classroom exclusion: Except in emergency circumstances, the teacher first must attempt one or more alternative forms of corrective action.
- ☐ Document all "School Referrals and Protocols" and actions.

Classroom Level Continuum of Responses
(Levels A-C Behavioral Violations)

LEVELS A-C

LEVEL C
Behavioral violation involving unsuccessful Level B and Level A responses or repeated behavioral violations within the same school day.
Teacher or school personnel:
- ☐ Decides whether to request classroom support from school support staff.
- ☐ Confers with other school personnel as appropriate.
- ☐ Notifies and attempts to involve the parent/guardian in the resolution.
- ☐ Invite the student to share their perspective and explanation regarding the behavioral violation.
- ☐ Documents interventions and monitors effectiveness.

LEVEL B
Behavioral violation involving unsuccessful Level A responses or repeated behavioral violations within the same school day.
Teacher or school personnel:
- ☐ Reteaches behavioral expectations.
- ☐ Notifies the parent/guardian.
- ☐ Invite the student to share their perspective and explanation regarding the behavioral violation.
- ☐ Documents interventions and monitors effectiveness.

LEVEL A
Behavioral violation initially occurs.
Teacher or school personnel:
- ☐ Reteaches behavioral expectations.
- ☐ Invite the student to share their perspective and explanation regarding the behavioral violation.
- ☐ Documents interventions and monitors effectiveness.