# Longview School District
# Signature Form

*Please review the attached Parent-Student Handbook, sign below, and*
***Return this form to your child's teacher as soon as possible***

**I have read and understand the content of the Parent Student Handbook.**

**Student Name** (Please Print) _____

**Student signature** _____ **Date** _____

**Parent Name** (Please Print) _____

**Parent Signature** _____**Date** _____

**Teacher/Room #** _____

# 2026-27

# Parent-Student Handbook

# Elementary Student Handbook

## 2026-27

## Principal's Welcome

Welcome to Mint Valley Elementary School!

I am looking forward to a wonderful year of growth, learning, and connection. Please take time to review this valuable handbook and **keep it as a reference throughout the school year**. It will answer many of the questions you may have during the year. As questions or concerns arise, please feel free to call the school at any time.

Sincerely,

Brian Mitchell, Principal
Mint Valley Elementary School Home
of the Mustangs!

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## Fast Facts

School Begins ..... 9:00am
TK Students Dismissed ..... 2:30pm
K-5 Students Dismissed ..... 3:30pm
TK Wednesday Early Dismissal ..... 1:30pm
K-5 Wednesday Early Dismissal ..... 2:30pm
Breakfast served ..... 8:30-9:00am
School Office Hours..... 8:15am-4:00pm

School Phone ..... 575-7581
Attendance (leave message after hours) ..... 575-7581
Weather Delays..... www.longviewschools.com

**Mint Valley Elementary School's mission** is to provide and promote successful learning for each and every student."

**20/20 Vision:** Our vision is to establish Mint Valley Elementary as a model for excellence, ensuring equitable opportunities and support for ALL children.

## Student Pickup/Drop-off

For safety reasons, it is critical that students be dropped off and picked up only in the designated area next to the gym (see map on page 3) before and after school. If you are dropping off your student late or picking them up early, please use the parking lot near the office.

## School Staff Roster

Principal ..... Brian Mitchell
Secretary ..... Steven Moon
Attendance/Asst. Secretary ..... Jaide Carlstrom
Transition Kindergarten..... Cari Chenier
Kindergarten ..... Damaris Guglielmo
Kindergarten ..... Julie Ball
Kindergarten ..... Melanie Wilson
Kindergarten ..... Heidi Snyder
First Grade ..... Laurie Ackerman
First Grade ..... Leslie Degner
First Grade ..... Trish West
First Grade ..... Kyla Carr
Second Grade ..... Marcia Eager
Second Grade ..... McKenna Paul
Second /Third Grade ..... Nicole Gaskins
Third Grade ..... Myah Carroll
Third Grade..... Dustin Keeling
Fourth Grade..... Lindsey Potter
Fourth Grade..... Karen Tomlinson
Fourth/Fifth Grade..... Megan Hutton
Fifth Grade ..... Jesse Huff
Fifth Grade ..... Erika Kessler

### *Specialists and Certificated Support Staff*

Counselor ..... Andrea Hendrickson
Behavior Specialist ..... Shelley Allis
District Nurse ..... Breann Syron
Library Specialist ..... Susan Force
Literacy Specialist..... Michelle Chamblee
Math Specialist..... Sally Johnson
Music Specialist ..... Eric Askeland
P.E. Specialist ..... Greg Buckiewicz
Psychologist ..... Karsyn Zaragoza
Resource Teacher ..... Mikaela Orozco
Resource Teacher..... Krystle Wheatley
Extensive Program ..... Sonya Stemkoski
Speech/Language ..... Jessica Wyatt

### *Paraeducators/Classified Support Staff*

BMP/Day Custodian..... Deana Brooks
Night Custodian ..... Dena Pipkin
LPN..... Amanda Foister
Parent Engagement/Volunteer Coordinator..... Terry Troy

Paraeducator ..... Anakaren Alcala
Paraeducator ..... Misty Baxter
Paraeducator ..... Shawnee Chadwick
Paraeducator ..... Teya Corbett
Paraeducator ..... Gabrielle Curtis
Paraeducator ..... Alisha Edgemon
Paraeducator ..... Christina Eubanks
Paraeducator ..... Emily Honga
Paraeducator ..... Melonie Huff
Paraeducator ..... Cecilia Huhta
Paraeducator ..... Naomi Mays
Paraeducator ..... Keila McCleary
Paraeducator ..... Teri Medved
Paraeducator ..... Courtney Miller
Paraeducator ..... Andrew Oliver
Paraeducator ..... Teisha Reeves
SLPA..... Betsy Roth
Paraeducator ..... Angela Thompson
Paraeducator ..... Meadow Trammell
Paraeducator ..... Bridget Tschabrun
Paraeducator ..... Michael Watts
Paraeducator ..... Nancy Weigandt
Paraeducator ..... Valorie Worden
Paraeducator ..... Annabelle Wrzensinski

## School PTO Board Officers

President ..... Breanna Grave
Vice-President ..... Sabrina Tingley
Secretary ..... Meagan Roberts
Treasurer ..... TBD
Board Member ..... Maribel Lopez

Gates open
8:35am-9:00am and
3:15pm-3:45pm
Thru Lane
Pull Forward all the way, pickup zone
Mint Valley
Elementary School
38th Ave

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## Attendance

See **District Pages: Attendance** for more information.

**BECCA (Truancy)**
State law requires students to be regular and punctual in their attendance. The attendance record becomes a part of your student's permanent file. A call or note from a parent or guardian is required when students are absent or tardy.

**Reporting Absences**
Please call the school in the morning if your student will be absent. Give your name, your student's name and the reason for the absence to school staff. If you are unable to call in, please send a note to the school office with a sibling or a neighbor's student. Include the first and last name of your student and the reason for the absence. There will be an automated message from the School Messenger system if you do not report your student's absence before a certain time. If you receive an automated call, please call the school office and let them know the reason for the absence.

**Tardiness**
Please arrange your home schedule so that your student will arrive at school on time, ready to begin the day with their classmates. If your student will be late to school, please call the office. If you are unable to call, a written note is required. Tardy students must report to the office before going to the classroom. If a student has five unexcused tardies, a conference will be scheduled with the principal or attendance officer.

If your student is arriving late and needs a school lunch, it must be ordered by a certain time. Ask your school secretary for this detail.

Reverse tardies are counted the same as regular tardies due to the time missed from class. A reverse tardy is when a student is picked up early. Depending on how much time is missed it could count as a half day absence.

Students who come late to school or leave early but who otherwise are in attendance daily do not qualify for 100% attendance.

**Perfect Attendance**
Students qualify for perfect attendance if they are present at school 100% of their school day. The student also needs to attend on all days that school is in session.

Students with perfect attendance will be recognized with a certificate at the end of the year. Community partners may donate prizes for rewarding perfect attendance. Check with the school office for more information.

**Early Dismissal**
Students will be released one hour early on Wednesdays during the school year. Teachers will use the extra hour to work together to plan for improvement of student learning. Students will also be released early during: Fall and spring conferences, the day before Thanksgiving break, the day before Winter break, the day before Spring break and the last day of school. See the school district calendar for details.

**Student Pickup During School Day**
A parent or guardian must sign their student out at the office for appointments. Students may not be picked up directly from the classroom or playground during the day. Either call or send a note with your student on the morning of the appointment. On this note include your student's name and room number. When you come to the office, your student will be called from the classroom. Allow extra time if your student is at recess or in another classroom at the time.

Let the secretary know ahead of time if you are sending someone else to pick up your student. Your student will not be released, unless the person is identified as approved for pick up.

Photo identification is required for anyone picking up a student.

Students may not be picked up early by older siblings unless special arrangements are made ahead of time by the parent or guardian. Please inform the officeif arrangements are necessary.

For additional information, please see Longview School District Policy #3440 or RCW 28A.605.010.

**Withdrawal from school**
If you are withdrawing your student from school, please inform the classroom teacher and the office at least one week before your student's last day. Please let the office of your student's new school know that they need to request a transfer of your student's records. Parents or guardians will come to the office at the end of the last day to pick up your student's

withdrawal form, clean out their desk and remove personal items, and return equipment and books. All library books must be returned to the library. Any outstanding fines must be paid.

Students who miss school twenty days in a row will be withdrawn from school at the end of that time period, as required by state law. Students will be reenrolled when they return.

**Weather Delays**
Information about school closures or delays will be posted before 6 am. No information will be reported if school is operating on a regular schedule. A late start means that all elementary, middle, and high schools will start two hours later than normal. On late start days, buses will run two hours later than normal for all students. Lowland bus routes, when used, will be in effect in the morning and announced by noon for the afternoon runs.

See **District Pages: Safety/Security** for more information.

## Behavior Expectations

See **District Pages: Discipline Guidelines and Hazing, Harassment, Bullying, and Intimidations** for more information.

**Student Behavioral Guidelines** Your student will be taught the expectations of our school. Students will learn and practice these expectations through guidance and discussions during the school year. These expectations are taught in order to maintain a safe and respectful environment at school. We believe all students and staff need to be respectful of each other.

**Dress Code**
Student dress and grooming must be neat, clean and appropriate in order to maintain a productive learning environment. Dress and appearance that disrupt the educational process or present health or safety problems are not permitted. The school's principal has the final say about whether or not a student's attire is appropriate. Those in violation of clothing guidelines will be required to call home for a change of clothing. These guidelines apply at all school functions or activities.

Clothing not appropriate for school includes:

•Platform shoes, high heels, flip flops, and sandals. Students wearing these shoes cannot play on the playground during recess due to safety hazard and will need to call home for P.E. shoes.

•Sheer or see-through clothing worn as the primary garment and spaghetti-strap tops.

•Tanks that show underwear, straps, or are loose enough that chests are exposed during normal school activity such as climbing bars at recess or bending to pick up pencils in classrooms. Tank tops may be worn if they fit correctly.

•Shirts and tops that are low-cut, short, or show excessive chest skin or the student's midriff, including crop tops, tube tops and halter-tops.

•Mini-skirts, low-rider pants or any clothing that exposes underwear or excessive skin.

•Bathing suits, including tops or briefs.

•Gang-like clothing, including sagging pants, shorts, other oversized clothing, and bandanas. Clothing which displays messages which are libelous, obscene, profane, or demeaning to any race, religion, sex, or ethnic group, or which advocate the violation of the law.

•Hats and hoods are acceptable school attire outside on the playground but must not be worn in the building or in classrooms.

•Excessive jewelry or accessories including chains and dangling belts are not allowed.

•Costumes are not allowed at school at any time except as part of a school program or presentation.

**Office Referrals**
Behavioral issues that cannot be handled in the classroom will be referred to the office.

## Family Involvement

See **District Pages: Family Access and Parent Involvement** for more information.

**Messages from School**
Skyward/Family Access allows schools to send school announcements and messages through email to parents with an email address on file.

Announcements are general in nature, and may not apply to all students.

See **District Pages: Flash Alert** for more information.

**Community Liaison**
The school's community liaison is a staff member who works to establish good communication between staff, community agencies, and families. Responsibilities include working with families to encourage better attendance, helping children be better prepared for school, and assisting families in ways that will help make our school successful. Not all schools have a liaison.

**Parent-Teacher Conferences**
For elementary schools: In late October, school will be dismissed for 2 ½ days to provide time for each classroom teacher to meet with parents, guardians and students. Student progress will be discussed and it is important that parents or guardians attend these conferences.

In March, school will be dismissed three hours early for two days, for a limited number of parent-teacher conferences. Any other conferences will be held at the request of parents or teachers. Students should remain home or sit quietly with parents during conferences. They will not able to wait in the office or play on the playground. There is no supervision in the office or on the playground during this time.

**Parent Participation**
We value parent involvement in our school. Contact our PTO/PTA to learn more about what they do and how they support our school. Contact your student's teacher for questions, concerns, or about volunteering in the classroom. Contact our principal about being a parent representative on a District committee. Please see our District website to apply to be a volunteer under Family Resources > Volunteer/Get Involved.

See **District Pages: Volunteers** for more information.

**Open House/Family Nights**
Family Night provides students and families the chance to participate in events and activities sponsored by the school and/or the PTO/PTA. These events provide opportunities for families to become more involved in the education of their students.

**Parent Teacher Organization/Parent Teacher Association** The PTO/PTA plans social activities and fundraisers to help support learning for students. These funds are used to enrich school programs, supplement playground equipment, and provide assemblies or theater performances. All PTO/PTA meetings are open to the student's family. Please contact the organization president, refer to the district calendar, or contact the school office for additional information.

## Health and Safety

See **District Pages: Vaccines and Safety/Security** for more information.

**Emergency Contact Information**
Keep the school office informed of any changes of your address, home phone, work phone, and emergency numbers. It is important that the school office has accurate contact information to reach parents if an injury or illness happens during school hours. Send a note with any changes or call the school office.

**Buses/Walking**
When riding the bus to school every day and/or on field trips, students are expected to comply with Longview School District transportation rules.

Students walking to and from school should observe safe walking practices, using safe walking paths, crosswalks, and streetlights.

**Handrail, Ramp, and Stairs Safety** Students are expected to use all handrails, ramps, and stairs in a safe manner. Any action that threatens the safety of your student or others is not allowed. Examples of this would be climbing, sitting, jumping, playing, sliding, or hanging.

**Leaving School Grounds**
A student will not be allowed to leave school grounds during school hours unless they have permission from a custodial parent or legal guardian. This is for their safety. The school will notify the police immediately if a child leaves school grounds without permission. A parent or legal guardian will be notified immediately after the police.

**Change of Routine**
Send a note with your student if he/she is going home a different way than normal. This note informs the school and also helps the student remember the change in routine. Have your student give it to the office secretary.

We encourage parents to inform the classroom teacher when there is a change at home that may affect their student's academics or social interactions.

**Animals and Pets**
No pets are allowed on school grounds due to student allergies and disruption of learning. This also includes before and after school. There may be an exception, if you make arrangements with the classroom teacher and principal in advance.

**Extra Clothing**
When accidents happen at school requiring a change of clothes for your student, all attempts will be made to contact families, followed by names you have indicated as emergency contacts, for a change of clothing. If you believe an accident might occur, please send a change of clothing with your student.

Students must wear appropriate shoes and clothing for the weather and for P.E. activities. Coats and jackets left in Lost and Found are not considered "shared clothing". They are not loaned to students who are without cold weather clothing. **Health Services**

Students who become ill during the school day are sent to the office. Office staff will assess your student's condition and contact parents if the student is ill enough to go home.

These symptoms would include a student with a temperature of 100 degrees or higher, vomiting or diarrhea, a bad cold or cough, a severe sore throat, drainage or redness in their eyes, a bothersome rash, or are injured or recovering from surgery. If your student has had a fever, do not send them to school until they have been free of the fever without fever reducing medication for 24 hours. Do not send your student to school until they have been free from vomiting or diarrhea for 24 hours. Some rashes may spread to others and should be checked by a health care provider. Students with persistent or hacking cough, or a severe sore throat may need to be seen by a health care provider. These symptoms may be a sign of a more severe illness.

It is required by law that the school be notified of any student with a health condition that is potentially life- threatening (ie: diabetes, seizures, severe asthma, severe allergy requiring emergency medication at school, like an epipen, or others). The student must have an emergency care plan in place, emergency medication at school (if required), with necessary paperwork. Please contact the school nurse immediately for assistance with this process.

In case of an accident, only a parent, family doctor or someone with written approval may authorize emergency treatment beyond general first aid procedures. It is essential that we have at least two emergency contact names and phone numbers on file, in addition to parent/guardian names in case you cannot be contacted.

Please contact your school if your student has any unusual medication condition or new medical that has not been reported. Also, please notify the school if your child has had an injury or illness that affects how they participate in the school day, (limitations or restrictions). A doctor's note may be required.

**Head Lice**
While head lice can be a nuisance they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. If a school staff member sees eggs or live lice on your student, you will be notified and information about treatment will be sent home with your student at the end of the day. After treatment has started, students will return to school and come to the office to have their heads checked before school starts. Please contact the school nurse for more information.

**Health Related Absence Reporting** System Schools track student illness information to better understand absenteeism rates. When you call in your student's absence you will be asked what illness your student has to cause his/her absence. Conditions may include: asthma or asthma-like symptoms, cold symptoms, dental conditions, family emergency, flu, fever, headache, injury, stomach and intestinal issues.

**Medications at School**
District Parents are encouraged to give medications at home if possible. If a student must receive medication during the school day, the parent must complete a form giving written authority and instructions to the school principal. The parent must also provide a completed authorization form from a licensed health professional with the authority to prescribe such medications. Both forms are available in the office.

Medication must be in the original containers, and parents may not alter instructions for administering medication. **No medication can remain in the building during summer closure, and if they are not picked up on the last day of school will be disposed of.**

Over-the-counter medications may not be shared and are not allowed at school unless completed permission forms are on file in the office. ALL medications (including over-the-counter medications) brought to school without proper permission forms will be labeled and locked in the health room cabinet until the parent can come to school and pick it up.

**Health Room**

A health office assistant is in each building's health office full time. A registered nurse is in the district available for consultation as needed. The health office staff conducts routine vision and hearing screening, required by law, for grades K, 1, 2, 3, 5 and 7, and all other students that are of concern. The school will immediately notify parents if there is a problem. A limited screening is done for all students referred for special services. All students' health records are reviewed to make sure they are up to date with state immunization requirements. In addition, the health conditions of all students are reviewed.

**Recess and Health Problems**

If your student is well enough to come to school, it is expected they are well enough to go outside during recesses.

Exceptions will be made for students who have confirmed health conditions or are coming back from an extended illness. These students will be excused from recess if they have a note from their doctor. Students who forget coats are not allowed to stay inside during outside recesses.

**School Psychologist/School Counselor**

Elementary psychologists and counselors are specially trained to help parents and teachers work with children whose social, emotional or other difficulties are interfering with their learning. Psychologists and counselors can help with a wide variety of problems by working with children individually, in a small group setting, or with an entire classroom. They also consult with staff, parents and outside agencies.

Referrals to the psychologist or counselor can be made by school staff, parents, or students. Some students, after evaluation by the building staff, may need more help than is available in the regular academic program. A referral (with parent approval) can be made to the special education department. An evaluation will be completed and, if the student qualifies, a special program may be suggested. Parents should check with the school psychologist or counselor for information about school-based mental health services.

# Is My Child Too Sick To Go To School?
## A Guide for Parents

Regular attendance is an important part of student success, but keeping sick students at home can help prevent the spread of illness. Students who attend school are expected to participate in all parts of the school day, including recess and PE. If your health care provider has restricted activity for your student, please send a physician's note to school indicating both the duration and the type of restriction.

Please check the following symptoms to determine if your student should stay home for the day.

**APPEARANCE/ BEHAVIOR**- Unusually tired, no appetite, hard to wake, or confused. Keep your student home and call your health care provider if the condition is concerning.

**COLD AND/OR COUGH**- Students need to be able to cover their cough to be at school. If a cough or cold persists for more than two weeks, the student may need to be seen by your health care provider.

**DIARRHEA**- Two or more watery stools in 24 hours, especially if the student acts or looks ill. Students should stay home for 24 hours after the last watery stool.

**EARACHE-** If ear discharge is present or the student has a fever, and/or is unable to participate in school.

**EYES**- Drainage, vision change, and/or redness of the eyelid, itching, pain, or sensitivity to light. This may be a sign of "pink eye" or Conjunctivitis. The student needs to be checked by your health care provider.

**FEVER**- Temperature of 100° F (38° C) or higher. Students need to be fever-free for 24 hours before returning to school WITHOUT medications to reduce fever.

**HEADACHE-** A headache in and of itself is not a reason to keep a student home from school. However, if the headache is persistent and the student is not able to participate in classroom activities, the student should stay home.

**INJURY/ SURGERY**- If students are unable to concentrate due to pain or pain medication, they should stay home. Letting the school nurse know in advance of any planned surgery will be helpful.

**RASH-** Bothersome body rash, especially with fever or itching. Some rashes may spread to others. Your student should be checked by your health care provider.

**SORE THROAT-** Difficulty swallowing, eating, sometimes with a fever. Students should stay home, and be checked by your health care provider if it persists three days or more.

**VOMITING**- Vomiting two or more times in 24 hours. Students should stay home for 24 hours after the last time they vomited.

**STILL HAVE QUESTIONS about whether or not your student is healthy enough to come to school?** Many insurance companies have a 24-hour nurse available by phone - check the back of your insurance card to see if this is a service your insurance company offers. This resource will help you determine if your child should stay at home, or seek medical attention. You may also contact the school nurse or your child's health care provider.

**REMEMBER** that frequent hand washing and covering coughs can also help protect everyone.

Thank you for your support to keep students safe and healthy.

Revised Jan 2018 - Reference from OSPI and Infectious Disease Control Guide for School Staff, 2014

## Meals

See **District Pages: Nutrition/Wellness** for more information.

**Meals At School**
Breakfast and lunch prices are subject to change; call Nutrition Services at 575-7172 for current prices. Deposits to student meal accounts may be made each morning in the gym, in the office, and in your student's classroom. Make checks payable to (your school name) Elementary School Cafeteria, and include your student's name on the memo line. A student with a negative balance in their meal account will not receive a report card until the balance is paid. Notice is given to students whose accounts are nearing a zero balance or have a negative balance. If a student does not have money for meals, a charge will be allowed up to three days.

If you have questions about your student's account, please call Nutrition Services at 5757172. Due to health reasons, students are not allowed to trade food at school. This includes school breakfasts or lunches as well as lunches from home.

**Free/Reduced Meals**
Free and reduced meal applications are sent home each year, and are available in the school office, online, and at the Business Office. Families wishing to apply must submit a meal application each year. To avoid meal charges, you must submit your application as early as possible. You will need to continue sending money until your application is approved. If purchasing meals with a check, please make the check payable to (your school name) Elementary School Cafeteria and include your student's name on the memo line.

Free/Reduced meals do not include "milk only" when lunches are brought from home. Please send milk money if your student brings a cold lunch.

**Breakfast**
Breakfast is served each morning. Check with your school to see what time your student should arrive to be served breakfast. Adults may escort their students to the gym (varies by school), but may not stay with their student during breakfast. If students arrive too late for breakfast, they

should eat at home. Please make sure students eat breakfast at home or arrive in plenty of time to eat breakfast at school. This helps students get the day's learning off to a great start.

Students eat lunch in their classroom.

## Personal Items at School

**Bikes and Scooters**
To promote student and staff safety, bikes and scooters must be walked on school grounds. Bike racks are available for locking up bikes and scooters during the school hours. Helmets are highly recommended for all riders.

**Skateboards, roller blades, and wheeled shoes**
Skateboards, roller blades, and wheeled shoes (heelies) are not allowed at school.

**Cash at School**
Due to the potential for loss or theft, we ask students to leave cash at home, except for fundraiser or lunch money. For any other cash at school, students are asked to leave money in the office in a sealed envelope marked with their name and amount. Money may be picked up at the end of the school day. The staff is not responsible for loss or theft of cash.

**Valuables**
Students who bring personal items from home do so at their own risk. Due to the potential for loss or theft, we ask students to leave valuables at home. If valuables are brought to school, they should be brought to the school office for safe keeping and picked up at the end of the day. The staff is not responsible for loss or theft of valuables.

**Gum, candy, trading cards, toys**
There are only a few occasions when an individual teacher might permit gum, candy, trading cards, or toys in the classroom, such as show and tell or state testing. These items are not allowed at school or on the playground at any other time. This includes toys that might be sold or traded on campus after school. The staff is not responsible for loss or theft of valuables.

**Cell phones and electronic devices** Your Elementary School recognizes that cell phones and other electronic devices are not essential to the daily educational process, and should be left at home. Electronic devices include cameras, music and CD players, Gameboys, etc. If brought to school they must be checked in at the office before school and picked up after school. These devices are not allowed in the classroom or at recess.

See **District Pages: Electronic Devices** for more information.

**Lost and Found**
Marking children's clothing and other belongings with first and last names makes it easier to identify items in the Lost and Found. Please check the Lost and Found routinely for lost articles. Large items, such as coats, sweaters, and jackets will be donated to a charitable organization on a regular basis. Smaller items such as jewelry, glasses, keys, locks, small change, etc. are kept in the office. If an item is not claimed before the end of the year, the finder may ask for the lost item(s).

**Special Deliveries to Students**
The delivery of gift boxes, baskets, candy bouquets, balloon bouquets, and other gift items can be distraction to other students in class. If you would like to deliver a gift for your student for a special holiday or event, please bring the item to the office. Your student will be notified of the special delivery and will be able to pick it up a few minutes before the end of the school day.

## School Information

**School Day**
Staff members are busy preparing for your student's learning before and after school. Students should not arrive too early. Check with your school to see what time is best for your student to arrive. Students are expected to leave school grounds at the end of the school day unless involved in supervised after-school activities or events. If you are unable to pick up your student after school, please notify the office of any alternate arrangements. When a student is not picked up, parents and emergency contacts are notified. If a child is not picked up within one hour from dismissal, community agencies such as Longview Police and Child Protective Services may be notified. No student should return to campus until after 5:30 PM unless supervised by an adult (varies by school).

**Change/Cash on Hand**
The school office does not keep change or cash on hand. Please be prepared to pay exact amounts in cash or by check for school items, fundraiser items, school pictures, yearbooks, or events.

**Fines/Fees**
Students are responsible for textbooks assigned to them, for library books checked out to them, and for other school equipment they use. Students will be fined for damages as a result of improper treatment or loss. Books should be carried in a plastic bag in rainy weather and kept out of the reach of pets and small children. Report cards are withheld until all fines are paid.

**Parties**
Individual teachers determine which parties will be held in their classroom during the school year. Due to Health Department concerns for the health and welfare of all our students, home treats are not allowed at school. C.H.A.M.P.S. approved volunteers may be enlisted to help with classroom parties.

Students bringing birthday treats must have enough store or bakery treats for all students in the class. Please check with the teacher for an appropriate time prior to bringing treats. Check in at the office before bringing treats to your student's classroom.

The school does not give out personal student information for any reason. Student gift exchanges are not permitted.

**School Phone**
The office telephone is for school business and emergency calls only. Student use is limited, and students are discouraged from using the phone for forgotten homework, supplies, or musical instruments.

**Student Messages**
School dismissal time is very hectic. We ask that you share special instructions for the day with your student before they leave for school. If your plans change during the day, please allow enough time for that message to get to your student before dismissal.

**Student Placement/Teacher requests**
Teacher requests for the future-year are not permitted. If you have a specific reason why a student should not be placed with a particular teacher or classroom, you may write a letter to the principal with a reason why this placement may interfere with your student's learning. Decisions for placement are based on student behavior, academics, boy to girl ratios, as well as teacher-to-student compatibility.

**Transfer Requests**
Students who live within the Longview School District boundary area but not within this school's attendance area may apply for an indistrict transfer. Forms are available on the District website, www.longview.k12.wa.us. Approval is dependent upon space available, attendance, and student behavior.

**Visitors - Adults**
Families are always welcome to visit the school. Please make arrangements with the teacher before your visit. Check in at the office and obtain a visitors pass to wear

in the building. Adult visitors to the school are expected to be role models for students, and we appreciate support from adult visitors in observing all school guidelines. Visitors are asked to silence or turn off cell phones and to refrain from texting during their visit. This helps to minimize distraction to students and teachers.

See **District Pages: Visitors** for more information.

**Visitors – Students**
School-age visitors cannot attend classes with friends. These visitors are a distraction that disrupt student learning.

## Student Learning

**Homework**
The purpose of homework is to increase student achievement. Homework can be used to develop good study habits, give students practice for skill-building, and may be used as preparation for new learning. Parents can support their student's learning by providing an organized place and consistent schedule for doing homework. Classroom teachers will send home a letter at the beginning of each school year explaining the individual classroom homework procedure.

If your student is absent for more than two days, homework requests may be made at the office. This should be done in the morning to allow enough time for the teacher to prepare the requested work and have it ready.

**Field Trips**
When an off-campus field trip requiring busing is scheduled, parents will be notified and a signed permission slip will be needed for students to participate. Students who do not return signed permission slips will be unable to participate, and permission by phone will not be accepted. Parents wishing to volunteer for field trips must be C.H.A.M.P.S. approved through the District office. Permission slips are not required for "campus" activities, occurring on Longview School District grounds, such as attending a theater production at R.A. Long High School.

**Library**
Students come to the library for regularly scheduled library skill lessons and for book checkout. In addition to regular class and checkout times, the library is open during the school day for individual student use and class research projects.

Students are encouraged to read for both pleasure and information. The number of books checked out to students varies from grade to grade.

Students are asked to be responsible in caring for books and returning them on time. All library books are expected to be returned in the same condition as when they were checked out. If a book is lost or damaged, it is the student's responsibility to pay for a replacement. Until the fine is paid, students will not be able to check out books or receive their end of year report card. Library fines follow students to other schools they attend in the Longview School District.

Parents and families are also encouraged to use the library. Each may set up his/her own library account and check out books after school.

**Music**
All students are given instruction in music skills each week. All students participate in one music program per year, either winter or spring. At the completion of the music program, parents may check their students out before the end of the school day. Please note that students will be marked reverse tardy for the missed portion of their day.

**Physical Education**

The PE Program provides students with an opportunity to develop flexibility, fitness, and physical skills. Students will gain knowledge of a variety of sports and games. Student also learn how to cooperate, become team players, encourage their classmates to do well, and assess how well they have performed in class. Please help your child remember to wear appropriate shoes on P.E. days to avoid missing activities. At the end of the school year, students can participate in a half-day fun/field day supervised by teachers and C.H.A.M.P.S. approved volunteers.

**Reading**
The primary role of the Literacy Facilitator is to provide specialized language arts instruction for kindergarten through fifth-grade students. The Literacy Facilitator is as a resource person for classroom teachers and assists with curriculum planning and evaluation. This person may coordinate ELL eligibility determination and support intervention services. The Literacy Facilitator assists with gathering reading data, and works with grade level teams.

**Math and ELA**
District Coaches The Primary role of the district coaches to support teachers in Kindergarten through 5th grade to improve teaching and learning across all elementary schools. The coaches are periodically in classrooms, working with students and implementing best practices

through “studio professional development” which is a hands-on learning experience for teachers.

**English Language Learner Program (ELL**) All students registering in the Longview School District must complete a Washington State Home Language Survey. Academic support is available for students whose first language is not English.

**Special Education**

Special education is specially designed instruction that addresses the unique needs of a student eligible to receive special education services. Special education is provided at no cost to parents and includes the related services a student needs to access her/his educational program. The district follows a Student Support Team Process (SST) to ensure students are provided with appropriate interventions prior to making a referral for evaluation. The SST will refer a student for an evaluation of a suspected disability. Students determined eligible for special education services must meet all three of the following criteria:

- The student must have a disability or disabilities.
- The student's disability/disabilities adversely affect educational performance.
- The student’s unique needs cannot be addressed through education in general education classes alone – with or without individual accommodations and requires specially designed instruction (SDI).

**Section 504**

Section 504 is a federal law that protects the civil constitutional rights of students with disabilities. A student’s disability does not automatically make a student eligible under Section 504. The disability must “substantially limit” the student’s participation in or access to what IDEA refers to as “major life activities” or “bodily functions”.

**Testing**

To monitor the academic progress of students, formal and informal assessments or tests are given throughout the year. The results of these tests are to follow student achievement and to influence instructional decisions in the District. It is recommended that all students get a good night’s sleep and eat a good breakfast prior to testing days.

**Report Cards**

Report Cards will be issued twice a year in January and June.

LONGVIEW PUBLIC SCHOOLS

# 2026-2027 District Handbook

*Every Student. Every Day. Learning Today, Leading Tomorrow.*

# Mission

Longview Public Schools creates a community that empowers each student to belong, believe, and achieve through inspired teaching and a shared commitment to excellence.

# Vision of the Student Experience

| I BELONG: | I BELIEVE: | I ACHIEVE: |
|---|---|---|
| I am welcomed.<br><br>I am respected for my voice, story and dreams.<br><br>I am connected to my community. | I am inspired to hope and dream.<br><br>I know excellence is within my reach.<br><br>I believe in myself.<br><br>I know Longview staff believe in me. | I know what success looks like.<br><br>I am challenged and rise to high expectations.<br><br>I am empowered to learn, grow, and thrive. |

# Core Values / Beliefs

## Academic Excellence

We are committed to high levels of learning for every student through purposeful, rigorous instruction. We will utilize our components of “Great Classroom Practices” to foster critical thinking, resilience, and strong academic achievement.

## Student Centered

We prioritize student input in decisions about learning supports and school experiences ensuring their needs and strengths guide our practice. We empower every learner by elevating student input, honoring their perspectives, and ensuring opportunities for them to take ownership of their future.

## Community

We believe we are better together and through collaboration and the use of data we create environments where students, staff, and families are valued. We cultivate caring and connected environments where every student belongs.

# Goals, Outcomes, Performance Targets

| GOALS | OUTCOMES | PERFORMANCE TARGETS BY 2031-2032 |
|---|---|---|
| 1 SAFE, CONNECTED, & THRIVING SCHOOL COMMUNITY | • Increase daily on-time attendance.<br>• Reduce behavioral incidents.<br>• Increase in student reports of physical and emotional safety.<br>• Increase students' sense of self-efficacy. | • 9 out of 10 students attend 90% or more school days each year.<br>• 10 out of 10 students will report a feeling of belonging at school on survey data. |
| 2 FOUNDATIONAL EXCELLENCE | • Increase reading/literacy proficiency in all grades.<br>• Increase math proficiency in all grades.<br>• Increase the number of students at benchmark in Foundational Early Learning skills (ELA, Math, and other content areas) by the end of 1st grade. | • 8 out of 10 grade 3-5 students will be proficient or above on the ELA Assessment (SBA).<br>• 8 out of 10 grade 3-5 students will be proficient or above on the Math Assessment (SBA).<br>• 8 out of 10 Pre-K-2 students will be at or above grade level with Reading Composite Score on Acadience.<br>• 8 out of 10 K-5 students will be at or above grade level on i-Ready Math and Reading. |
| 3 ACADEMIC MOMENTUM | • Increase the number of students demonstrating proficiency in all academic subjects.<br>• Increase the number of students on track for secondary success. | • 8 out of 10 students will be proficient or above on the ELA Assessment (SBA).<br>• 7 out of 10 students will be proficient or above on the Math Assessment (SBA).<br>• 7 out of 10 8th grade students will be proficient or above on the Science Assessment (WCAS).<br>• 7 out of 10 students will meet stretch growth on i-Ready Math and Reading. |
| 4 PREPARED FOR PERSONAL SUCCESS | • Increase the percentage of students passing all classes.<br>• Increase the percentage of students graduating.<br>• Increase the number of students engaged in college/career prep course work.<br>• Increase the amount of students earning "Foundational" and "College & Career Ready" distinctions. | • 10 out of 10 students will graduate on time.<br>• 9 out of 10 9th grade students will be on track for graduation at the end of their 9th grade year.<br>• 7 out of 10 seniors will complete the FAFSA.<br>• 8 out of 10 students will be proficient or above on the ELA Assessment (SBA).<br>• 7 out of 10 students will be proficient or above on the Math Assessment (SBA). |

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Hear MeWA

Supporting Student Safety and Well-Being

Longview Public Schools partners with HearMeWA, a program that meets youth's safety and well-being needs by linking them to existing support systems. It receives and responds to a wide range of reports from youth and concerned adults regarding any risk or potential risk to the safety and well-being of youth. Youth have the option to file a report anonymously.

This program is FREE and provides support to youth 24/7/365, offers an app, text, chat, and phone line, and serves youth up to the age of 25.

Call: 1-888-537-1634 • Send a tip: https://hearmewa.org/ • Text: HearMeWA to 738477
Download the HearMeWA app: Google Play or App Store

**Our Mission**
Longview Public Schools creates a community that empowers each student to belong, believe, and achieve through inspired teaching and a shared commitment to excellence.

**Vision of the Student Experience**
I Belong. I Believe. I Achieve.

**Our Promise**
Every Student. Every Day. Learning Today, Leading Tomorrow.

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

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

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

**Section 504 & Student ADA Coordinator**
Michael Green, Executive Director
(360) 575-7019
mgreen@longviewschools.org

**Student Title IX and Civil Rights Coordinator**
Bill Ofstun, Director of Assessment, CTE and Technology
(360) 575-7012
bofstun@longviewschools.org

**COMPLAINTS ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT**
Longview Public Schools creates a community that empowers each student to belong, believe, and achieve through inspired teaching and a shared commitment to excellence.

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

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

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

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

**Step 1: Complaint to the School District**
In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

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

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

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

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

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

**Step 2: Appeal to the School District**
If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hear-

ing, you may bring witnesses or other information related to your appeal.

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

**Step 3: Complaint to OSPI**
If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within 20 calendar days after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand- delivery:

*Email:* Equity@k12.wa.us
*Fax:* (360) 664-2967
*Mail:* OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

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

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

**Longview Student Demographics**
**Enrollment**
2025-26 School Year - 6,457

**Gender (June 2026)**
Male 51.4%
Female 48.6%

**Race/Ethnicity (June 2026)**
American Indian/Alaskan Native - 1.3%
Asian 1.8%
Black or African American - 1.0%
Hispanic/Latino Ethnicity – 23.5%
Multi-Racial - 7.3%
Native Hawaiian or Other Pacific Islander – 2.2%
White – 62.9%

**Special Programs**
Free or Reduced-Price Meals (2025-26) - 63.7%
Special Education (2025-26) – 21.7%

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

**Asbestos Plan**
Asbestos containing building materials were removed, encapsulated, or encased in school buildings 10 or more years ago. The district complies with all applicable asbestos laws; any questions about the management of buildings which may have contained asbestos can be directed to 360-575-7854. Asbestos management plans are available in each of the buildings and are available for review during regular office hours. The master plan for Asbestos is also available for review at the Maintenance and Transportation center at 2080-38th Ave., Longview, WA during regular business hours.

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

**Pesticide Use**
If you are interested in the district's pest control policies and methods and notification process, please send your email address to cbrague@longview-schools.org. If you do not have an e-mail address, please call (360) 575-7854.

**Financial Information**
**2025-26 Budgeted Expenditures**
The school district's budget year runs from September 1 to August 31. The following represents a summary of the budgeted expenditures for the 2025-26 school year.

**The major General Fund Activity Groups are defined below:**
**Teaching Activities:** $74,704,761
Classroom, extra-curricular activities and payments to other school districts (for example students attending Special Education programs operated by another district or ESD)

**Teaching Support:** $13,661,262
Library, Guidance and Counseling, Pupil Management & Safety, Health/Related Services, Instructional Professional Development

**Other Support Activities:** $19,642,330
Maintenance/Custodial/Grounds, Building Security, Utilities, Insurance, Technology, Print Shop, Warehouse, Food Services, Motor Pool, Pupil Transportation, Public Activities

**Building Administration:** $7,146,635
Principals and clerical staff salaries and benefits, in addition to supplies, materials, contractual and equipment

**Central Administration:** $8,336,506
Central Administration Offices and Supervision of Instruction, Food Services, Maintenance & Operations and Transportation

**TOTAL BUDGETED EXPENDITURES: $123,491,494**

**2025-2026 Budgeted Revenues**
Longview School District receives its revenue to operate schools from the following sources:

**Local Taxes:** $16,856,538
Collection of maintenance and operations levies approved by the voters, as well as other "in lieu of" tax collections

**Local Non-Tax (Misc):** $2,425,653
Locally generated revenues not resulting from tax assessments. An example would be food service sales, e-rate reimbursement for phone bills, other reimbursements, facility rental fees, classroom fees, investment earnings.

**State, General Purpose:** $64,740,586
Funding allocated by the state based upon enrollment and the work experience of the certified teaching staff

**Federal/State Grants:** $39,023,046
Special purpose state revenues such as Special Education, Learning Assistance Program, Highly Capable, Transitional Bilingual, Food Services, Pupil Transportation, etc.

**Other:** $229,500
Reimbursements from other districts for use of services such as food service sales and print shop sales

**TOTAL REVENUE: $123,275,323**

**College Credit Program Information**
Running Start is intended to provide students a program option consisting of attendance at certain institutions of higher education and the simultaneous earning of high school and college/university credit. Running Start was initiated by the Legislature as a component of the 1990 parent and student Learning by Choice Law. Students in grades 11 and 12 are allowed access to college courses through the States' Running Start Program.

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

See RCW 28A.600.300 for more information.

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

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

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

**Attendance**
The following reasons for excused absences are valid:

- Participation in a school or district approved activity or instructional program;
- Illness, health condition, or medical appointment (including but not limited to medical, counseling, dental, or optometry);
- Family emergency, including but not limited to a death or illness in the family;
- Religious or cultural purpose including observance of a religious holiday or participation in religious or cultural instruction;
- Court, judicial proceeding, or serving on a jury;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless status;
- Absence related to deployment activities of a parent or
- legal guardian who is an active duty member consistent with RCW 28A.705.010;
- Absence resulting from a disciplinary/corrective action, (e.g., short-term or long-term suspension, emergency expulsion); and
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity provided that such excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student educational progress consistent with RCW 28A.225.010.

PRE-PLANNED ABSENCE

STUDENT'S NAME: _____

Dates:_____ to _____ Reason: _____

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

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

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

Principal signature approval or reason for denial: _____

_____

_____

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

**Citizen Complaint Against a School District or Other School Service Provider**
Here is an overview of the citizen complaint process described fully in Chapter 392-168 WAC, Special Service Programs— Citizen Complaint Procedure for Certain Categorical Federal Programs. Find this WAC online: http://apps.leg.wa.gov/wac/default.aspx?cite=392-168.
A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

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

**STEP 1 Use Your Local Process First**
If you have followed the citizen complaint process of your school district, ESD or school service provider (sub grantee) **and are unable to reach a satisfactory solution,** use this citizen complaint process through OSPI.

**STEP 2 File a Citizen Complaint Through OSPI**
A citizen complaint **must be in writing**, signed by the person filing the complaint, and include:

- **Contact Information of the Person Filing the Complaint.**
- Your name, address, telephone number and email, if you have one.
- **Optional:** If someone is helping you to file this citizen complaint, include 1) their contact information, and 2) your relationship to them — for example, family member, a relative, friend or advocate.
- **Information About the School District, ESD or School Service Provider You Believe Committed This Violation.** Name and address of the school district, ESD or school service provider (sub grantee) you think violated a federal rule, law or regulation or a state regulation that applies to a federal program.
- **The Facts — What, Who & When.** Include a description of the facts and dates, in general, of when you think the alleged violation happened.

1. What specific requirement has been violated?
2. When did this violation occur?
3. Who you believe is responsible: names of all the people, and the program or organization involved.

- **Optional:** Did you file a written citizen complaint first with the school district, ESD or school service provider? Although not required by Chapter 392-168 WAC, it is helpful if we can review a copy of your citizen complaint and the results, if any.
- **The Resolution You Expect.** A proposed solution, if you think you know or have ideas about how the issue can be resolved.

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

**Citizen Complaint Against a School District or Other School Service Provider**

**STEP 4 OSPI Staff Process Your Complaint**
**Once federal program staff at OSPI receive your written complaint, here is what follows:**

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

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

**STEP 5 Final Decision by OSPI**
OSPI will send you the final decision in writing within **60 calendar days** of the date federal program staff at OSPI received your written complaint — unless exceptional circumstances demand that this investigation take more time.

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

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

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

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

**Child Abuse, Neglect and Exploitation Prevention Policy No. 3421 Students**
Child abuse, neglect and exploitation are violations of children's human rights and an obstacle to their educational development. The board directs that staff be alert for any evidence of such abuse, neglect or exploitation. For purposes of this policy, "child abuse, neglect or exploitation" means:

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

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

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

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

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

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

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

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

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

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

**STUDENT DISCIPLINE**
**Policy 3241 Introduction/Philosophy/Purpose**
The board focuses on the educational achievement of every student. The district holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. The board intends that this policy and procedure be implemented in a manner that supports a positive school climate, maximizes instructional time, and increases equitable educational opportunities.

The purposes of this policy and accompanying procedure include:
1. Providing a safe and supportive learning environment for all students.
2. Providing due process to students.
3. Implementing culturally responsive discretionary and non discretionary discipline policies and procedures that provide opportunity for all students to achieve personal and academic success.
4. Engaging with school personnel, students, parents, families, and the community in decisions related to the development and implementation of discipline policies and procedures.
5. Ensuring fairness and equity in the administration of discretionary and non discretionary discipline.
6. Administering discretionary discipline in ways that respond to the needs and strengths of students, support students in meeting behavioral expectations, and keep students in the classroom to the maximum extent possible.
7. Providing educational services that students need to complete their education without disruption.
8. Facilitating collaboration between school personnel, students, parents, and families to support successful reentry into the classroom following a suspension or expulsion.

**Students' Fundamental Rights**
The district will observe students' fundamental rights and will administer discipline in a manner that does not:
1. Unlawfully discriminate against a student on the basis of sex, race, creed, ethnicity, religion, color, national origin, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability is prohibited.
2. Deprive a student of the student's constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have the student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right.
3. Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable searches and seizures.
4. Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
5. Deprive a student of the student's right to an equal educational opportunity, in whole or in part, by a school district without due process of law.

**Development and review**
The district will develop and periodically review a discretionary and non discretionary discipline policy and procedure. During the development and review, the district must use disaggregated data collected under RCW 28A.300.042 to monitor the impact of the district's discipline policy, procedure, and practices and update its policy and procedure to improve fairness and equity in the administration of discipline.
The policy and procedure will be developed in accordance with WAC 392-400-110.

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

1964.

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

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

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

**Adopted:** February 22, 2010
**Amended:** August 26, 2013
**Amended:** February 9, 2015
**Amended:** June 10, 2019
**Amended:** December 9, 2024
**Amended:** October 13, 2025

**STUDENT CONDUCT, EXPECTATIONS, AND REASONABLE SANCTIONS**
**Policy 3240 Students**
The Board acknowledges that student conduct and behavior are closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The Board therefore requires that each student adhere to the rules of conduct established by the District and its various schools and programs and submit to corrective action taken as a result of conduct violations.

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

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

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

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

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

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

The District will make its policies and procedures regarding student conduct rules and student discipline available to students, parent/guardians, employees, and the community via the district
and school websites, and it will include an annual notification in the student handbook. The District will provide language assistance regarding those policies and procedures for students and parents/guardians with limited-English proficiency as required by federal and state law. Students and parents/guardians are expected to be aware of the District's rules of student conduct, including behavioral standards that respect the rights, person, and property of others.

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

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

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

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

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

Chapter 392-400 WAC Student Discipline

**Adopted:** February 8, 2010
**Amended:** October 28, 2013
**Amended:** June 9, 2015
**Amended:** May 28, 2019

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

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

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

**Regulation of Dangerous Weapons on School Premises Policy No. 4210**
**Regulation Of Dangerous Weapons On School Premises**
Unless authorized by this policy, it is a violation of district policy for any person to knowingly carry a firearm or dangerous weapon on school premises, school-provided transportation, areas of other facilities being used exclusively for school activities, or areas of facilities being used for official meetings of the school board. The term "school premises, includes property, or portions(s) of property, owned, rented or leased by the District when the property, or portions(s) of property, is being used exclusively for school district activities.

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

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

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

**Dangerous Weapons**
The term "dangerous weapons" under state law includes:

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

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

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

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

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

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

**Exceptions**
The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:
A) Persons engaged in military, law enforcement, or school district security activities;
B) Persons involved in an authorized convention, showing, demonstration, lecture or firearm safety course authorized by the Superintendent;
C) Persons competing in firearm or air gun competitions authorized by the Superintendent; and
D) Any federal, state, or local law enforcement officer.
The following persons who are over eighteen years of age, not employed

by the District, and not enrolled as students may have firearms in their possession on school property outside of school buildings only under the following limited circumstances:
A) Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students;
B) Persons attending official meetings of the school board held off district-owned or leased property; and
C) Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle. Under RCW 9.41.050, no one may lawfully possess a loaded handgun in a vehicle unless the person has a valid concealed pistol permit.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized activity or class.

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

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

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

**Initially Adopted:** August 16, 1993
**Adopted:** October 12, 2009
**Amended:** February 13, 2023

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

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

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

1. I understand that using technology effectively is a skill that is essential to my success as a student. I am responsible for the choices I make when I use technology, and for all communications and actions that originate from my devices. I understand that if my actions violate this code of conduct, I will experience a progression of consequences applied under the discretion of school staff, which may include a warning, confiscation of my device, suspension/expulsion from school, and revocation of network or computer privileges.
2. I have reviewed and will follow the Network Acceptable Use Guidelines contained in the District's Policy 2022 and Procedure 2022P (published in student handbooks) regardless of how I access the Internet (District Wi-Fi or my device's 3G/4G/LTE connection).
3. I have reviewed and agree to follow District Policy 3245 and Procedure 3245P, which explain my rights and responsibilities regarding telecommunication devices. I agree that when school staff have reasonable suspicion that I am using a personal device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to my parent/guardian. Further, I consent to a search of my personal devices when school officials have a reasonable suspicion that I have violated the law or school rules. I understand that content or images found during a search that violate the law will be referred to the police.
4. I will use devices at school only when and where allowed
5. by District policy and school rules. I will use technology in the classroom only when permitted by the teacher, who has complete and final say on the use of devices for the entire class or for specific students. I will not use devices in locker rooms and bathrooms, or in areas where another person's privacy would be violated. I will not photograph or record individually recognizable individuals without their permission.
6. I understand that I will not be at a disadvantage if I don't bring my personal device and that the District will continue to purchase textbooks, support materials, computers and software to support learning.
7. I am responsible for keeping my personal devices secure at school. I have parent/guardian permission to bring my personal device to school. I keep my personal device secure to prevent loss or theft. I understand that the District assumes no responsibility for theft, loss, or damage of any devices brought to school.
8. I am responsible for knowing how to connect, operate, and maintain my personal device on Wi-Fi. I am responsible
9. for any Internet connection expense when using my own provider to access the Internet.
10. I understand that my online identity is my own, and I am responsible for keeping my usernames, passwords, and online accounts secure and private.
11. I am responsible for all communications and actions that originate from my usernames or online accounts.
12. I am responsible for not interfering with the learning of other students. I will use technology in ways that do not disrupt others in the classroom. I will not harm the integrity of the school network and its resources. Further, I am solely responsible for what I say and do online. I understand that what I write, say, show, do, and communicate online is public and has the ability to hurt myself and others. I understand that actions and communications that bully, discriminate, communicate hate, threaten, or cause substantial disruption at school are not allowed and may result in discipline.
13. I am responsible for respecting the intellectual property of others and copyright laws. My work and ideas expressed online should reflect my own thinking and effort. When I use or adapt the work of others, I will give them credit and acknowledge them.

**Students and Telecommunication Devices Policy No. 3245**
**Students**
Students in possession of telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school- related activities will observe the following conditions:
A) Telecommunication devices will be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device;
B) Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;
C) Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
D) When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;

E) By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
F) Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
G) Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
H) Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

**Adopted:** April 9, 2012

**Excused and Unexcused Absences Policy No. 3122 Students Definition of Absence**

**Absence from in-person learning**

WAC 392-401-015 states the definition of an absence:
1. A student is absent from in-person instruction when they are:
a. Not physically present on school grounds; and
b. Not participating in the following activities at an approved location:
   i. Instruction; or
   ii. Any instruction-related activity; or
   iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.

**Definition of absence from synchronous and asynchronous instruction**

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

**Minimum Time for Being Considered Present**

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

**Presence vs. Participation**

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

**Absence from Asynchronous Instruction**

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

**Tardies**

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

**Daily attendance taking**

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

**Excused and Unexcused Absences**

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes each day or participate in all assigned remote instructional activities; except when there are necessary reasons for students to be absent. Upon enrollment and at the beginning of each school year, the District shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the District in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. The District will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in languages in which they are fluent. Parents will be required to date and acknowledge review of this information online or in writing.

**Excused Absences**

Regular school attendance is necessary for mastery of the educational program provided to students of the District. At times, students may be absent from class or not able to participate remotely. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the District:
A. Absences due to the following reasons are excused:
1. Physical health or mental health symptoms, illness, health condition or medical appointment for the student or person for whom the student is legally responsible. Examples of symptoms, illness, health conditions, or medical appointments include, but are not limited to, medical, counseling, mental health wellness, dental, optometry, pregnancy, and behavioral health treatment (which can include in-patient or out-patient treatment for chemical dependency or mental health);
2. Family emergency including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a student's migrant status; and
12. An approved activity that is consistent with District policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth;
13. Absences due to the student's lack of necessary instructional tools, including internet access or connectivity.

B. In the event of emergency school facility closure due to COVID-19, other communicable disease outbreak, natural disaster, or other event when districts are required to provide synchronous and asynchronous instruction, absences due to the following reasons are excused:
1. Absences related to the student's illness, health condition, or medical appointments due to COVID-19 or other communicable disease;
2. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID- 19, other communicable disease, or other emergency health condition related to school facility closures;
3. Absences related to the student's family obligations during regularly

scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made; and
4. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.

C. In the event of emergency school facility closure due to COVID-19, other communicable disease outbreak, natural disaster, or other event when districts are required to provide synchronous and asynchronous instruction, absences due to the following reasons are excused:
1. Absences related to the student's illness, health condition, or medical appointments due to COVID-19 or other communicable disease;
2. Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19, other communicable disease, or other emergency health condition related to school facility closures;
3. Absences related to the student's family obligations during regularly scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made; and
4. Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made.

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

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

**Unexcused Absences**
1. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above or in administrative procedure for an excused absence.
2. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent and that absence is not excused.
3. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language the parent understands.
4. The school will hold a conference with the parent or guardian after three unexcused absences during the current school year. The conference will analyze the causes of the student's absences and develop a plan that identifies student, school, and family commitments to reduce the student's absences from school. If the parent does not attend the conference, the school official may still hold the conference with the student. However, the school will notify the parent of the steps the District has decided to take to eliminate or reduce the student's absences.
5. Between the student's second and seventh unexcused absence, the school must take the following data-informed steps:
   a) Middle and high school students will be administered the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment
   b) These steps must include, where appropriate, provision of an available approved best practice or research-based intervention, consistent with the WARNS profile or other assessment; if an assessment was applied, adjusting the child's school program or school or course assignment; providing more individualized or remedial instruction; providing appropriate vocational courses or work experience; referring the child to a community truancy board; requiring the child to attend an alternative school or program; or assisting the parent or child to obtain supplementary services that might eliminate or ameliorate the cause or causes for the absence from school.
   c) For any child with an existing individualized education plan or 504 Plan, these steps must include the convening of the child's individualized education plan or 504 plan team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the absences. If necessary, and if consent from the parent is given, a functional behavior assessment to explore the function of the absence behavior shall be conducted and a detailed behavior plan completed. Time should be allowed for the behavior plan to be initiated and data tracked to determine progress.
   d) Not later than the student's seventh unexcused absence the District will enter into an agreement with the student and parents that establishes school attendance requirements, and possibly refer the student to a community engagement board.

6. If such action is not successful, the District may file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

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

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

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

**Tiered response system for student absences**
WAC 392-401A-045 requires
School districts to implement minimum requirements of a multitiered system of support for attendance to address barriers to student attendance, provide timely interventions and best practices to reduce chronic absenteeism and truancy. Multitiered systems of support include:
(a) Monitoring daily attendance data for all students who are absent, whether the absence is excused or unexcused;
(b) A process to contact families and verify current contact information for each enrolled student that includes multiple attempts and modalities in the parent's home language;
(c) Differentiated supports that address the barriers to attendance and participation that includes universal supports for all students and tiered interventions for students at-risk of and experiencing chronic absence, including school and district attendance or engagement teams, connecting to community resources, and community engagement boards; and
(d) A process for outreach and reengagement for students who have been withdrawn due to nonattendance and there is no evidence that the student is enrolled elsewhere. This outreach and reengagement process must include:
(i)A school and/or district point person/people to maintain the list, keep it updated, and coordinate the outreach;
(ii) School or district staff assigned to conduct the outreach and attempts at reengagement in coordination with community partners or other programs;
(iii) Multiple methods of communication and outreach in a language
(iv) or mode of communication that the parent understands including phone calls, texts, letters, and home visits;
(v) Referral to community-based organizations;
(vi) Documentation of the attempts to reach student and family; and
(vii) Follow the required steps to address unexcused absences in chapter 28A.225 RCW, including early communication to parents, holding parent conferences and administering a truancy screener to understand the underlying reasons for the absences, and providing evidence-based or best practice interventions, even if the student has been withdrawn due to nonattendance.

**Students dependent pursuant to Chapter 13.34, RCW**
A school district representative, or certificated staff member, will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act, with that student and adults involved with that student. Adults include the student's caseworker, educational liaison, attorney (if one is appointed), parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

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

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

**Adopted:** February 8, 2010
**Amended:** April 11, 2016
**Amended:** February 27, 2017
**Amended:** October 23, 2017
**Amended:** July 22, 2019
**Amended:** November 28, 2022
**Amended:** October 13, 2023

**Hazing, Harassment, Bullying, and Intimidation**
Harassment, intimidation and bullying is an intentional electronic, written, verbal or physical act that harms a student, a student's property, substantially interferes with the student's education, interferes with the school environment or disrupts the orderly operation of the school. The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons free from all forms of discrimination and harassment including sexual harassment, hazing, and bullying. The Incident Reporting Form is available at your school.

**PROHIBITION OF HARASSMENT, INTIMIDATION, OR BULLYING OF STUDENTS**
**Policy No. 3207 Students**
The board is committed to a safe and civil educational environment that is free from the harassment, intimidation, or bullying of any student. As defined in Chapter 28A.600 RCW (Students), "Harassment, intimidation or bullying" means 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, or other distinguishing characteristics, when the 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.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

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

This policy and accompanying procedure do not govern harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

**Behaviors/Expressions**
This policy recognizes that 'harassment,' 'intimidation,' and 'bullying' are separate but related behaviors towards a student. Each must be addressed appropriately. The accompanying procedure differentiates the three behaviors; however, this differentiation should not be considered part of the legal definition of these behaviors.

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images directed toward a student.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules.

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

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

**Interventions**
Interventions are designed to remediate the impact on the targeted

student(s) and others impacted by the violation, to change the behavior of the aggressor, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

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

**Retaliation/False Allegations**
Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm a student for reporting harassment, intimidation, or bullying, being identified as a targeted student, or participating in an investigation.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees who knowingly report or corroborate false allegations will be subject to appropriate discipline. However, students, or employees will not be disciplined for making a report in good faith.

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

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

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

**Adopted:** October 26, 2009
**Amended:** April 11, 2011
**Amended:** August 8, 2011
**Revised:** March 9, 2020
**Revised:** October 13, 2023
**Revised:** December 8, 2025

**Homelessness/Transportation**
A federal act ensures that students who experience homelessness have specific rights to a public education. A student's ability to enroll, remain at a school, and be transported to and from school is outlined by law. More information is available at the school. (McKinney-Vento Act)

**Homeless Students: Enrollment Rights and Services Policy No. 3115 Students**
To the extent practical and as required by law, the district will work with homeless students and their families to provide them with equal access to the same free, appropriate education (including public pre-school education), provided to other students. Special attention will be given to ensuring the identification, enrollment and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success.

Additionally, the district will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

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

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

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

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

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

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

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

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

Once the enrollment decision is made, the school will immediately enroll the student, pursuant to district policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address or other documentation. Additionally, enrollment may not be denied or delayed due to missed application deadlines, fees, fines, or absences deadlines or fees, fines or absences at a previous school.

If the student does not have immediate access to immunization records, the student will be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to as-

sist. Records from the student's previous school will be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, and in compliance with the state's Address Confidentiality Program when necessary. However, the district cannot demand emergency contact information in a form or manner that creates a barrier to enrollment and/or attendance at school.

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

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

The superintendent will:

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

**Facilitating on-time grade level progression**
The district will: 1) waive specific courses required for graduation for students experiencing homelessness if similar coursework has been satisfactorily completed in another school district; or 2) provide reasonable justification for denial of the waiver. In the event the district denies a waiver and the student would have qualified to graduate from their sending school district, the district will provide an alternative process of obtaining required coursework so that the student may graduate on time.

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

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

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

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

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

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

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

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

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

**Initially Adopted:** May 10, 2004
**Adopted:** February 8, 2010
**Amended:** April 22, 2013
**Amended:** August 12, 2013
**Amended:** January 23, 2017
**Amended:** February 27, 2017
**Amended:** November 27, 2017
**Amended:** October 11, 2021

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

**ELECTRONIC RESOURCES AND INTERNET SAFETY**
**Policy No. 2022**

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

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

The superintendent or designee will: 1) create strong electronic resources and develop related educational systems that support innovative teaching and learning; 2) provide appropriate staff development opportunities regarding this policy; and 3) develop procedures to support this policy. The superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff and students as to use of district electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on district property and related to district activities.

**Internet Safety**
To help ensure student safety and citizenship with electronic resources, all students will be educated about Internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

To promote Internet safety and appropriate online behavior of students and staff as they use electronic resources and access material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines, and, for students, related instructional materials for every grade level. The superintendent or designee in evaluating such procedures and instructional materials should take into account District electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources.

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

Further, when students use the Internet from school facilities for educational purposes, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures, or student guidelines for electronic resources or acceptable use, district staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

**Legal References:**
18 U.S.C. §§ 2510-2522 Electronic Communication Privacy Act
47 C.F.R. § 54.520 Children's Internet Protection Act (CIPA)

**Initially Adopted:** February 13, 1995
**Adopted:** October 26, 2009
**Amended:** April 9, 2012
**Amended:** April 27, 2015
**Amended:** April 9, 2018
**Amended:** May 12, 2025

**Digital Citizenship and Media Literacy Policy 2023**
**Instruction**

Consistent with the federal Children's Internet Protection Act (CIPA), the
**A. PURPOSE** In recognition of the fact that students use technology to district will address the following issues regarding Internet safety:

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

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

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

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

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

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

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

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

**Media Literacy**
Media literacy is the ability to access, analyze, evaluate, create, and act using a variety of forms of communication. Media literacy includes the ability to understand how and why media messages and images are constructed

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

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

**ELEMENTS OF SUCCESSFUL IMPLEMENTATION**
The District aspires to implement the following practices to promote digital citizenship and media literacy for all students.

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

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

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

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

**Online identify and personal brand**
Students will learn about their "digital footprint" and the persistence of their digital information, including on social media. Students will also learn about the creation and maintenance of their self-image, reputation, and online identity.

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

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

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

**Communications and Engagement**
The District acknowledges that parents and community stakeholders are partners in developing students as digital citizens and life-long learners. The District encourages parents' active engagement in the process of educating students to become media-literate digital citizens.

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

**Initial Adoption Date:** March 12, 2018

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

**Family Involvement Policy No. 4129 Community Relations**
It is the policy of the Longview School District Board of Directors to encourage and support family involvement in education at home, in our schools and communities, and in school governance.

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

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

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

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

The superintendent will develop procedures to implement this policy.

**Adopted:** February 13, 2012

**TITLE I PARENTAL INVOLVEMENT**
**Policy No. 4130**
**Community Relations**
The board recognizes that parent and family engagement helps students participating in Title I, Part A programs achieve academic standards. To promote parent and family engagement, the board adopts the following policy, which lists the components at both the district and school levels. The district procedure 4130P serves to review and evaluate this policy with the help of parents and provides descriptions of how each component will be implemented.

**District-Wide Parent and Family Engagement**
The district will do the following to promote parent and family engagement:
A. The district will involve parents and family members in jointly developing the district's Title I, Part A plan.
B. The district will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the district in the planning and implementing of effective parent and family involvement activities to improve student academic achievement and school performance.
C. The district will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all Title I, Part A schools.

At that meeting, the following will be identified:

1. Barriers to greater participation by parents in Title I, Part A activities;
2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; an
3. Strategies to support successful school and family interactions. The district will use the findings from the annual evaluation to design evidence-based strategies for more effective parental involvement and to revise this policy if necessary. The district will facilitate removing barriers to parental involvement by doing the following:
4. The district will involve parents of Title I, Part A students in decisions about how the Title I, Part A funds reserved for parent and family engagement are spent. The district must use Title I, Part A funds reserved for parent and family engagement for at least one of the reasons specified in 20 U.S.C. § 6318(a)(3)(D).
5. The district and each of the schools within the district providing Title I, Part A services will do the following to support a partnership among schools, parents, and the community to improve student academic achievement:

1. Provide assistance to parents of Title I, Part A students, as appropriate, in understanding the following topics:
a. Washington's academic standards;
b. State and local academic assessments, including alternate assessments;
c. The requirements of Title I, Part A;
d. How to monitor their child's progress; and
e. How to work with educators to improve the achievement of their children
2. Provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff with the assistance of parents, in the value and utility of contributions of parents and how to do the following:
a) Reach out, communicate with, and work with parents/families as equal partners;
b) Implement and coordinate parent programs; and
c) Build ties between parents/families and the school.
4. Coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with similar strategies used under other programs, such as:
a) Learning Assistance Program;
b) Special Education; and
c) State-operated preschool programs.
Ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children. The information will be provided in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

**School-Based Parent and Family Engagement Policies**
Each school offering Title I, Part A services will have a separate parent and family engagement policy, which will be developed with parents and family members of Title I, Part A students. Parents and family members will receive notice of their school's parent and family engagement policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.
Each school-based policy will describe how each school will do the following:

1. Convene an annual meeting at a convenient time, to which all parents of Title I, Part A students will be invited and encouraged to attend, to inform parents of their schools' participation under Title I, Part A, to explain the requirements of Title I, Part A, and to explain the rights that parents have under Title I, Part A;
2. Offer a flexible number of meetings, such as meetings in the morning or evening;
3. Involve parents, in an organized, ongoing, and timely way in the planning, reviewing, and improving of Title I, Part A programs; and
4. Provide parents of Title I, Part A students the following:
   a) Timely information about Title I, Part A programs;
   b) A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; and
   c) If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.

Each school-based policy will include a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve state standards. The compact must do the following:
A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I, Part A students to meet Washington's challenging academic standards and describe the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom, and participating, as appropriate, in decisions relating to the education of their children, including the positive use of extracurricular time; and
B. Address the importance of communication between teachers and parents on an ongoing basis through the following:

1. Annual parent-teacher conferences in elementary schools during which the compact will be discussed as the compact relates to the individual child's achievements;
2. Frequent reports to parents on their children's progress;
3. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
4. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Classification: Essential (if school receives Title I, Part A funds)

**Legal References:**
Every Student Succeeds Act (ESSA)
PL 107-110, Section 1118(a)
20 USC 6318 Parent and family engagement

**Initially Adopted:** December 15, 2003
**Adopted:** October 12, 2009
**Amended:** November 25, 2013
**Amended:** November 27, 2017
**Amended:** June 9, 2025

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

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

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

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

If guardians do not want the Longview School District to disclose directory information from their student's education records without their prior written consent, they must notify the District in writing addressed to the principal of the school their student attends. The Longview School District has, in Procedure 3231P, designated the following information as directory information:

- Student's name
- Photograph
- Address
- Telephone Number
- Date and place of birth
- Date of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Diplomas and awards received
- The most recent educational agency or institution attended

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

Protection of Pupil Rights Amendment (PPRA)-Requires districts to provide parents with annual notice of policies regarding:

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

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

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

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

**Student Records Policy No. 3231 Student Records**
The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools, and as required by law. All information related to individual students will be treated in a confidential and professional manner. The district will use reasonable methods to ensure that teachers and other school officials obtain access to only those education records for which they have legitimate educational interests. When information is released in compliance with state and federal law, the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith. The district will retain records in compliance with the current, approved versions of the Local Government General Records Retention Schedule (CORE) and the School Districts and Educational Service Districts Records Retention Schedule, both of which are published on the Secretary of State's website at: www.sos.wa.gov/archives/recordsretentionschedules.aspx.

Student records are the property of the district but will be available in an orderly and timely manner to students and parents. "Parent" includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading, or in violation of the privacy or other rights of the student. Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district, permitting prospective employers to review the student's transcript. Parental or adult student consent will be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

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

**Legal References:**
42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act 20 U.S.C. § 1232g Family Education Rights and Privacy Act
CFR 34, Part 99 Family Education Rights and Privacy Act Regulations RCW 28A.150.510 Transmittal of education records to DSHS— Disclosure of educational records—Data sharing agreements— Comprehensive needs requirement document—Report.
RCW 28A.195.070 Official transcript withholding – Transmittal of information
RCW 28A.225.151 Reports.
RCW 28A.225.330 Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules
RCW 28A.230.120High school diplomas — Issuance — Option to receive final transcripts —Notice
RCW 28A.230.180 Educational and career opportunities in the military, student access to information on, when
RCW 28A.600.475 Exchange of information with law enforcement and juvenile court officials – Notification of parents and students. RCW 28A.605.030 Student education records – Parental review— release of records—Procedure.
RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent or guardian — Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected
RCW 40.24.030 Address Confidentiality Program — Application — Certification
Chapter 246-105 WAC Immunization of child care and school children against certain vaccine-preventable diseases
Chapter 392-172A WAC Rules for the provision of special education Chapter 392-182 WAC Student Health Records
Chapter 392-415-WAC Secondary Education- standardized high school transcript
WAC 181-87-093 Failure to assure the transfer of student record information or student records
WAC 392-121-182 Alternative learning experience requirements WAC 392-122-228 Alternative learning experiences for juvenile students incarcerated in adult jail facilities WAC 392-500-025 Pupil tests and records — Tests— School district policy in writing

**Initially Adopted:** April 9, 2012
**Amended:** April 8, 2019
**Amended:** February 27, 2023
**Amended:** October 23, 2023

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

- Fire
- Earthquake
- Intruder
- Shelter-in-place (lockdown)
- Evacuation

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

dures.

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

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

**Emergencies Policy No. 3432 Students**
The Longview School District is committed to having current safe school plans and procedures in place to maximize safety for all students and staff. A commitment to safety enables teaching and learning. The District and its schools shall develop comprehensive all-hazard emergency operations plans that address prevention, mitigation, preparedness, response, and recovery strategies.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Adoption Date:** February 22, 2010
**Amended:** January 10,2022
**Amended:** September 10, 2024

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

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

**Definitions**

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

The term "sexual harassment" may include:

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

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

**Investigation and Response**

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

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

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

**Retaliation and False Allegations**

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

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

**Staff Responsibilities and Training**

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

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

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

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

**Notice and Training**

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

**Policy Review**

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

**Legal References:**

20 U.S.C. - 1681-1688
WAC 392-190-058 - Sexual harassment
RCW 28A.640.020 - Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
34 C.F.R. 106

**Adoption Date:** February 13, 2012
**Amended:** July 14, 2014
**Amended:** February 27, 2017
**Amended:** May 28, 2019
**Amended:** May 10, 2021
**Amended:** November 25, 2024
**Amended:** February 25, 2025

**Surveys**

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

accordance with District Policy 4323 and the federal Protection of Pupil Rights Amendment of the Family Educational Rights and Privacy Act.

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

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

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

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

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

**Legal References:**

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

**Initially Adopted:** December 15, 1983
**Adopted:** October 12, 2009

**Protection of Pupil Rights Amendment (PPRA)**

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

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.
For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact the Family Policy Compliance Office at the following address:

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

**Teacher Qualifications**

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

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

Specific "report card on the school" information is available by visiting longviewschools.com and clicking on "Report Card". If you do not have access to a computer; please call (360) 575-7006 for printed information

**Visitors**

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

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

**A. Visitors to District Property**
**1. Definitions**

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

2153.

**2. Access to District Schools**

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

**b. By Other Visitors**

**i. Elementary schools:**

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

**ii. Secondary schools:**

Other visitors will not be permitted access to any District secondary school during the school day. Other visitors will be allowed access to the District's secondary schools before and after the school day, even when students are present, as follows.

Before and after the school day, other visitors may visit secondary schools in areas designated by school officials subject to the following conditions, which are designed to allow District officials to provide safety through proper, non-discriminatory supervision:

1. All such other visitors must check-in with the principal or designee when arriving on campus and comply with any safety procedures/ directions indicated by the principal or designee.
2. The principal or designee may restrict such visits to specified location(s) within the school campus, and other visitors must comply with such designations.
3. Other visitors may meet informally with students before or after the school day if they do not promote products, solicit for commercial purposes, or engage in illegal or other prohibited activity.
4. The principal or designee may limit, withdraw, or revoke the access provided by this Subsection

A.2.b.ii if the presence of any other visitor becomes disruptive or if any other visitor fails to comply with the restrictions specified in this subsection. If such a revocation occurs, the other visitor must immediately leave the school campus. The principal or designee may also make the revocation effective for a specified time period into the future.

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

**Events Open to the Public**

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

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

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

**3. Access to Other District Property**

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

**B. Conduct of Visitors to District Property**

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

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

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

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

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

**C. Directive to Leave District Property**

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

**D. No-Trespass Warnings and Orders**

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

Pursuant to RCW 28A.605.020, the parent or guardian of a District student may only be given a no-trespass order restricting access to his or her child's classroom and/or school-sponsored activities if that person's presence would be disruptive to classroom procedures or learning activities. No-trespass orders will be issued in a nondiscriminatory manner. Such orders will not be issued on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a service animal. Pursuant to Title II of the Americans with Disabilities Act and its implementing regulations (28C.F.R. § 35.130, .139), the District may issue no-trespass orders to individuals with disabilities when necessary for the safe operation of District facilities, services, programs, or activities. However, exclusion of an individual with a disability from District facilities, services, programs, or activities must be based on actual safety risks, not on mere speculation, stereotypes, or generalizations about individuals with disabilities. An individual with a disability may be given a no-trespass order under this Procedure for conduct related to his or her disability when he or she poses a direct threat to the health or safety of others. A direct threat means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary services. In determining whether the individual poses a direct threat, District staff must make an individualized assessment, based on reasonable judgment

that relies on current medical knowledge or the best available objective evidence, to determine: the nature, duration, and
severity of the risk; the probability that a potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

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

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

**2. Contents of Written No-Trespass Orders**
Written no-trespass order must include the following:
The effective date of the order; The expiration date of the order; Which District motor vehicles, buildings, parking areas, grounds, or other property the subject of the order is prohibited from entering; A brief summary of the reason(s) for the order, including where known the date, time, and location of the behavior that was prohibited and any District employees
who witnessed the behavior; Any exceptions to the no-trespass order;
The potential consequences of violating the order, including notification of law enforcement and institution of criminal trespassing charges, including under RCW 9A.52.070 and RCW 9A.52.080;

Notification of the subject's right to appeal a no- trespass order issued by the superintendent's designee to the superintendent and that the no trespass order will remain in effect during the pendency of any appeals, as described below; and Notification of the subject's right to appeal the superintendent's decision to impose or uphold a no-trespass order to superior court under RCW 28A.645.010 within thirty
(30) days.

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

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

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

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

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

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

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

**Initially Adopted:** March 24, 2014
**Revised:** November 5, 2018

**Volunteers**
Volunteers make a meaningful difference in the lives of our students by supporting classrooms, schools, and programs. All volunteers fill out paperwork that includes authorization for a Washington State Patrol and Oregon criminal history check. For more information, review the Volunteer Handbook other details on the district website or call (360) 575-7019.

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

**OSPI Model Student Handbook Language**

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

**What is HIB?**
HIB is any intentional electronic, written, verbal, or physical act of a student that:
- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

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

**How can I make a report or complaint about HIB?**
Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (https://www.longviewschools.com/fs/resource-manager/view/d199e7e5-60e4-4ffe-b989-2a9d8b9a3850) but reports about HIB can be made in writing or verbally. Your report can made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. For HIB concerns, contact the HIB Compliance Officer Dr. Karen Joy at (360) 575-7974 or kjoy@longviewschools.org.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Concerns about student discrimination, sex discrimination, including sexual harassment: Title IX and Civil Rights Coordinator: Bill Ofstun, Director of Assessment, CTE and Instructional Technology (360) 575-7012, bofstun@longviewschools.org

Concerns about disability discrimination: Section 504 Coordinator: Michael Green, Executive Director, (360) 575-7019, mgreen@longviewschools.org

Concerns about student discrimination based on gender identity: Gender-Inclusive Schools Coordinator: Bill Ofstun Director of Assessment, CTE and Instructional Technology (360) 575-7012, bofstun@longviewschools.org

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

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

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

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

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

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

**Who else can help with HIB or Discrimination Concerns?**

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

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)
- Website: ospi.k12.wa.us/student-success/health- safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: (360) 725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)
- Website: ospi.k12.wa.us/policy-funding/equity-and-civil- rights
- Email: equity@k12.wa.us
- Phone: (360) 725-6162

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

**U.S. Department of Education, Office for Civil Rights (OCR)**
The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.
- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: orc@ed.gov
- Phone: (800) 421-3481

**3. Our School is Gender-Inclusive**
In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:
- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender
- identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211] and Procedure [3211P], visit [https://www.longviewschools.com/about/policies-procedures]. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Bill Ostun, Director of Assessment, CTE and Instructional Technology, bofstun@longviewschools.org (360) 575-7012

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