



**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](mailto:attendance@gsd54.org)

Website: [www.gsd54.org](http://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

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

**STUDENT DROP OFF AND ENTERING THE BUILDING**

Students are able to enter the building at 8:15 a.m. We do not have adult supervision prior to this time. We have a parent drop-off site in the front of the building, and busses load/unload on the side of the building. All students start the morning in the commons area until 8:40, when they are dismissed to their classes. Breakfast is served between 8:25-8:40. (On Mondays, these times are set back one hour.)

## VISION

Grapeview is a vibrant community working together to ensure student success through high expectations, collaboration and individual engagement

## MISSION

To engage and inspire each student in achieving academic excellence, personal creativity and to nurture their social and emotional intelligence

## MOTTO

WORKING TOGETHER TO ENGAGE AND INSPIRE!

## BELIEFS/COMMITMENTS

WE BELIEVE:

- Learning is vital and necessary for all
- Staff, family and community working together contribute to the success of each student
- Education creates an informed citizen that is aware of his/her strengths
- Learning requires a safe and caring environment

THEREFORE, WE ARE COMMITTED TO:

- Providing a diverse and respectful learning environment
- Ensuring a collaborative atmosphere where students actively participate and take ownership for their learning
- Setting high expectations for all
- Providing a creative and motivating environment where students are able to take risks and explore their potential

## 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](mailto: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.*

### 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:

- After 6 excused absences in the year, a letter providing parents with the current status of their child's attendance will be sent home.
- If there are five absences in a **month**, a meeting will be scheduled – unless the absences are from a planned absence or a doctor's note is provided.
- At 10 excused absences in a **year**, a meeting will be scheduled.
- If additional absences occur following the meeting, families may be referred 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 that are 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.
- Between two and three unexcused absences, the school is required to initiate a parent conference to improve the student's attendance.
- After five unexcused absences in a month, or ten in a year, the parent and school must enter a contract to improve the student's attendance. The case may be referred to a Community Truancy Board or file a truancy petition 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.

## 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

## BREAKFAST AND LUNCH PRICES (Subject to change)

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.

## 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.

## **PARENT ACCESS: SKYWARD**

Family Access gives parents/guardians access to their child's information, including:

- Attendance records,
- Grades (based on teacher's input of assignments)
- Food service – lunch balances and paying balances.
- Records of fines

To sign up, please complete the Skyward Family Access Use Agreement (available online) 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.**

## **STANDARDS BASED GRADING**

Standards based grading communicates how students perform on a set of clearly defined learning targets called standards. Grapeview's learning targets are based on the Washington State Learning Standards. The purpose of standards-based grading is to identify what a student knows, or is able to do, in relation to those learning targets—as opposed to simply averaging grades/scores over the course of the grading period, which can mask what a student has learned or not learned. A standards based report card measures a student's progress according to how he or she is performing expected standards. It provides more detailed information about what a student is learning and can demonstrate in each content area.

The purpose of standards-based grading is to improve student achievement by focusing on instruction and the alignment of curriculum with essential standards. This will provide better communication to students, parents, teachers, and administrators on what each student knows and is able to do according to identified standards and separately assess the influence of positive and consistent work habits on student learning.

Standards-based grading reports what students should know and be able to do within each content area at each grade level. The real-time monitoring of student performance reflects a more accurate picture of student achievement. Other reasons for standards-based grading include:

- Traditional methods of grading do not accurately indicate what a student knows and is able to do.
- Students will be able to explain what they learned or did not learn, rather than recite a letter grade or percentage.
- It can benefit all learners—students who struggle and accelerated learners.
- Parents are provided information on specific standards instead of a "blanket" grade

Grades are measured on a 4-point scale:

4 = Consistently exceeds the standard    3 = Meeting the standard  
2 = Developing/Working Towards the standard    1 = Well below the standard

**PRIDE** – Work Habits and Citizenship (used on report cards and to determine sports eligibility)

- P** means a student:     Demonstrates Perseverance and Persistence and is Positive and Patient.  
**R** means a student:     Is Respectful, Reliable, and Responsible.  
**I** means a student:     Holds oneself to highest Integrity, is Involved and Inspires others.  
**D** means a student:     is Dedicated, Disciplined, and Diligent to their learning.  
**E** means a student:     shows Empathy, is highly Engaged, demonstrates Effort and strives for Excellence.

**PRIDE** is scored with the following ratings:

- E: Exceeds the expectation, is a leader/positive role model for others  
M: Meets the expectation  
R: With reminders, is able to meet the expectation  
S: Needs support to meet the expectation  
U: Is struggling to meet the expectation with support

## REPORT CARDS

Grapeview uses a semester system; therefore, report cards are printed two times a year: January and June.

Middle school students will receive progress reports/report cards at each of the quarters, with conferences for 1<sup>st</sup> and 3<sup>rd</sup> quarter. Whereas the elementary will have report cards only at the semester, the conferences will be to share current growth for 1<sup>st</sup> and 3<sup>rd</sup> quarter.

## TECHNOLOGY

Using computers at Grapeview School is a privilege and are to be used for educational purposes only. Starting with the 2017-2018 School year EACH student will have their OWN login and password assigned to them. This will follow them while they are at Grapeview.

When using the computers, 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 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.**

- 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.

## DISCIPLINE

(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. (Which means that Student A may receive a different consequence than Student B.)

The school may use the following disciplinary actions:

- Reflection Room time out
- 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.

### **RESTORATIVE DISCIPLINE – Pilot program with several teachers**

Restorative justice is based on respect, responsibility, relationship-building and relationship-repairing. It focuses on mediation and agreement rather than punishment. It aims to keep kids in school and to create a safe environment where learning can flourish.

If a student misbehaves and a restorative justice system is in place, the offending student is given the chance to come forward and make things right. S/He sits down in a circle and works together with the teacher and the affected parties to work it out.

To facilitate the process, the teacher or mediator asks non-judgmental, restorative questions like, “What happened? How did it happen? What can you do to make it right?” Through their discussions, they all gain a better understanding as to what happened, why it happened and how the damage can be fixed.

### **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. Please use level 1 voices; unnecessary or excessive noise is not allowed. 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. (This includes Public Displays of Affection -PDA.)
- 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.

### **PLAYGROUND EXPECTATIONS**

#### **General Rules**

All students can be an upstander and are expected to follow the rules

Running is only allowed on the field

Only soccer balls maybe kicked

Keep hands, feet, and objects to yourself

Weapons and playfighting are not allowed

Only approved playground equipment on the field (volleyballs & hacky sack)

At the end of the recess pick up all equipment

Please walk when the whistle is blown to line up

#### **Wet Playground**

Walking only

No field (Teacher’s choice at their break time)

## **Big Toy**

Walking only; Tag is allowed on the field only

Please sit on your bottom, facing forward to go down the slide, one at a time

Take turns on the twirling bars, the person that wants the next turn counts to 30

When using the monkey bars, start on the platform and finish on the ladder by the twirling bars, only one person allowed at a time

You may stand on walkways, stairs, ladders, and platforms only

## **Field**

Boundary lines are between the goal posts (3-5 & middle school)

Boundary lines are in front of the white line & the end of black fence by the big toy (K-2)

## **Allowed activities for the field**

K-2: Tag, talking, walking, running, other play activities

3-5: All the above and volleyball

6-8: All the above and hacky sack

\*\*Other games may be added or approved based on supervision availability

## **Tetherball**

Form a straight line outside the circle (not around the circle)

Stay on your side of the line in the circle

Touch the ball only once each time it is on your side

The goal is to wrap the ball around the pole in the direction you are moving it

Once you have won twice, please step out and allow others to play

The tetherball is not used to hang on with your body

You are Recycled (Out) If:

A player catches, holds, or bubbles the ball

The ball is touched two times when it is on your side

## **Basketball**

Shooting baskets & passing only

Keep control of the basketball you are using

K-5: Shooting baskets and passing allowed (games are allowed if an adult is a referee only)

6-8: Basketball games allowed (must have a recognized student referee)

## **Volleyball**

Only 3<sup>rd</sup>- 8<sup>th</sup> grade may play

Volleyball is used for volleyball only

Used in field if open, or the foursquare & tetherball area

Volleyballs should be used with only two or more people to pass with

Do not use as anything other than for volleyball (wall ball, foursquare, basketball)

Do not use by portable or any other place with windows

## **Wall Ball**

Only 3<sup>rd</sup>- 8<sup>th</sup> grade may play

Use the appropriate wall ball

Only one ball used at a time when playing a game of wall ball

Only two balls allowed at a time on the wall when not playing wall ball, each person is in a square & gets 10 passes to the wall if there is a line & then it is the next persons turn

## **4-Square**

Form a straight line outside the foursquare area (not around the foursquare)

The person standing next in line is the line judge (their decision stands)

The ball must bounce once and only once in a square before played  
Player in square 4 starts the game by serving the ball underhand  
The ball must be played if it bounces in your square  
You are Recycled (out) If:  
The ball bounces twice in a square before it is played  
The ball is played before it bounces in a square  
If the ball hits the line or outside of the boundaries  
If a player catches, holds, or bubbles the ball

### **Switch**

Four players stand on the four corners of a four square & the fifth player stands in the center  
The play begins when the fifth player (in the center) calls switch  
All five players must move to a new corner staying on the outside lines (no player can move to or cut through the center)  
If two players arrive to a corner at the same time, Ro Sham Bo is played to determine who stays in the game  
The player next in line goes to the center & begins the next round  
You are Recycled (out) If:  
If a player is unable to make it to a new corner before all others are occupied  
If a player is less successful in Ro Sham Bo  
If a player has played five consecutive rounds

### **Library Indoor Break Time**

Sign yourself in (please do not sign others in)  
Clean up when done in library, with chairs pushed in  
Level 1 voices

### **Staff Supervisors**

Please remember that the staff supervising you are there for your safety. Be polite, considerate, follow their instructions, and listen attentively.

## **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 in the 2<sup>nd</sup> – 8<sup>th</sup> grade 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.

### 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.

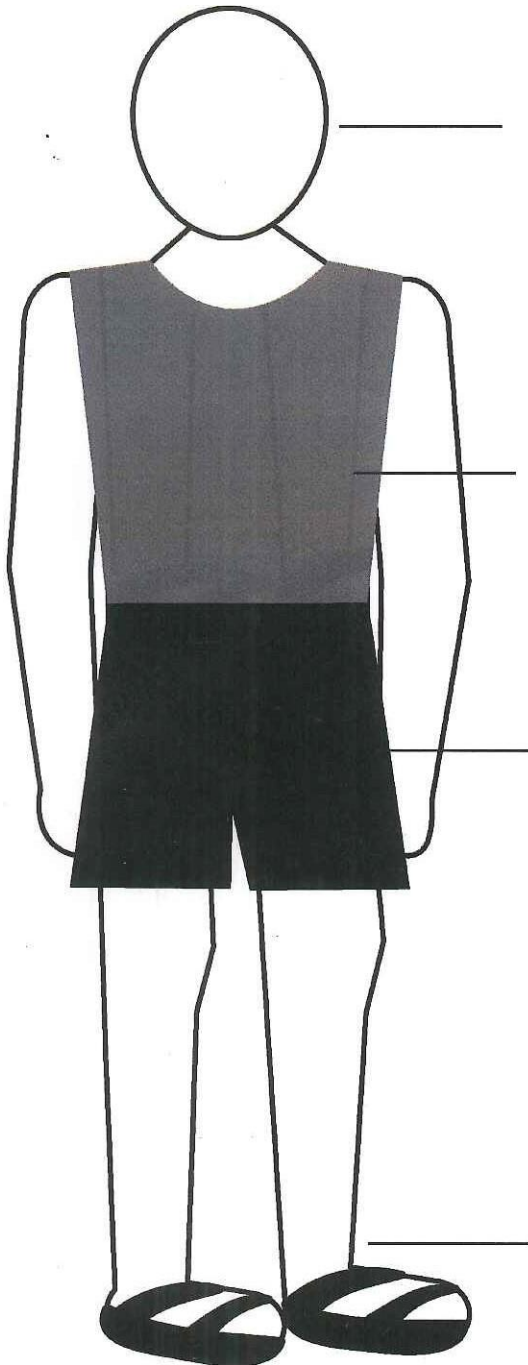


## Grapeview Dress Code Guidelines

In order to facilitate learning for all students, Grapeview's dress code requires students' dress and appearance not be distracting to the learning environment, unhealthy, or unsafe.

Students who do not follow these guidelines will be requested to change. Numerous incidents of dress code violations will result in disciplinary action.

The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.



### Headwear

Hats, hoods, bandanas, and other headwear are not to be worn unless there are weather, health, or religious purposes.

### Torso

Tank tops with open armholes, shirts with spaghetti straps, bare midriffs, open backs, and clothing that is showing undergarments are not allowed.

### Legs

All clothing for legs should be at least mid-thigh, this includes "rips" or "cuts" in clothing. No pajama bottoms or "sagging" – all clothing should cover undergarments.

### Footwear

Sandals must encapsulate the foot, no wheelies, and slippers are not allowed unless it is a spirit day. Middle School students may choose to wear flip-flops or high heels, but it is not advised due to safety.

### Other Guidelines

Clothing or personal items (backpacks, etc.) that promote drugs, alcohol, tobacco, violence, hatred, prejudice, or are sexually suggestive in words or graphics are prohibited.

Clothing designed to draw undue attention and/or cause a disruption to the learning environment is not allowed.

### Physical Education attire:

Middle School students are required to dress down into t-shirt, athletic shorts, and tennis shoes.

Elementary students must have athletic shoes during PE.

**GRAPEVIEW DISCIPLINE PROGRESSION**

- 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?

Staff Actions/options

- Break (in a different classroom OR Reflection Room)
- Conference with teacher
- Reteach expectation

- If removed from the class setting for over 10 minutes:
- Parent phone call
  - Infraction sheet completed

<b>← MINOR</b>	<b>MAJOR →</b>
<ul style="list-style-type: none"> <li>Blurting out</li> <li>Talking back</li> <li>Disruptions</li> <li>Debating</li> <li>Incomplete work</li> <li>Not listening to adult</li> <li>Irresponsible use of Facilities</li> <li>Running in halls</li> <li>Teasing</li> <li>Dress Code</li> <li>Swearing</li> <li>Misuse of electronics</li> <li>Cell phone misuse</li> <li>Horseplay</li> <li>Rudeness</li> </ul>	<ul style="list-style-type: none"> <li>Fighting/Assault</li> <li>Racial/sexual behaviors or comments</li> <li>Verbal disrespect</li> <li>Harassment/threats</li> <li>Stealing</li> <li>Vandalism</li> <li>Bullying</li> <li>Weapons</li> <li>Abusive language</li> <li>Leaving class</li> <li>Continual minor behaviors</li> <li>Serious disruption to class or activity</li> </ul>

Administrative Action

- Investigation of incident
- Principal determines consequences.

- Contacts families
- Gives copy of decisions to referring staff member

**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.

# Gator Behavior Expectations

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

*\*\*\*Being a middle school – we do need to add, to all settings/areas/busses/bus stops – absolutely NO Public Display of Affection (PDA).*

*\*\*Gum chewing is highly discouraged due to the mess that is frequently left. If a staff member “bans” it from their area, failure to follow this expectation will be considered defiance.*

## **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 (**PDF**).

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 website links 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.

### **ELIGIBILITY**

Grapeview is a “no-cut” sports program – students will not be removed from a team due to athletic ability. However, to be eligible to participate in a sport, students must have PRIDE scores of Meeting or Exceeding the expected standard. 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 scores in PRIDE have improved.

### **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.

### **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

## **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: Superintendent – Ellen Perconti, 360-426-4921

504 Coordinator: Josie Bean, 360-426-4921, [jbean@gsd54.org](mailto: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](mailto: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.

## **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

### **Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

### **Complaint to the School District**

#### ***Step 1. Write Our Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

#### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

#### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **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. 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 the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions have occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://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](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

# 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.

#### *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.

### **3207 PROHIBITION AGAINST 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 diseases as required by the State Board of Health.

#### *Exemptions from Immunization*

The district will allow for exemptions from immunization requirements only as allowed for by [RCW 28A.210.090](#).

#### *Meningococcal Immunizations Information Distribution*

The district will provide parents and guardians of students in sixth grade and above with information about meningococcal disease at the beginning of every school year. The information will address the characteristics of the disease; where to find additional information about the disease; vaccinations for children; and current recommendations from the Centers for Disease Control and Prevention regarding receiving the vaccine.

#### *Human Papilloma Virus Disease Information*

Every school year, the district will provide parents and guardians of sixth through twelfth grade students, information provided by the state Department of Health about human papilloma virus (HPV) disease and its vaccine.

The information will include the causes and symptoms of human papilloma virus, how the disease is spread, the places where parents and guardians may obtain additional information and vaccinations for their children and current recommendations from the Centers for Disease Control Prevention regarding the vaccine.

#### *Life-Threatening Health Conditions*

Prior to attendance at school, each child with a life-threatening health condition will 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 will be developed.

Students who have a life-threatening health condition and no medication or treatment order presented to the school will be excluded from school, to the extent that the district can do so consistent with federal requirements for students with disabilities



under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, and according to the 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 will be excluded from school immediately and until a medication or treatment order is presented;
- D. Explain 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 will schedule one within three school days of receiving the request, unless more time is requested by the parents; and
- F. The hearing process will be consistent with the procedures established for disciplinary cases pursuant to [Chapter 392-400 WAC](#).

### **3416 MEDICATION AT SCHOOL**

#### *General Statement*

Under normal circumstances prescribed and over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. If a student must receive prescribed or over-the-counter oral or topical medication, eye drops, ear drops or nasal spray (“medications”) from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

#### *Special Exception to General Statement*

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and school staff without a written prescription or note from a licensed health care provider if the following conditions are met:

- A. The product is regulated by the US Food and Drug administration as an over-the-counter sunscreen product; and
- B. If possessed by a student, the product is provided to the student by a parent or guardian.

#### *Procedures*

The superintendent or designee will establish procedures for:

- A. Training and supervision of staff members in the administration of prescribed or non-prescribed oral medication to students by a physician or registered nurse;
- B. Designating staff members who may administer prescribed or non-prescribed oral medication to students;
- C. Obtaining signed and dated parental and health professional request for the dispensing of prescribed or non-prescribed oral medications, including instructions from health professional if the medication is to be given for more than fifteen (15) days;
- D. Storing prescribed or non-prescribed medication in a locked or limited access facility;
- E. Maintaining records pertaining to the administration of prescribed or non-prescribed oral medication;
- F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school; and
- G. Permitting possession and self-administration of over-the-counter topical sunscreen products. This procedure may include product identification, storage, limitations of volume of sunscreen product possessed, time and circumstances of use, and such other reasonable conditions deemed necessary.

#### *Inhalers, Injections, Suppositories*

Nasal inhalers, suppositories and non-emergency injections may not be administered by school staff other than registered nurses and licensed practical nurses. No medication will be administered by injection by school staff except when a student is susceptible to a predetermined, life-endangering situation [See Policy 3420, Anaphylaxis Prevention and Response]. In such an instance, the parent will submit a written and signed permission statement. Such an authorization will be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member will be trained prior to injecting a medication.

### *Discontinuing Medication*

If the District decides to discontinue administering a student's medication, the superintendent or designee must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

### *Administration of legend (prescribed) drugs or controlled substances by nasal spray*

If a school nurse is on the premises, he/she may administer a nasal spray containing a prescribed drug or controlled substance to a student. If a school nurse is not on school premises, a nasal spray containing a legend (prescribed) drug or controlled substance may be administered by: 1) a trained school employee, provided that person has received appropriate RN delegation and volunteered for the training pursuant to [RCW 28A.210.260](#); or 2) a parent-designated adult.

A parent designated adult is a volunteer, who may be a school District employee, who receives additional training from a healthcare professional or expert in epileptic seizure care selected by the parents who provides care for the student consistent with the student's individual health plan on file with the school.

### *Required Notification of EMS*

After every administration of any legend (prescribed) drug or controlled substance by nasal spray to a student, Emergency Medical Services (911) will be summoned as soon as practicable.

## **3422 STUDENT SPORTS – Concussion, Head Injury and Sudden Cardiac Arrest**

### *Concussion and Head Injury*

The Grapeview School District Board of Directors recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges that the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed.

Therefore, all competitive sport activities in the District will be identified by the administration and all appropriate District staff, coaches and team volunteers will complete training as required in Procedure 3422 to recognize warning signs and symptoms of concussion and head injury. Additionally, all coaches will comply with Washington Interscholastic Activities Association (WIAA) guidelines for the management of concussions and head injuries.

Consistent with Washington law, the District will utilize guidelines developed with the WIAA and other pertinent information to inform and educate coaches, youth athletes, and their parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Annually, the District will distribute a head injury and concussion information sheet to all parents/guardians of student participants in competitive sport activities.

Prior to their first use of school facilities, all private nonprofit youth programs must provide a written statement of compliance with this policy in regard to concussion and head injury with proof of insurance as required by RCW 4.24.660.

### *Sudden Cardiac Arrest*

The Board of Directors further recognizes that sudden cardiac arrest is reported to be the leading cause of death in young athletes. The Board will work with the WIAA and the University of Washington medicine center for sports cardiology to make available an online pamphlet that provides student athletes, their parents/guardians and coaches with information about sudden cardiac arrest. To this end, the District will maintain a link on its website to the OSPI website where the online pamphlet will be posted.

Annually, prior to participating in an interscholastic athletic activity, students and their parent/guardian must review the online pamphlet and return a signed statement to the school documenting their review. This form may be combined with the annually distributed head injury and concussion information sheet referenced above.

The Board will also work with the WIAA and the University of Washington medicine center for sports cardiology to make available an existing online sudden cardiac arrest prevention program for coaches. Every three years, prior to coaching an interscholastic athletic activity, all coaches will complete the online program and provide a certificate of completion to the District.

All coaches, including volunteers, will complete training as required in the District procedure. Additionally, all coaches will comply with Washington Interscholastic Activities Association (WIAA) guidelines for the management of sudden cardiac arrest.

Prior to their first use of school facilities, all private nonprofit youth programs must provide a written statement of compliance with this policy in regard to sudden cardiac arrest with proof of insurance as required by RCW 4.24.660.

### 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.

#### 1. *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.

A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events.

Prior to conducting a search, school officials shall ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's locker, as follows:

- A. Any search of a student conducted by a school District employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or District policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon.
- B. Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.  
No student shall be subject to a strip search or body cavity search by school staff.  
School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

The superintendent shall develop procedures regulating searches of students and their personal property.

#### 2. *Locker Searches*

Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school District. No right nor expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with District policy.

No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker shall be conducted according to Policy governing personal searches.

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to Policy governing personal searches.

The superintendent shall establish procedures for conducting searches of lockers, desks, or storage areas.