



WELCOME!

Grapeview staff and administration would like to thank you for joining us at Grapeview Elementary and Middle School!

This planner is provided to each student at Grapeview (except Kindergarten) in order to encourage consistent communication between school and home, as well as encourage students to be organized. You will find valuable information from your child's teacher(s) - including, but not limited to, assignment due dates, homework assignments, behavioral notes, and important school activities. Regular review of the planner between parent and child is highly encouraged, a suggested minimum is weekly, but daily would be best. Use of the planner on a daily basis to stay organized and informed is the goal of our staff for each of our students.

Also included in this planner are important school procedures and policies. We have tried to include answers to the most frequently asked questions of parents/guardians. If you have additional questions, please do not hesitate to contact the office, principal, or the specific teacher.

Have a great year!

Grapeview Staff

CONTACT INFORMATION

School Phone Numbers:

(360) 426 - 4921

(360) 275 – 4921

Fax Number: (360) 427 – 8975

Attendance Line: attendance@gsd54.org

Website: www.gsd54.org

This site has access to staff webpages/contact information, parental access to online payments and grades, district information, calendars, parent information, links to student resources, and much, much more!

TIDBITS

Grapeview School Color – Purple

Grapeview Mascot – Gators

Grades: K-8

PTA popcorn day – The last Monday of the month.

Start/End times: 8:45 – 3:15, except Mondays (late arrival) student times 9:45-3:15

NONDISCRIMINATION STATEMENT

Grapeview School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights and Title IX Coordinator: Bill Evans, 360-426-4921, bevans@gsd54.org.

504 Coordinator: Josie Bean, 360-426-4921, jbean@gsd54.org.

822 E Mason Benson Road Grapeview, WA 98546.

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ATTENDANCE

Attendance is positively linked to academic success!

If your child is absent please call, send a note, or email the office directly. Our automatic system will call home for any student who is absent without notification. Attendance Line: attendance@gsd54.org

EXCUSED ABSENCES

All absences due to illness and/or family emergencies are excused if provided with a note/email/phone call from the appropriate guardian. Other absences may be excused following a confidential conversation with the principal. *All absences not excused within 48 hours will be considered unexcused; appropriate disciplinary consequences will be assigned.*

SSHB 2449:

- After **five** excused absences in any month the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student.
- After **ten** or more excused absences in the school year a conference is required.
- **A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically.** If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

Grapeview's Process:

- 4+ absences by Halloween: Informational letter with attendance printout.
- 6+ absences by Conferences: Principal will join the conference to discuss attendance.
- 8+ absences by Winter Break: Conference will be scheduled and Doctor's notes will be required.
- 10+ absences at any time: Conference will be scheduled and Doctor's notes will be required. Information sent to the Community Truancy Board.

UNEXCUSED ABSENCES/TARDIES

Oversleeping, missing the bus, transportation issues, clothing problems, and babysitting siblings are not excused absences. The parent and principal must work together to excuse family trips and other absences, not due to illness or emergencies. **Prior approval is mandatory.** Students should bring a note from parents to the Attendance Secretary a minimum of one week prior to the dates of a planned absence. The student will receive a planned absence form from the Attendance Secretary, which needs to be given to teachers and then approved by the principal.

RCW 28A.225.030 School/District Requirements

- After one unexcused absence in a month, the school is required to inform the parent in writing or by phone.
- After two unexcused absences, the school is required to initiate a parent conference to improve the student's attendance.
- After five unexcused absences in a month, the parent and school must enter a contract to improve the student's attendance. And/or the case can be referred to a Community Truancy Board.
- After five unexcused absences in a month, or ten unexcused absences in an academic year, the school district may file truancy petitions with the juvenile court.
- If the student is not in compliance with a court order resulting from a truancy petition, the school is required to file a contempt motion.

PARENT ACCESS

Family Access gives parents/guardians access to their child's information, including attendance, assignments, grades (as posted), food service, schedules and more. To sign up, please complete the Skyward Family Access Use Agreement and return to the office. Parents/guardians will need to provide their email for this option.

If you are unable to sign up for Family Access, please notify the office if you would like the above information (including progress reports) sent home on a regular basis.

REPORT CARDS

Grapeview uses a semester system; therefore report cards are printed two times a year: January and June. Middle school will receive progress reports/report cards at each of the quarters, with conferences for 1st and 3rd quarter. Whereas the elementary will have report cards only at the semester, the conferences will be to share current growth for 1st and 3rd quarter.

The elementary school (K-5) utilizes a standards based report card and a 1-4 scoring option. Students are graded based on their acquisition of specific skills in each subject area. The middle school (6-8) utilizes the letter grade system for completion of assignments and assessment within each course.

FEES and FINES

The following are some of the fees and fines that can be incurred while attending Grapeview:

Art Programs: \$2.00 - \$10.00

Textbook Fines: \$5.00 – \$80.00+

Extra – Curricular Activities: these costs are dependent on the activity

Athletics Fee: Under review by the School Board.

BREAKFAST AND LUNCH PRICES

Elementary and Middle School Breakfast - \$1.00; Milk - \$.50.

Elementary Lunch - \$2.60

Middle School Lunch - \$2.80

RELEASE OF DIRECTORY INFORMATION

Federal law requires an annual reminder to parents that the School District is permitted to publish certain information about students, such as name, address, telephone, place of birth, participation in sports and activities, diplomas and awards, athletic rosters and honor roll. These items may be in yearbooks, on the website, in the newspaper or other public forms. If parents or guardians do not wish such information released, please complete the “opt out” form that is available in the office.

MONEY, VALUABLES, TOYS

Money and valuables should not be brought to school due to the danger of loss. Students are requested not to bring more money than is needed during the day. It is **STRONGLY ADVISED** that all valuables (jewelry, cameras, media devices, radios and toys) not be brought to school. Personal items are brought at the student’s risk and may be taken by the teacher or administrator if they cause a problem and will be returned to the parent.

TECHNOLOGY

Using computers at Grapeview School is a privilege and are to be used for educational purposes only. The following actions are prohibited and could result in disciplinary procedures:

- Viewing objectionable material or materials not authorized by the instructor.
- Involvement in any form of electronic communication is not allowed on the Grapeview School campus.
- Involvement in cyber-bullying, threats, or other potentially harmful incidents, which would be detrimental to the learning of self or others, and will result in consequences.
- Participating in, destroying, modifying, deleting or adding software to district computers without permission.
- Interfering or disrupting other users, services (work) or equipment.

In consideration for the privilege of using the school network and for having access to the public networks (Internet), the student and Parent/Guardian agree to release the Grapeview School District and any related service provider(s) from any and all claims and damages of any nature arising from the students use, or ability to use, the school’s computer facilities.

PERSONAL MEDIA DEVICES

Grapeview School District recognizes the importance of technology in students’ lives. Grapeview supports a “bring your own device” program at the intermediate and middle school grade levels (**4th – 8th grade**). This program allows students with personal computing devices or tablets access in a structured environment at school. **Grapeview does not allow cell phones or any other personal communication devices from 8:15 – 3:15, or on the bus from pick up to drop off.**

These devices are to be used **ONLY** for educational purposes such as research, reading, assessment, etc. Games, videos, music, photos, etc. are not allowed – unless part of the educational process and under adult supervision.

All students with a personal device MUST complete a parental permission form for its use on school grounds. All damages, loss, and expenditures are the responsibility of the student and his/her family; Grapeview School and District are to be released from any claims and/or damages of the student’s personal computing device.

- Parents may reach students in an emergency by calling the school.
- Students may also place phone calls between classes or at lunch in the office or with the permission of their teacher.
- Students having a device visible and/or which causes a disruption during school will have it confiscated and it will **ONLY** be returned to the parent.

Parental support of these policies is appreciated. Loss of the privilege will occur with continued infractions, as well as disciplinary consequences.

VISITING SCHOOL

Parents and guests are always welcome at school and we highly encourage you to come. Please contact the principal in advance if you wish to visit a classroom. For safety reasons, please always sign in and out through the office. A child will only be released when signed out through the office. Children leaving school during the school day must bring a signed note from home permitting us to excuse them.

GUARDIANSHIP OF STUDENTS

Parents or guardians who have restraining orders or other legal documents regarding the custody of a child are required to have a copy on file with the principal. If problems concerning custody arise during the course of the year, please notify us as soon as possible. In a custody question, the custodial parent will be contacted. We will not allow a child to leave without the permission of the custodial parent or guardian.

DISCIPLINE

Please refer to School Board Policies listed in the Student Rights and Responsibilities section, which are included at the end of this insert, for more specific information.

(Board Policy 3240) Students are expected to:

- A. Respect the rights, person and property of others;
- B. Pursue the required course of study;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Comply with district rules and regulations;
- E. Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

PROGRESSIVE DISCIPLINE

It is important to remember that the frequency with which students violate various school policies, rules and regulations is often of greater concern than single violations. The cumulative effects of these acts will determine the form of discipline.

The school may use the following disciplinary actions:

- Conference with an administrator
- Restriction of recess and/or lunch break
- After school detention/work service assigned by an administrator
- In School Suspension (ISS)
- Short Term Suspension – student is removed from classes 1-10 days
- Long Term Suspension – student is removed from classes 11-90 days
- Emergency Expulsion – student is removed from classes indefinitely until investigation is concluded and discipline is assigned
- Expulsion – student is removed from classes for the remainder of the school year.

SCHOOL DRESS CODE

School attire should not be distracting to the school environment or unsafe. School dress codes are expected for all school functions, during or after school.

- Students shall be dressed in modest attire.
- Any logos on shirts, backpacks, hats, etc. may not advertise mind-altering substances, suggestive or violent topics.
- Undergarments should be covered. Skirts, dresses, and shorts must cover undergarments.
- Halter-tops, tank tops that have open arm-holes, bare midriffs, backless attire, and spaghetti straps may not be worn.
- Students may not wear hoods or bandanas; hats are allowed IF the classroom teacher approves.
- No pajama bottoms, slippers, or such attire, unless it is 'Spirit Week'
- If shoes have embedded wheels (wheelies), the wheels may not be out while on school grounds, bus stops, bus, and/or trips.

- Flip flops pose a danger to students in regards to tripping, stubbing of toes, and ankle twisting; hence, elementary students are not allowed to wear flip-flops. Sandals that encapsulate the foot (unable to slip off because they have a back/front and sides) are allowed during the warmer months. Please use your best judgement regarding what is safe and/or appropriate and what is not. Athletic shoes are required for Physical Education.

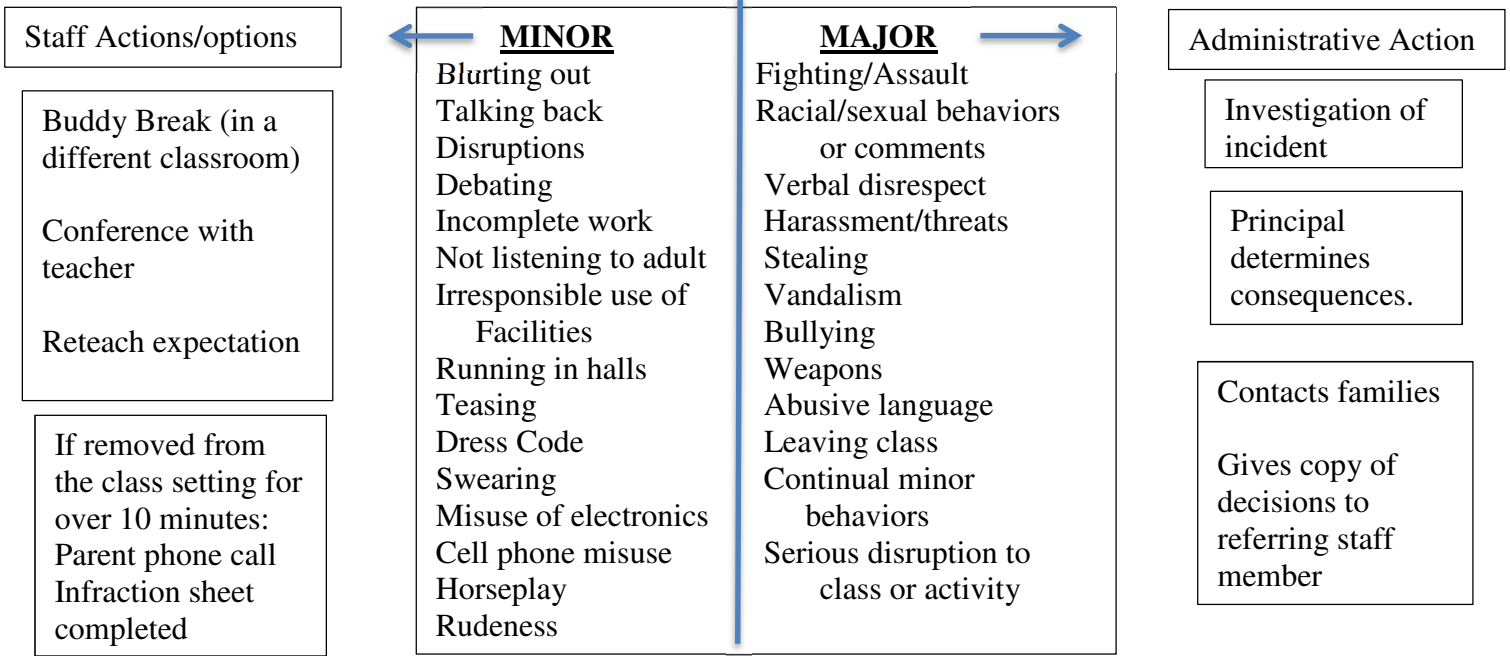
There may be situations where they will need to call home for a change of attire. Questions by students or parents may always be addressed through the principal.

GRAPEVIEW PROGRESSIVE DISCIPLINE

- Classroom Environment/Adult Strategies
- Teach expectations
 - Build relationships
 - Reinforce positive behaviors
 - Problem solve with student(s)
 - Elicit parent/guardian/family help

Observe and identify problem

Is the behavior minor or major?



EXCEPTIONAL MISCONDUCT

Exceptional Misconduct is behavior which creates a significant impact on staff, students, and/or the school. These include (but are not limited to):

- Possession, use, or sale (or attempt to sell) of alcohol, chemical, or illegal substances **
- Possession, use, or sale of tobacco products **
- Harassment, Intimidation, or Bullying (HIB) of students and/or staff **
- Threatening to use a firearm or weapon at school **
- Possessing and/or using firearms, weapons, or explosive devices **
- Arson and/or damaging public or private property **
- Excessive or flagrant disruption to the educational process
- Sexual harassment **
- Use of abusive or insulting language
- Theft over \$25 **

- Fighting **

**In addition to school discipline, these instances may warrant notification of law enforcement.

BUS EXPECTATIONS

Our goal is to provide safe, reliable transportation. Our bus drivers need everyone’s cooperation to ensure a pleasant ride for all. Pupils are accountable for their actions at all times while riding the bus. The following expectations will be enforced for students riding Grapeview School busses.

- Follow the directions of the bus driver.
- Remain seated and face the front of the bus, leaving aisles and exits clear.
- Eating, drinking or littering on the bus is not allowed.
- All school rules apply while on the bus: language, touching others, cell-phone use, etc.
- Please use level 1 voices; unnecessary or excessive noise is not allowed.
- Glass containers, animals, large objects, balloons, skateboards, etc. are not allowed. Students must be able to hold objects on their laps without impeding the seating area of others.
- Students shall be silent at railroad crossings.
- Students must have an office bus pass to be let off at a different stop.
- Due to our busses being at capacity, no students are able to ride a bus different than the one they are assigned. (If you are requesting a change of address for babysitting, etc. – please contact the office.)
- Students must cross in front of the bus; wait for the driver’s hand signal before beginning to cross.
- Windows must only be opened to a level approved by the driver. Students will not extend head, arms, or any objects out of the windows.

Gator Behavior Expectations

	Safe	Responsible	Respectful
Hallway	<ul style="list-style-type: none"> • Walk. • Stay in your line. • Hands to your side, face forward. • Keep your backpack zipped and on your back. 	<ul style="list-style-type: none"> • Go directly to where you need to be. • Follow directions. • Stay to the right. • Allow younger students to move before you. 	<ul style="list-style-type: none"> • Enjoy the artwork; look with your eyes only. • Remain in your space in line. • Voice level 0/1
Playground	<ul style="list-style-type: none"> • Stay within boundaries. • Hands to yourself. • Run on grassy areas only. • Use only school-provided equipment. • Follow rules of specific areas or games 	<ul style="list-style-type: none"> • Dress appropriately for the weather. • Be a problem solver • Tell an adult if you see an unsafe choice. • Line up when the signal is given and use a voice level 1. • Follow directions. 	<ul style="list-style-type: none"> • Use kind language. • Take turns. • Be a good sport. • Respect nature. • Respect others • Food remains inside • Voice level 0-3.
Cafeteria	<ul style="list-style-type: none"> • Eat your own food. • Have a calm body while waiting in line and eating. • Stay seated until you are dismissed. • Sit at your assigned table areas. 	<ul style="list-style-type: none"> • Make room for all of your friends at the table. • Be a problem solver. • Clean up your space, including the floor • Follow directions. 	<ul style="list-style-type: none"> • Use good manners. • Raise your hand if you need an adult’s help. • Wait patiently and quietly in line. • Voice level 0, 1, or 2
Bus	<ul style="list-style-type: none"> • Back to the back of seat. • Stay seated • Backpack in lap. • Feet on floor. • Stay in your personal place. • Follow driver directions. • Follow safety rules. 	<ul style="list-style-type: none"> • Get on and off bus carefully and quietly • Follow directions. • Be a problem solver. • All cell phones are off and put away. 	<ul style="list-style-type: none"> • Use kind language. • Make space for others. • Voice level 0 or 1.
Classroom	<ul style="list-style-type: none"> • Stay in your personal space. • Walk. • Use materials or equipment appropriately. 	<ul style="list-style-type: none"> • Take pride in our school, keep it clean! • Follow directions and classroom routines. • Do quality work. • Be a problem solver. 	<ul style="list-style-type: none"> • Work cooperatively. • Listen carefully while others speak. • Be considerate. • Show kindness to others. • Voice level 0, 1, 2, or 3.
Rest Rooms	<ul style="list-style-type: none"> • Walk. • Wait in line, if there is one. • Hands, feet, and all objects to yourself. 	<ul style="list-style-type: none"> • Clean up after yourself. • 1 pump of soap. • Use towels sparingly. • Ensure the toilet is flushed before exiting. 	<ul style="list-style-type: none"> • Be considerate. • Keep the area clean. • Voice Level 0

GRAPEVIEW AWARDS AND CELEBRATIONS

In an effort to recognize the positive behaviors and choices of students, Grapeview employs several different types of celebrations. Below is a list of those that are at the school level.

Great Gator

This is a Self- Manager Award – provided to students who complete an application process and show the following Gator traits:

- G – Growth
- A – Achievement
- T – Trust
- O – Originality
- R – Respect

Caught You Doing Good

Staff gives tickets to students for positive actions they observe throughout the day. They may be aligned to the social skill being studied in class, or simply good deeds. Students turn these tickets in to the office for random drawings of small prizes and privileges.

Honor Roll

Awarded to Middle School students whom maintain a Grade Point Average of 3.5 or above for each semester.

Gator Goal Keeper Award

This award is given every quarter.

A student must demonstrate at least 2 out of the following 4 goals if in grades K-5 and 3 of 4 if in grades 6-8:

- Academics: Consistent completion of all assignments and/or G.P.A of 3.0 or above
- Attendance: No more than 2 absences and/or tardies in a quarter.
- Service: 2 hours of service outside of Grapeview per quarter (documented via our Volunteer form) or have a Great Gator badge
- Citizenship: Consistently demonstrates inclusion, respect, empathy, collaboration, problem-solving, and positive communication in all settings. This is determined by staff input; in addition, discipline incidents will disqualify a student for this goal.

Students who attain one Gator Goal Keeper Award will receive an ice cream and/or short recognition activity.

Students who attain the Goal Keeper Award two times are eligible for a special activity each semester.

Academic Excellence

Students in the eighth grade who are in the top 10% of academic achievement are recognized by the Skookum Rotary. They are honored through a recognition assembly, visit to the University of Puget Sound, and a photo memorial.

HOMEWORK POLICY

PRIMARY STUDENTS:

Please do not expect your primary (K-1) child to have homework in the “typical” sense of a worksheet or task to be completed. Instead, we wish to encourage you to utilize your time for family activities. Consider the abbreviation: PDF = Playtime, Downtime, and Family time.

Playtime - consider playing a game, being outside, or competing in a sport = activities that would allow your child time to practice their social skills.

Downtime- relax by reading, napping, watching T.V. = this would be time they could practice their independence.

Family Time- spend time together by cooking together, playing a counting game, writing out the grocery list = the goal for this time is to work on academic skills in a non-academic setting – “real-life” situations.

If you wish your child to practice the more familiar Reading, Writing, and Arithmetic – we have placed numerous websites and ideas on our website.

INTERMEDIATE STUDENTS:

While we continue to encourage PDF in grades 2-5; there will be times when your child has book reports and/or projects that must be completed at home. All teachers will communicate with you when these projects are occurring so that you are aware of the extra expectations. (Students that are absent are required to make up missing assignments.)

MIDDLE SCHOOL STUDENTS:

You can expect all middle school students to have a minimum of 30 minutes of homework each evening. This could be the expectation to read, practice writing, finish math problems, or studying for a test. As students progress through the grade levels, this amount may increase in preparation for high school expectations. If your child is struggling with a concept or assignment – please contact the teacher. Please try to avoid spending hours debating and arguing over the assignment that has come home. Let the teacher know it is a concern.

SPORTS PROGRAM (Grades 5-8)

GENERAL INFORMATION

Grapeview School participates in an interscholastic athletic program dedicated to the learning of skills and promoting sportsmanship. Grapeview is a member of the Tri-County Athletic League.

FEES

The Grapeview School Board is reviewing the possibility of a small sports fee. If this occurs, more information will be provided – including how to apply for a scholarship and/or waiver.

SPORTS PHYSICALS

A current sports physical must be on file in the office in order to be eligible to participate in any sport. The physical expires 24 months from the examination date.

ELIGIBILITY

Grapeview is a “no-cut” sports program – students will not be removed from a team due to athletic ability. However, some students may be eliminated because of a negative or uncooperative attitude, disrespect towards others, and/or grades.

To be eligible to participate in a sport, students must have a C- or better in all classes for the immediate term prior to the season and maintain these grades through the season. Students will be placed on probation for D grades and suspended for an F. Probation allows a student to practice with the team, but they may not participate in a game or travel with the team. A suspended student is unable to practice or attend games until their grades are improved.

*For 5th grade students – eligibility is determined by teacher recommendation, as standards are not similar to letter grades.

SPORTS OFFERINGS

<i>Season</i>	<i>Boys’ Sports</i>	<i>Girls’ Sports</i>
Fall	Flag Football	Volleyball
Winter	Basketball	Basketball
Spring	Track and Field	Track and Field

ASSOCIATED STUDENT BODY

OVERVIEW

Grapeview Middle School has a very active student government. The ASB has the responsibility of planning student activities such as dances, fundraising projects, and other activities. Our ASB participates in leadership activities and follows the guidelines of the Association of Washington Student Leaders (AWSL).

DANCES

During the school year, the ASB sponsors several dances or socials. Staff and parent volunteers supervise the dances. All school socials are limited to current Grapeview students only. Attendance the day of the dance or social is required and school dress codes apply.

SPECIAL ACTIVITIES AND ORGANIZATIONS

Students are encouraged to participate in any and all afterschool activities. To participate in extra-curricular events, students need to maintain passing grades and have acceptable school behavior.

COORDINATORS

Grapeview School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights and Title IX Coordinator: Bill Evans, 360-426-4921, bevans@gsd54.org

504 Coordinator: Josie Bean, 360-426-4921, jbean@gsd54.org

822 E Mason Benson Road Grapeview, WA 98546.

MCKINNEY-VENTO HOMELESS CHILDREN POLICY

The Grapeview School District's Homeless Child Liaison is Josie Bean: 360-426-4921; jbean@gsd54.org. If you need assistance, please contact the office.

GUN-FREE SCHOOL POLICY

The Grapeview School District has a gun-free school policy that includes one-year mandatory expulsion for firearms, mandatory notification of student violations to parent/guardians and law enforcement, and allows the expulsion to be modified by principal or superintendent on a case-by-case basis.

Complaints about Discrimination, Discriminatory Harassment, and Sexual Harassment

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 or 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 guide dog 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.gsd54.org or contact the school district at 360-426-4921 or 275-4921.

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, it must 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, email, 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 Board

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 hearing, 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 board'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:

E-mail: 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.

STUDENT RIGHTS AND RESPONSIBILITIES

3200 RIGHTS AND RESPONSIBILITIES

The mission of the district is to assure learning experiences to help all students develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. As a result of the process of education, each student should clarify his/her basic values and develop a commitment to act upon these values within the framework of his/her rights and responsibilities as a participant in the democratic process.

Each year, the superintendent shall develop and make available to all students, their parents and staff handbooks pertaining to student rights, conduct, corrective actions and punishment. Such statements shall be developed with the participation of parents and the community. The school principal and staff shall confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards as related to the established student handbooks. They shall also confer annually to establish criteria for determining when certificated employees must complete classes to improve classroom management skills.

All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of staff of the schools, subject to such corrective action or punishment as the school officials shall determine.

3205 Sexual Harassment of Students Prohibited

This 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.

Under federal and state law, 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

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.

3207 PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an 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).

Behaviors/Expressions

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.

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 and will be implemented in conjunction with comprehensive training of staff and volunteers.

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. 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 perpetrator, 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 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 someone for reporting harassment, intimidation, or bullying.

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

Compliance Officer

The superintendent or designee will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

3210 NONDISCRIMINATION

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings; educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

The district's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the

name and contact information of the district's compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the district's Section 504 and Title IX compliance officers.

The district will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district's discrimination complaint procedure. The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district.

The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy.

3230 STUDENT PRIVACY AND SEARCHES

Students over fourteen years of age have the right to keep private from everyone any district records indicating that they have been tested or treated for a sexually transmitted disease. Students thirteen years and older have confidentiality rights in records regarding drug, alcohol or mental health treatment. All students have confidentiality rights in family planning or abortion records. Searches of Students and Personal Property Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Staff shall take particular care to respect students' privacy.

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent/principal, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by board policy.

3240 STUDENT CONDUCT

The board acknowledges that conduct and behavior is closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Conform to reasonable standards of acceptable behavior;
- B. Respect the rights, person and property of others;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Submit to the authority of staff and respond accordingly.

3240P STUDENT CONDUCT PROCEDURES

RESPECT FOR THE LAW AND THE RIGHTS OF OTHERS

The student is responsible as a citizen to observe the laws of the United States, the: state of Washington, and/or its subdivisions. While in the school, the student shall respect the rights of others. Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property--and which acts have a detrimental effect upon the maintenance and operation of the schools or the district--are subject to disciplinary action by the school and prosecution under the law.

COMPLIANCE WITH RULES

Students shall comply with all rules adopted by the district. Failure to do so shall be cause for corrective action. The rules shall be enforced by school officials:

- on the school grounds during and immediately before or immediately after school hours,
- on the school grounds at any other time when the school is being used by a school group(s), or
- off the school grounds at a school activity, function, or event, or
- off the school grounds if the actions of the student materially or substantially affect the educational process.

Alteration of records: A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.

Cheating: Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others. *Attendance:* A student shall not be absent or tardy from classes without an approved excuse. Such a student shall be subject to corrective action or punishment.

Alcohol, Chemical Substances and Tobacco Products: A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, or tobacco product.

Disruptive Conduct: A student shall not intentionally cause a substantial and material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- A. Occupying a school building or school grounds in order to deprive others of its use;
- B. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
- C. Setting fire to or substantially damaging school property;
- D. Using, or threatening to use, firearms, explosives or other weapons on the school premises, including use by an unauthorized student of a personal protection spray device, or use of such device in other than self-defense as defined by state law;
- E. Preventing students from attending a class or school activity;
- F. Blocking normal pedestrian or vehicular traffic on a school campus;
- G. Interfering seriously with the conduct of any class or activity; and
- H. Gambling or encouraging other students to gamble.

Damage or Theft of Property: A student shall not intentionally or with gross carelessness damage school or private property.

Extortion, Assault or Causing Physical Injury: A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.

Gang Activity: A student shall not knowingly engage in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.

Leaving Campus during School Hours: A student shall not leave the school campus during the school day unless excused by the school office.

Loitering: A student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted.

Vulgar or Lewd Conduct: Any lewd, indecent or obscene act or expression is prohibited.

Weapons and Dangerous Instruments: A student shall not possess or transmit any object that can reasonably be considered a firearm, air gun or a dangerous weapon. Violation of this rule with a firearm shall result in a minimum one year expulsion, unless modified by the superintendent. Students over eighteen years of age and students between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices. No one under eighteen years of age may transmit such devices, nor may they 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 this rule.

3241 CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS OR PUNISHMENT

All students shall submit to the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district's policies relating to corrective action or punishment:

A. "Expulsion" is the exclusion from school or individual classes for an indefinite period.

B. "Suspension" is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.

1. A suspension is "short term" if it is for a period of 10 consecutive school days or less. Separate short-term suspensions shall not total more than 10 school days in a semester for any student in grades K-4. Separate short-term suspensions shall not total more than 15 days in a semester for a student in any other grade. Students' grades shall not be affected substantially as a result of a short-term suspension.

2. Suspensions which exceed 10 consecutive school days are long-term suspensions.

C. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

Prior to the imposition of a corrective action or punishment upon a special education student, the school principal and special education staff who have knowledge of the student's disability will determine if there is a causal relationship between the disability and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education programming procedures shall be employed.

Once a student is expelled in compliance with district policy, the expulsion shall be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student's educational needs.

No student shall be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process. The superintendent shall have the authority to discipline, suspend or expel students. The superintendent shall identify the conditions under which a teacher may exclude a student from his or her class and shall also designate which staff have the authority to initiate or to impose discipline, suspensions or expulsions.

Parents and students shall be given notice of the standard of conduct the district requires regarding drug and alcohol use, and a statement of the disciplinary sanctions for violations of that standard.

When required a disciplinary appeal council shall be established. The superintendent shall appoint three members to this council.

1. Rights, Responsibilities, and Authority of Certificated Staff:

Certificated staff shall share responsibility for supervising the behavior of students and for maintaining the standards of conduct which have been established.

Certificated staff shall have the right to:

- A. Expect students to comply with school rules.
- B. Develop and/or review building rules relating to student conduct and control at least once each year.
- C. Exclude a student from class for all or any portion of the period or for the balance of the school day, or up to the following two days, or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period or up to the following two days without the consent of the teacher.
- D. Receive any complaint or grievance regarding corrective action or punishment of students. They shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.

Certificated staff shall have the responsibility to:

The principal shall distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior.

- A. Observe the rights of students.
- B. Enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions shall be reported orally and in writing to the principal as soon as possible regardless of any corrective actions taken by the teacher.
- C. Maintain good order in the classroom, in the hallways, and on the playgrounds or other common areas of the school, or while riding on school buses (field trip).
- D. Maintain accurate attendance records and report all cases of truancy.
- E. The principal shall notify parents when students are suspended or expelled.
- F. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students.
- G. Meet with a parent(s) within five (5) school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that is being employed in the classroom.

Certificated staff shall have the authority to:

- A. Use such reasonable action as is necessary to protect himself/ herself, a student, or others from physical abuse or injury.
- B. Remove a student from a class session for sufficient cause.
- C. Detain a student after school for up to 70 minutes with due consideration for bus transportation.
- D. The principal shall impose suspension or expulsion when appropriate.

2. *Student Discipline*: The methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

A. consistent from day to day and student to student, B. balanced against the severity of the misconduct, C. appropriate to the student's nature and prior behavior, D. fair to the student, parent, and others, and E. effective.

Since these criteria may be in conflict, established procedures must be followed in correcting misbehavior. Appeal procedures have been established in order to provide for an opportunity for every corrective action or punishment to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

In order to develop an environment conducive to learning, the principal shall confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions and punishment that may be employed in the event of rule infractions.

3. *Detention*: For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours for not more than 70 minutes on any given day.

Preceding the assignment of such corrective action, the staff member shall inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member.

Students detained for corrective action shall be under the direct supervision of the staff member or another member of the professional staff.

The principal shall be responsible for seeing that the time which the student spends for corrective action shall be used constructively.

4. *Appeal Process for Disciplinary Action*: Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right, upon 2 school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the disciplinary appeal council during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

5. *Suspensions or Expulsions*: The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule no student shall be suspended for a short or long term unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative ad hoc citizens' committee, shall recommend for board approval, the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of exceptional misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances. No student shall be suspended or expelled because of one or more unexcused absence(s) pursuant to Board Policy 3122.

6. *Short-Term Suspension*: In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class for 3 to 10 school days or full schedule of classes for 1 to 10 school days, a conference shall first be conducted with the student as follows:

- A. An oral or written notice of the charges shall be provided to the student;
- B. An oral or written explanation of the evidence in support of the charges shall be provided to the student;
- C. An oral or written explanation of the suspension which may be imposed shall be provided to the student; and
- D. The student shall be provided the opportunity to present his/her explanation.

The parent of the student shall be notified of the reason for the suspension and the duration of the suspension orally or by U.S. mail as soon as reasonably possible. Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests if:

- A. Such assignments or tests have a substantial effect upon the student's semester grade or grades; or
- B. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

7. Appeal Process for Short-Term Suspension: Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the superintendent/principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the superintendent/principal and shall be entitled to question staff involved in the matter being grieved.

If the grievance is not resolved, the parent and student, upon 2 school business days' prior notice, shall have the right to present a written grievance to the Grapeview School District #54 Board of Directors at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The board shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the superintendent/principal or board elects to postpone such action.

8. Emergency Expulsion: A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff, or administrators or is a substantial disruption to the educational process of the district. Such emergency expulsion shall continue until the student is reinstated by the principal or until a fair hearing is held and a final determination reached. The hearing officer may continue the emergency expulsion if he/she finds that the student continues to present an immediate and continuing danger to himself/herself, other students, staff, or administrators or continues to cause a substantial disruption to the educational process of the district. The provisions governing notice and hearing of regular long-term suspensions or expulsions shall apply except:

- A. Written notice of the emergency expulsion shall be sent by certified letter deposited in the U. S. mail within twenty-four hours of the expulsion or by hand delivery to the student's parent(s) or guardian(s) within twenty-four hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;
- B. The parent and student shall have ten school business days after receipt of the notice during which to request a hearing. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice; and
- C. The hearing officer shall render the decision within 1 school business day after the conclusion of the hearing.

9. Long-Term Suspensions or Expulsions: A long-term suspension or expulsion may be imposed by the principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language and shall supply (1) the alleged misconduct and the school rules alleged to have been violated, (2) the recommended corrective action or punishment, (3) the right to a hearing, (4) the notice that if a written request for a hearing is not received by the staff member named in the notice within 3 school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and (5) the date by which the request for a hearing must be received.

If a hearing is requested, the superintendent shall schedule the matter for a hearing within 3 school business days of such request. The parent and student and the district or representatives shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent and student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.

The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions and disposition to be made. The decision shall be provided to the parent and student or counsel.

10. Appeal Process for Long-Term Suspension or Expulsion: If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within 3 school business days after the date of receipt of the decision. The Grapeview School District #54 Board of Directors shall schedule and hold a meeting to informally review the matter within 10 school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the board deems reasonable.

Prior to adjournment, the board shall agree to one of the following procedures:

- A. Study the hearing record or other materials submitted and record its findings within 10 school business days;
- B. Schedule and hold a special meeting to hear further arguments on the case and record its findings within 15 school business days;
or
- C. Hear and try the case de novo before the board within 10 school business days.

Any decision by the council to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student shall be made only by:

- D. Those board members who have heard or read the evidence,
- E. Those board members who have not acted as a witness in the matter, and
- F. A majority vote at a meeting at which a quorum of the board is present.

Within 30 days of receipt of the board's final decision, any parent and student desiring to appeal any action upon the part of the council regarding the suspension or expulsion may serve a notice of appeal upon the board and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.

11. Emergency Removal: A student may be removed immediately from a class or subject by a teacher or principal without other forms of corrective action and sent to the principal or a designated school official, without first attempting corrective action, provided that the teacher or principal has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or staff or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student's school. The removal shall continue only until:

- A. The danger or threat ceases, or
- B. The principal acts to impose discipline, impose a short-term or long-term suspension or expulsion or to impose an emergency expulsion.

The principal shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond commencement of the next school day.

The teacher who removed the student shall be notified of the action which has been taken or initiated.

12. Readmission Application Process: Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/ expelled, the student shall submit a written application to the principal, who shall recommend admission or non-admission. If a student wishes admission to another school, he/she shall submit the written application to the superintendent. The application shall include:

- A. Reasons the student wants to return and why the request should be considered;
- B. Evidence which supports the request; and
- C. A supporting statement from the parent or others who may have assisted the student.

The superintendent shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.

3413 STUDENT IMMUNIZATION AND LIFE THREATENING HEALTH CONDITIONS

Immunizations

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the board requires a student to present evidence of his/her having been immunized against the following diseases: diphtheria, pertussis (whooping cough), poliomyelitis, measles, rubella, mumps, hepatitis b, and tetanus. A student satisfies the measles requirement upon a physician's verification that the student has had measles (rubeola). Immediately upon enrollment in the district a certificate of immunization status, distributed by the Washington Department of Health, shall be completed by the student's parent. The certificate shall be made a part of the student's permanent record.

If a student has not received any or all of the required immunizations, he/she shall submit evidence of the initiation of an immunization schedule and be placed in a "conditional admittance" category. He/she may remain in school for one school year provided that there is documentation that the immunization schedule is being maintained. Failure to maintain or submit the schedule will be sufficient cause to exclude the student from school.

Exemptions from one or more vaccines shall be granted for medical reason upon certification by a physician that there is a medical reason for not administering the vaccine. Exemptions for personal or religious reasons shall be granted upon request of the parent. The permanent file of students with exemptions shall be marked for easy identification should the department of health order that exempted students be excluded from school temporarily during an epidemic.

If proof of immunization or a certificate of exemption is not received upon the student's enrollment in school, the principal shall provide written notice to the parents or guardians informing them of:

- A. The immunization requirements;
- B. The denial of farther attendance by the student;
- C. The procedural due process rights; and
- D. The immunization services that are available.

Following proper notification, the school shall exclude the student for noncompliance with the immunization laws pursuant to the appeal process procedures for student expulsions. Parents shall have a right to a hearing provided they notify the school within 3 days after receiving the exclusion order from the school principal. If the parent requests a hearing, the parent or guardian and school principal shall be notified in writing of the time and place for the hearing and shall present the case to a hearing officer appointed by the superintendent.

Life-Threatening Health Conditions

Prior to attendance at school, each child with a life-threatening health condition shall present a medication or treatment order addressing the condition. A life threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and nursing plan are not in place. Following submission of the medication or treatment order, a nursing plan shall be developed.

Students who have a life-threatening health condition and no medication or treatment order presented to the school shall be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and pursuant to the following due process requirements:

- A. Written notice to the parents, guardians or persons in loco parentis delivered to the parents in person or by certified mail.
- B. Notice of the applicable laws, including a copy of the laws and rules.
- C. The order that the student shall be excluded from school immediately and until a medication or treatment order is presented.
- D. Describe the rights of the parents and student to a hearing, the hearing process and explain that the exclusion continues until the medication or treatment plan is presented or the hearing officer determines that the student should no longer be excluded from school.
- E. If the parents request a hearing, the district shall schedule one within three school days of receiving the request, unless more time is requested by the parents.
- F. The hearing process shall be consistent with the procedures established for disciplinary cases pursuant to Chapter 180-40 WAC.