

# 2017/18

# School Planner

*Ballou Junior High*  
*9916 136<sup>th</sup> St E*  
*Puyallup, WA 98373*  
*253-841-8725*

**This planner belongs to:**

Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

**P**<sub>ersistence</sub> **R**<sub>espect</sub> **I**<sub>ntegrity</sub> **D**<sub>etermination</sub> **E**<sub>xcellence</sub>

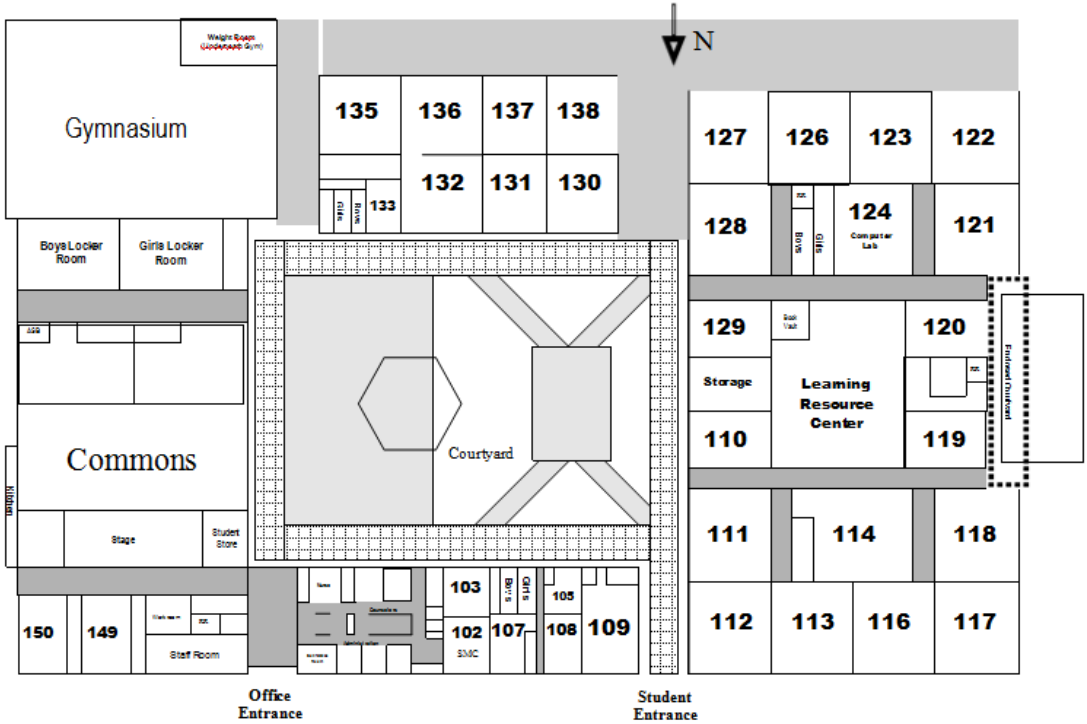
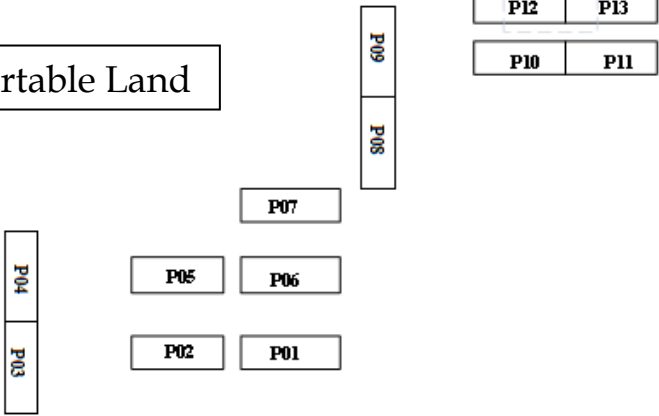
Monday		Tuesday/Wednesday/Thursday/Friday	
Period 1	8:40 - 9:30	Bruin Time	7:40 - 8:10
Period 2	9:34 - 10:18	Period 1	8:14 - 9:04
Period 3	10:22 - 11:06	Period 2	9:08 - 9:58
Period 4	11:10 - 12:36	Period 3	10:02 - 10:52
		Period 4	10:56 - 12:22
<b>1<sup>st</sup> Lunch</b>	<b>11:06 - 11:36</b>	<b>1<sup>st</sup> Lunch</b>	<b>10:52 - 11:22</b>
<b>2<sup>nd</sup> Lunch</b>	<b>11:36 - 12:06</b>	<b>2<sup>nd</sup> Lunch</b>	<b>11:22 - 11:52</b>
<b>3<sup>rd</sup> Lunch</b>	<b>12:06 - 12:36</b>	<b>3<sup>rd</sup> Lunch</b>	<b>11:52 - 12:22</b>
Period 5	12:40 - 1:23	Period 5	12:26 - 1:16
Period 6	1:27 - 2:10	Period 6	1:20 - 2:10

## Telephone and Personal Directory

<b>Main Office</b>	<b>253-841-8725</b>
<b>Principal</b>	<b>Lisa Kusche</b>
<b>Assistant Principal</b>	<b>Adam Schakel</b>
<b>Counselor (A-K)</b>	<b>Natalie Matwiejow</b>
<b>Counselor (L-Z)</b>	<b>Mark Cooksley</b>
<b>Office Manager</b>	<b>Ronda Kelderhouse</b>
<b>Attendance Secretary</b>	<b>Debbie Ferderer</b>
<b>Office Secretary</b>	<b>Kelly Burgess</b>
<b>Data Processor</b>	<b>Laura Barr</b>
<b>Security</b>	<b>Ken Board</b>
<b>Nurse</b>	<b>Karen Webber</b>
<b>Athletic Director</b>	<b>Marcus Yoder</b>

# Ballou Junior High Map

Portable Land



## Welcome to Ballou,

### Home of Bruin Pride!

Welcome to what should be a fabulous year at Ballou. The staff is very excited for the start of this year and we look forward to watching the tremendous successes that will come from you. Ballou has a rich history of school pride and well respected students. As a part of continuing this tradition, we encourage you to get involved in the school, participate in activities, and bring a positive attitude to the classroom.

Please take time to share this planner with your family so they can understand our expectations and procedures. Your responsibility for good citizenship begins with the sharing of your school experience with your family.

Sincerely, The Bruin Staff

### BALLOU ACTIVITIES

Student activities and awards at Ballou Junior High are designed to provide incentive for increased student achievement, to foster school spirit, to involve students in the school, and to recognize a diverse accomplishment.

#### **Athletics (7<sup>th</sup> and 8<sup>th</sup> Grade)**

##### 1<sup>st</sup> Quarter

Girl's Volleyball

Boys Football

Girl's Cross Country

##### 3<sup>rd</sup> Quarter

Girl's Soccer

Boy's Basketball

##### 2<sup>nd</sup> Quarter

Girl's Basketball

Wrestling

##### 4<sup>th</sup> Quarter

Track

To be eligible to participate in athletics you are required to purchase an ASB card or pay the \$10.00 athletic user's fee (per sport), show proof of insurance, and have a current physical and concussion screening. There is an additional athletic/transportation fee per sport. Sport clearance is completed online on the PSD Website.

### INTRAMURAL SPORTS (6<sup>TH</sup> - 9<sup>TH</sup> Grade)

Intramural Sports are available to grades 6-9. If you have questions, please see the Athletic Director.

1<sup>st</sup> Quarter - Co-ed Volleyball

2<sup>nd</sup> Quarter - Girls Basketball

3<sup>rd</sup> Quarter - Boys Basketball

### ACTIVITY BUS

All students are expected to go home immediately after school unless staying for a school sponsored activity or extra help from a teacher. Students who are staying after school *for a school related activity* may take the activity bus home. Students must get an activity bus pass from their coach, teacher or advisor. The activity bus runs Monday through Thursday and leaves Ballou at 4:35.

### ASB CARDS

Students may join the Associated Student Body (ASB) for \$30. Memberships are sold throughout the school year. An ASB membership allows students reduced admission into most dances, free school newspapers, participation in athletics and clubs, reduced admission into senior high games, and local business discounts. Because the money raised through the sale of ASB Cards supports student programs, **students who participate in extra-curricular clubs or athletics must belong to Ballou's ASB.** If you need a replacement card, there will be a \$3.00 charge for reprinting.

### YEARBOOKS

The cost of yearbooks for the 2017/18 school year is \$25.00. Annuals may be purchased through January of the school year. If purchased after January, the price will be \$30.00. Yearbooks are distributed to students during the month of June. They are a great way to keep your memories of the friends and activities you have been involved with, at Ballou. Don't miss out!

### ATTENDANCE PROCEDURES

Regular attendance is one of the keys to a student's educational success. Every subject taught in the school system requires a student's active and continuous involvement in order to develop skills and learning of the particular subject. Most classroom experiences cannot be duplicated on an individual basis.

On days that you are absent, your parent or guardian must call the school office (841-8725) to notify us. You will need to bring a note to school when you return if your parent has not contacted the Ballou office. Please make every effort to schedule appointments after 2:10. When you must leave school during the day, bring a note from your parents or guardian to the Attendance Secretary in the Main Office before school the morning of the appointment. You will be given an early dismissal pass to show your teacher before leaving class.

### Late or Absent

Students must clear their absence/tardy with a note or phone call by a parent/guardian stating the date and reason for the absence/tardy. **It is preferred that the parent/guardian call the school attendance office on the day of the absence.** Please provide your name, the student's name, the reason for the absence, and a number where you can be reached. Call Ballou at (253) 841-8725 and select option 2 for attendance. Students may also bring a note to the attendance office upon return from their absence. Late arriving students must also check in with the office.

***For the safety of students,  
parents/guardians need to bring ID with  
them when picking up their child.***

### Homework Requests

If the absence is for more than 3 days, assignments can be collected on request. Requested make-up work may be collected the following day after 2:30 p.m.

### Planned Absence

A parent/guardian note is required for planned absences. Assignments may be requested ahead of the absence(s).

### Excused Absences

Regular school attendance is necessary for mastery of the academic standards, however, sometime students at times may need be absent from class. Absences due to illness or a health condition; a religious observance, when requested by a student's family; school-approved activities; family emergencies, required by law, disciplinary actions or short term suspensions shall be excused. A parent may request a prior planned absence for their student. (Form available in the Main Office). The principal will review all planned absences.

### Unexcused Absences

Absences are considered unexcused if (a) no parent/guardian phone call or written note is received by the office within a reasonable time, (b) the reason given does not meet the condition of an excused absence, or (c) in secondary, when a student misses ten minutes or more of a class period without teacher or office permission or fails to report to where he/she is directed. **Unexcused absences will result in disciplinary action.** Every effort must be made to get students to school who missed their bus. **Arriving to school on time is a student/family responsibility.** A missed bus, missed ride, traffic

conditions, weather conditions or car problems is not a valid excuse for an absence or tardy. Students who do not arrive with a note or phone call will be called down upon returning from their absence to clear the absence. If the absence is not cleared within 24 hours, progressive discipline will be applied.

### Tardy Policy/Unexcused Tardies

Students need to be in class on time. Students who are excused must have a signed planner or hall pass.

#### **1<sup>st</sup> – 3<sup>rd</sup> Tardy**

Verbal Warning, Parents may be informed

#### **4<sup>th</sup> – 7<sup>th</sup> Tardy**

Students will be assigned Lunch Detention, Parents may be informed

#### **8<sup>th</sup> – 10<sup>th</sup> Tardy**

Students will be assigned After School Detention, Parents may be informed

#### **10+ Tardies**

In-School Suspension, Phone call home, Parent conference may be held, Progressive Discipline

Random Hall Sweeps may be conducted – tardy students may be issued a lunch detention. Unexcused Tardies will accumulate through the end of each semester.

### EARLY RELEASE PROCEDURES

The student should bring a note to the attendance window before school starts to receive an Early Release pass. The note must be signed by his/her parent/guardian indicating the time of release and the reason. If a student is to be released to someone other than the parent/guardian listed on the enrollment card, or if the student is to walk home, it must be indicated on the note. If an early release has not been pre-arranged, the student will be released from class when the parent/guardian arrives at the school office. Please allow 10 minutes for an office assistant to get your student from class for you. All students must be signed out through the office. If a student returns to school on the same day, he/she should come to the office and record the arrival time.

### BICYCLES AND SKATEBOARDS

All students are required to wear approved bicycle helmets when riding their bikes to school. Students are not to ride bikes or skateboards on campus. For bike security, students are expected to lock their bikes and not loiter around the bike rack area.

## ELECTRONIC DEVICES



Students are not allowed to use electronic devices such as: cell phones, MP3 players, iPods, CD players, video games, or other devices during class time. These devices need to be put away before students enter class. (See HIB Policy)

Students will not use telecommunication/electronic devices to harass other students or staff, to bully other students, or to disrupt the educational process, including but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

**We do not assume any responsibility for damage, loss or theft of your personal belongings.**

1. Students using devices or students with devices which cause a disruption during the school day will have the devices confiscated by school staff and secured in the office.
2. Confiscated items will be brought to the Office as soon as possible to be secured and logged.
3. There is progressive discipline for each of the violations.

## TECHNOLOGY USE

If you would like to withhold your student from using school-owned technology, please contact an administrator.

## 1 TO 1 DEVICES

All students issued a PSD 1:1 device are responsible for any damages to the device. Annual P3 Insurance is available and encouraged. Insurance DOES NOT cover a lost/stolen device. Students will receive direct instruction on how and when to use their device.

## CLOSED CAMPUS

Ballou Junior High is a closed campus. Students may not leave during the day without permission from the administration/main office. If you leave campus during the day for any reason without checking out, your absence will be considered unexcused and subject to disciplinary action.

Before you speak:  
**THINK**  
**T** = Is it True?  
**H** = Is it Helpful?  
**I** = Is it Inspiring?  
**N** = Is it Necessary?  
**K** = Is it Kind?

## CAFETERIA CONDUCT

Lunch periods are divided into three sections so that sufficient space is available for all. Everyone is to eat lunch in the cafeteria. Students are not allowed to sell, trade, or give lunches to other students.

All food and beverages must be consumed in the cafeteria. No food/beverages are allowed in the courtyard, hallways or classrooms.

1. Cutting in line or giving cuts is discourteous and violators are subject to lunch duty and/or lunch detention.
2. Students may not sit on the tables or on the stage.
3. Ballou PRIDE means that we pick up after ourselves.

## OFFICE CONDUCT

Students should be quiet and courteous while in the office. The office phones are not to be used by students without permission.

## PASSING TIME AND HALL/BREEZEWAY CONDUCT

For the safety of students and in order to maintain conditions conducive to learning, certain rules have been established for hallways and breezeways. It is the responsibility of each student to maintain these rules with respect and courtesy for other individuals:

1. Walk immediately to the next class.
2. Think safety and Ballou PRIDE.
3. Stay to the right and keep moving in order to avoid congestion and traffic barriers in our crowded halls.
4. Help keep Ballou litter free.
5. Cooperate with any staff member, and identify themselves (give name) when asked.

## COUNSELING

Counselors are concerned with each student's development, progress, and success in school. Your counselor is available to answer questions and help with any concerns that may arise. You are invited to see your counselor whenever they can be of assistance. Should you want to see the counselor, stop by during your lunch, or before or after school and fill out an appointment form. During class time it is necessary for you to get permission from your teacher before coming to the counselors' office.

## FINES

Fines will be charged when a student loses or damages school equipment, property or materials. Transcripts will not be sent until all fees or fines are cleared. Ninth graders must have textbooks turned in and all fines paid (or plan) prior to purchasing Ninth Grade Dance tickets. Annuals will not be distributed until the last day of school if textbooks are not turned in and all fines are not paid.

## DRESS AND APPEARANCE

No hats or head covering may be worn on campus during school hours, except for school authorized special events; such items must be stored in lockers or book bags in the building once a student arrives on campus. The uniforms nationally recognized youth organizations and clothing worn in observance of students' religion and clothing or items worn due to medical reasons are not subject to this policy. (For full Dress and Appearance rules, see page 19)

## LIBRARY POLICIES & MISSION

The Ballou Library is open before and after school for checkout, renewals, and returns. During class time students must have a pass from their teacher to come to the library. Students may come to the library during lunch if a class is not in session. All library books are checked out for a period of 15 school days. Students are responsible for returning a book by the date stamped in the front of the book. The library charges \$.10 per school day for overdue library books. Overdue books and fines of \$3.00 or more will prevent a student from checking out materials until the matter is resolved with the librarian. A student who loses a library book or damages it beyond repair will be charged the replacement cost of the book (book cost, processing, and cataloging). Students are encouraged to speak to the librarian about any special circumstances related to overdue fines or replacement charges. The Ballou Library strives to help students become effective users of information and to develop a love of reading!

## LOITERING

School hours are from 7:10 a.m. to 2:10 p.m. Students are expected to leave campus promptly at the end of the school day unless they are attending a supervised activity, such as: a school event, participating in an extra-curricular activity, or meeting with a teacher. Students are expected to make arrangements to leave campus promptly at the completion of their supervised activity. Students are not to loiter on school grounds. Students may not return to campus for any reason, including use of the activity bus. Violators of this policy will lose the privilege of staying after school, and will be subject to disciplinary action.

## ACADEMIC SUPPORT

Teachers are available for special help before and after school. Students should make an appointment with their teacher to get extra help whenever he/she needs additional support. Most teachers have open door policies to get help.

## NURSE'S OFFICE

If you become too ill to stay in class, ask your teacher for a pass to the nurse's office. The nurse will evaluate your condition. Students may not leave the building because of illness without permission. Students who do may be subject to discipline. If the nurse is not in, students should see one of the office secretaries. All accidents must be reported promptly to the teacher in charge and to the nurse. Parents will be notified if an injury occurs. Any medication, prescriptive or over-the-counter, that is to be taken at school must be checked in at the nurse's office. Physician's orders and written parent/guardian permission are required. Standardized forms for physician orders/parent permission are available at school. If you need to call home, please get permission in the Health room.



## SCHEDULE CHANGES

Schedule changes will only be considered if a student is missing a required class, has an incomplete schedule, or has been misplaced in a class. Contact your counselor.

## SCHOOL SPONSORED EVENTS

Students at all school sponsored events must follow the Puyallup SD rules and regulations and are subject to the authority of school district employees whether the event occurs on or off school grounds. *Students who are absent or have been suspended from school may not attend after school or evening events.*

## SECURITY

Maintaining a safe school environment requires the help of everyone. If you see someone who does not belong at Ballou, or if you have information about a theft, crime or vandalism, please report it to the office or to our security officer. Please do not bring money or valuables to school. ***We do not assume any responsibility for loss or theft of your personal belongings.***

## STUDENT SENATE (ASB)

The Student Senate consists of the student body officers and elected representatives from designated classrooms. The Senate meets approximately once a month to discuss and vote on school affairs and disbursement of ASB funds. The Senate also plans various projects during the year and acts as a liaison between faculty, administration, and the student body. Among other duties, all members of the Student Senate are expected to keep their classroom advised of current school affairs and assist their classroom teacher with ASB issues as requested.

## SCHOOL DANCES



School dances are planned through the Leadership Class and held periodically throughout the year. In order to increase the enjoyment at school dances, the following guidelines have been developed regarding correct behavior and dress:

Dress for school dances shall be regular school clothes, unless otherwise announced prior to the dance. Only Ballou students may attend the dances. Dances will be held after school from 2:15pm to 4:00 p.m. There will be no evening dances. Students should be prompt in attendance and will not be permitted into the dance after 2:30 pm. Students are not allowed to leave the dance and re-enter.

All rules and regulations of the PSD apply to dances. Students who are absent or are serving a suspension on the day of the dance cannot attend the dance.

## NINTH GRADE DANCE

Each year during the last week of school, Puyallup's seven junior highs sponsor an evening dance for ninth graders. Formal wear is allowed but not required. Students must be appropriately dressed for a semi-formal occasion. Jeans and shorts are not allowed. The Ninth Grade Dance is ONLY for ninth grade students attending a junior high school in the Puyallup School District. Students must attend school the day of the dance. All fees, fines and disciplinary issues must be cleared prior to the dance.

## TELEPHONE USE

Office telephones are for school business and are not available for student use except in the case of an emergency. The office phones are not to be used by students without permission.

## TEXTBOOKS

During the first week of school students will check out a set of textbooks from the library. Students are responsible for the care of the books checked out to them. Students who lose or destroy books will be fined the total replacement cost.

## VISITORS & DELIVERIES

Students are not allowed to bring visitors to school. Deliveries to students should be dropped off in the main office. Balloons are not allowed in classrooms and can be picked up from the office at the end of the school day.

## HOME ACCESS CENTER

Home Access Center will give you access to your student's attendance and the ability to update phone numbers and email addresses.  
<https://homeaccess.puyallup.k12.wa.us>.

## SCHOOLGY

Schoology is the PSD Learning Management System. Teachers, students and parents all have access to Schoology. Teachers will post grades, lessons, calendar items and content in Schoology. Students will access content, assessments and even upload quizzes and tests to Schoology. Schoology is located on the PSD website under the families tab.

GRADE PERCENTAGES	GRADE LETTERS	GRADE POINTS
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
60-66	D	1.0
59 & below	F or E	NO credit
CR = Credit (do not calculate)		



# PUYALLUP SCHOOL DISTRICT

## STUDENT RIGHTS AND RESPONSIBILITIES 2017-2018 SCHOOL YEAR

This document may also be found on-line at  
[www.puyallup.k12.wa.us](http://www.puyallup.k12.wa.us), Departments, Student  
Services

### I. INTRODUCTION

This pamphlet explains the rights and responsibilities of Puyallup School District students regarding student conduct and student discipline actions. It also provides general information about school operations. Section II explains the terms, procedures, and reviews the rights in student discipline actions. Section III describes general behavioral expectations for students and specific rules defining misconduct. Section IV provides general information about school procedures.

Defined Levels:      Elementary = grades K - 6  
                                Junior High = grades 7 - 9  
                                High School = grades 10 - 12  
                                Secondary = grades 7 - 12

These rights and responsibilities implement various state and federal laws, the Superintendent of Public Instruction's rules governing student discipline actions, Chapter 392-400 of the Washington Administrative Code, and the policies of the Puyallup School District Board of Directors. Consistent with such laws, rules, and policies, these rights and responsibilities may be supplemented or revised at any time by the administration of the district. Such changes will be made available to students and parents in writing and on-line at [www.puyallup.k12.wa.us](http://www.puyallup.k12.wa.us).

Individual schools may also establish more specific standards for student conduct, consistent with these general rights and responsibilities, in student handbooks or other written communications to students.

All students are expected to conduct themselves in a polite, courteous and safe manner while at school, on the way to and from school, and at any time they are representing the school. All students will be treated with respect by adults, and students are expected to treat others with respect. These are your rights as well as your responsibilities.

Under State law, each certificated teacher, each school administrator, each school bus driver, and any other school employee designated by the School Board shall possess the authority to impose discipline upon a student for misconduct which violates rules of the district-established pursuant to WAC 392-400-225 and to impose an emergency removal from a class, subject, or activity upon a student pursuant to WAC 392-400-290.

## II. STUDENT DISCIPLINE TERMS AND PROCEDURES

### A. Definitions

**Discipline** means all forms of corrective action other than emergency removal from a class, subject, or activity, suspension, or expulsion. It includes exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject, or activity period. The student shall be under the supervision of a school district employee for the remainder of such period and may be placed in a semi-private, alternative space that can be observed by staff. Discipline also includes the exclusion of a student from any other activity conducted by or on behalf of the district such as athletics, activities, or other non-curricular programs including, but not limited to, dances, field trips, and club events.

**Suspension** means a denial of attendance (other than for the balance of the immediate class, subject or activity period for discipline purposes) for any single subject or class, or for any full schedule of classes or subjects, and any combination of the foregoing for a stated period of time.

The building administrator may elect to suspend a student "in school." In such cases, the student shall be placed in a semi-private, alternative space that can be observed by staff.

Suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the district.

**Short-Term Suspension** means a suspension for any portion of a single subject or class or any full schedule of subjects or classes up to and not exceeding ten (10) consecutive school days.

For students in grades kindergarten through fourth, short-term suspensions may not total more than ten (10) school days in any semester, and for grades five and above, more than fifteen (15) days in any semester.

A short-term suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the district. Students will have the opportunity to complete work missed while suspended.

**Long-Term Suspension** means a suspension that exceeds ten (10) school days. A long-term suspension cannot be imposed for more than the length of an academic term, and may not be imposed beyond the school year in which the alleged misbehavior occurs.

A long-term suspension may not be imposed on students in grades kindergarten through fourth.

For students in grades five and above, a long-term suspension may not affect the opportunity to earn credit or make up work in more than one semester.

A long-term suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the district.

**Expulsion** means a denial of attendance at any single subject or

class or any full schedule of subjects or classes for up to, but not longer than, the length of one academic term from the time a student is removed from his or her current school placement. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the district.

**Emergency Expulsion** means an emergency removal from school for up to, and not exceeding, ten (10) consecutive school days from the student's current school placement, when the Superintendent or his designee has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of the emergency removal from school.

An emergency expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the district.

**School Day** means a calendar day except school holidays on which students enrolled in the school district are afforded the opportunity to be engaged in educational activity which is planned, supervised, and conducted by or under the supervision of the school district certificated staff, and on which day all or any portion of the students enrolled in the program actually participate in such educational activity.

**School Business Day** means any calendar day, exclusive of Saturdays, Sundays, and any federal and school holidays, upon which the office of the superintendent of the school district is open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day.

**Exceptional Misconduct** means misconduct other than absenteeism that is so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the schools as to warrant an immediate resort to short-term or long-term suspension (for example, misconduct judged by a school district to be the same or the same nature as a violation of the State's drug or controlled substances laws or extortion). In this handbook, any student conduct rule marked with an asterisk (\*) has been determined to be an exceptional misconduct offense by the district and the Ad Hoc Citizens' Committee pursuant to WAC 392-400-245(2) and WAC 392-400-260(4). School authorities may grant exceptions to imposing suspensions for exceptional misconduct in situations involving extenuating or exceptional circumstances.

**Emergency Removal from Class** means the immediate removal or exclusion of a student from a class, subject, or activity by a teacher or administrator and the student is sent to the building principal or designated school official. The removal may occur when the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school staff or an immediate and continuing threat of substantial disruption of the educational process of the student's school. The removal shall continue only until (a) the danger or threat ceases; or (b) the principal/designee imposes discipline, a short-term or long-term suspension, or an expulsion or emergency expulsion. The

principal or designated school official to whom the student is sent shall meet with the student as soon as is reasonably possible after removal and take or initiate appropriate corrective action. In no case shall the student's opportunity for such meeting be delayed beyond the commencement of the school day following the student's emergency removal from a class, subject, or activity.. Prior to or at the time any such student is returned to the class(es), subject(s), or activity(ies), the principal or school authority shall notify the teacher or administrator who removed the student therefrom of the action which has been taken or initiated.

**Appeals Administrator** means the district's employee designated to receive grievance or appeal communications. The Appeals Administrator may be reached at (253) 435-6515 by phone or at the following address:

Puyallup School District  
Appeals Administrator  
302 2<sup>nd</sup> Street S.E.  
Puyallup, WA 98372

## **B. Discipline Procedures**

Students have the responsibility to follow the applicable laws and the conduct rules of the district. Students at school, at school-sponsored events (on or off-campus) and while on or about district property are subject to the discipline authority of the district officials. Students suspended or expelled from any school will be denied attendance at any other school in the district during the period of suspension or expulsion.

Students and parents/guardians have certain due process and other rights to have student discipline and other corrective action reviewed. Constitutionally and legally sound procedures of due process as outlined below and specified in Chapter 392-400 WAC will be followed in the administration of discipline. Students may be detained after the regular time for dismissal if there is a discipline or safety concern. Every effort will be made to inform parent/guardian by a telephone call when students are kept after school. Parents may need to arrange for transportation.

1. Disciplinary authority shall be exercised with fairness and equity.
2. Every effort shall be made by administrators and staff to resolve problems through effective utilization of district resources in cooperation with the student and his/her parent/guardian.

### **DISCIPLINE AND SHORT-TERM SUSPENSION**

1. For disciplinary actions (i.e., not a suspension or an expulsion), no prior notice to the parent/guardian is required.
2. Before imposing a short-term suspension, the student shall be provided with oral or written notice of the alleged misconduct and the school rule(s) violated, an explanation of the evidence supporting the allegation, an oral or written explanation of the corrective action or punishment that may be imposed, and an opportunity to present his/her explanation. For short-term suspensions of more than one (1) day, the student's parent/guardian shall be notified of the reason for the suspension and its duration as soon as reasonably possible either orally or by written notice sent via United States mail. The notice shall also inform the parent or guardian of the right to an informal conference pursuant to WAC 392-400-255 and

that the suspension may possibly be reduced as a result of such conference.

3. If the student and parent/guardian desire, they may request an informal grievance conference concerning any discipline action or short-term suspension with the building principal or designee. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference the student, parent, or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved. Should further grievance beyond the building level be desired by the student or his/her parent/guardian, the following procedure will be carried out:

- a. The parent/guardian must provide the district's Appeals Administrator two (2) school business days notice of their request to present a written and/or oral grievance to the superintendent's designee. Upon receipt of such notice, a meeting with the parent/guardian and student will be scheduled.
- b. If the grievance is not resolved after such meeting, the student or his/her parent/guardian, may file a request with the Appeals Administrator for a Board level grievance review at the next regularly scheduled School Board meeting. Such request must be filed at least two (2) school business days before the Board meeting.
- c. For requests received at least two (2) school business days before the next regular Board meeting, the parent/guardian may present the grievance to the Board for consideration at that meeting; however, if mutually agreed with the parent/guardian representing the student, the Board may continue the grievance hearing to its next meeting or to a special meeting to accommodate scheduling concerns. The Board will issue a written decision on the grievance within ten (10) school business days after the meeting.

4. During the grievance process the discipline or short-term suspension remains in effect.

### **LONG-TERM SUSPENSION AND EXPULSION**

1. In cases where long-term suspension or expulsion is recommended, a written notice shall be sent by certified mail or personally delivered to the student and his/her parent/guardian. The notice shall: a) be provided in the predominant language of a student and/or a parent(s) or guardian(s) who predominantly speak a language other than English; b) specify the misconduct involved and rules violated; c) recommend sanctions to be imposed; d) set forth the student's right to a hearing; and e) set forth facts that i) a written or oral request for a hearing must be received by the Department of Student Services on or before the expiration of the third (3<sup>rd</sup>) school business day after receipt of the notice of opportunity for a hearing; and (ii) if such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the proposed long-term suspension or expulsion may be imposed by the school district without any further opportunity for the student or his or her parent(s) or guardian(s) to contest the

matter. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice.

2. If the student and parent/guardian desire a formal hearing pursuant to WAC 392-400-270 or WAC 392-400-280, they shall file a written or oral request for a hearing within three (3) school business days of receipt of the suspension/expulsion with the Appeals Administrator. If a request is not filed within the three (3)-day period, the student and parent/guardian shall be deemed to have waived the right to a hearing and the long-term suspension or expulsion will be imposed. If an appeal is timely filed from a long-term suspension or expulsion, the student may remain in school until the hearing officer issues a decision.

3. If a request for a hearing is received pursuant to WAC 392-400-270 or WAC 392-400-280 within the required three (3) school business days, the district shall schedule a hearing to commence within three (3) school business days for a long-term suspension or an expulsion, after the date upon which the request for a hearing was received. The student and his/her parent/guardian shall have the following rights:

1. To inspect in advance of the hearing any documentation and other physical evidence which the district intends to introduce at the hearing;
2. To be represented by legal counsel;
3. To question and confront witnesses, unless a district witness does not appear and the nonappearance of the witness is excused by the person(s) hearing the case based upon evidence of good reason for doing so submitted by the district. The evidence submitted by the district must, at a minimum, establish either: (a) that the district made a reasonable effort to produce the witness and is unable to do so; or (b) that it is not advisable for a student witness to appear due to an expectation and fear on the part of the responsible district official(s) or the student of retaliation against the student if he or she appears as a witness;
4. To present his or her explanation of the alleged misconduct; and
5. To make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.
6. The school district's designee assigned to present the district's case shall have the right to inspect, in advance of the hearing, any documentary and other physical evidence which the student and his or her parent(s) or guardian(s) intend to introduce at the hearing.
7. Either a tape-recorded or verbatim record shall be made of the hearing.
8. The hearing officer shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.
9. The hearing officer shall state, in writing, findings as to the facts, conclusions, and the disposition to be made, if any, by way of disciplinary action.
10. The student and his/her parent/guardian shall be made aware of their right to appeal the decision of the hearing officer within three (3) school business days to the School Board by delivering a letter of appeal to the district Appeals Administrator. If the

hearing officer upholds a long-term suspension or expulsion, and no appeal is filed within the three (3)-day period, the long-term suspension or expulsion will be imposed.

11. If a timely appeal is filed with the Board of Directors, the student may be excluded from school for up to ten (10) school days during the appeal period or until the Board acts on the appeal, whichever occurs first.

4. Any student who has been placed on suspension or expulsion may make, at any time, a written application to be readmitted to school. The application is to be made to the Appeals Administrator.

5. Within 20 days of the imposition of a student's long-term suspension or expulsion, but no later than five (5) days before the student's reentry or enrollment, a meeting will be scheduled with the student and the student's parent(s)/guardian(s) to develop a re-engagement plan. Families shall have access to, provide meaningful input on, and have the opportunity to participate in a culturally sensitive and culturally responsive reengagement plan.

### **EMERGENCY EXPULSIONS**

1. If an emergency expulsion is applied (immediate removal from a school setting), the student and parent/guardian will be notified as soon as possible by telephone or in person.

2. In accordance with WAC 392-400-300, a certified letter will be mailed within 24 hours of the emergency expulsion to the student and his/her parent/guardian. The oral and written notice shall: a) be provided in the predominant language of a student and/or a parent(s) or guardian(s) who predominantly speak a language other than English; b) specify the alleged reasons that the student's presence poses an immediate and continuing danger to students, school staff, or poses an immediate and continuing threat of substantial disruption of the educational process; c) set forth the date on which the emergency expulsion began and will end; d) set forth the student's right to a hearing; and e) set forth facts that i) a written or oral request for a hearing must be received by the Department of Student Services on or before the expiration of the third (3<sup>rd</sup>) school business day after receipt of the notice of opportunity for a hearing; and (ii) if such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the emergency expulsion may be continued, as deemed necessary, for up to ten (10) school days from the date of the student's emergency removal from school without any further opportunity to contest the matter. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice.

If the student and parent/guardian desire a formal hearing, they shall make a written or oral request for a hearing within three (3) school business days after receipt of the letter with the District's Appeals Administrator. The student shall remain out of school during the appeal process unless the emergency expulsion action is either rescinded or modified by the hearing officer.

3. If the request for a hearing within the required three (3) school business days is received pursuant to WAC 392-400-300, the district shall immediately schedule and give notice of

the hearing to commence as soon as reasonably possible and in no case later than the second (2<sup>nd</sup>) school business day after receipt of the request for the hearing. At this hearing, the student and his or her parent/guardian have the following rights:

- a) To inspect in advance of the hearing any documentary and other physical evidence which the district intends to introduce at the hearing;
- b) To be represented by legal counsel;
- c) To question and confront witnesses, unless a district witness does not appear and the nonappearance of the witness is excused by the person(s) hearing the case based upon evidence of good reason for doing so submitted by the district. The evidence submitted by the district must, at a minimum, establish either: (a) that the district made a reasonable effort to produce the witness and is unable to do so; or (b) that it is not advisable for the student to appear due to an expectation and fear on the part of the responsible district official(s) or the student of retaliation against the student if he or she appears as a witness;
- d) To present his or her explanation of the alleged misconduct; and
- e) To make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.
- f) The school district's designee assigned to present the district's case shall have the right to inspect, in advance of the hearing, any documentary and other physical evidence which the student and his or her parent(s) or guardian(s) intend to introduce at the hearing.
- g) Either a tape-recorded or verbatim record shall be made of the hearing.
- h) The hearing officer shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.
- i) Within one (1) school business day after the date upon which the hearing concludes, a decision as to whether or not the expulsion shall be continued shall be rendered, and the student's legal counsel or, if none, the student and his or her parent/guardian shall be notified thereof by depositing a certified letter in the United States mail.
- j) The decision shall set forth the findings of fact, the conclusions, and whether or not the emergency expulsion shall be continued or a lesser form of corrective action or punishment will be imposed.
- k) An emergency expulsion may be continued following the hearing for up to ten (10) school business days after the date of the emergency removal from school, on the basis that the emergency situation continues and/or as corrective action or punishment for the action(s) giving rise to the emergency expulsion in the first instance.

4. The student and his/her parent/guardian shall be made aware of their right to appeal the decision of the hearing officer within three (3) school business days to the School Board. A request for a School Board hearing is made in writing to the Appeals Administrator.

5. Any student who has been placed on an emergency expulsion may submit at any time written application for readmission to

school. The application is made to the Appeals Administrator.

### **SCHOOL BOARD APPEALS**

1. A student and his/her parent/guardian may appeal a hearing officer decision upholding the imposition of a long-term suspension, expulsion or emergency expulsion to the district's Board of Directors. Any such appeal must be filed orally or in writing within three (3) school business days of receipt of the decision with the district's Appeals Administrator.

2. If an appeal is timely filed, the Board of Directors shall schedule and hold an informal conference within ten (10) school business days after receipt of the appeal. At the conference, the Board shall meet and confer with the parties to decide the best way to hear the appeal. At the meeting the student or the parent/guardian or their attorney, and the principal/designee or their legal counsel, shall have the right to be heard and to present such argument and witnesses as the Board deems reasonable. At the meeting, the Board shall decide upon one of the following actions:

- (a) to study the record of the hearing and any information presented at the informal conference and render a decision within ten business days;
- (b) to schedule and conduct a meeting to listen to additional arguments of the parties based on the record and render its decision within 15 school business days after the date of the informal conference ; or
- (c) to schedule and conduct a de novo (new) trial or hearing on the case within ten (10) school business days.

If the Board conducts a de novo hearing, the procedures applicable to a long-term suspension or expulsion hearing shall apply to the conduct of the hearing.

3. The final decision of the Board shall be in writing and provided to all parties. The Board may affirm, reverse, or modify the action reviewed. Any appeal of the Board's decision is to Superior Court.

### **READMISSION PROCESS**

A student and/or parent/guardian may request early readmission at any time while on suspension or expulsion. The request shall be made in writing to the district's Appeals Administrator. The request shall state:

- (1) the reasons why the student should be readmitted notwithstanding the imposition of the suspension or expulsion;
- (2) what the student has learned from the incident in question, including any counseling or other efforts to mitigate any harm caused to others;
- (3) any information tending to show whether or not the student is likely to engage in further misconduct if readmitted;
- (4) any change in circumstances that may impact the student's behavior at school; and
- (5) any additional information that may assist the district in reviewing the request.

The Appeals Administrator shall issue a written response to the request and may first conduct, at the district's option, a conference with the student and parent/guardian.

A parent/guardian may grieve the decision under the informal grievance process for discipline actions and short-term

suspensions outlined above, commencing with superintendent's designee level.

### **III. STUDENT CONDUCT EXPECTATIONS AND RULES**

#### **A. GENERAL EXPECTATIONS FOR STUDENT CONDUCT UNDER STATE AND FEDERAL LAW**

1. The district's student conduct rules and discipline procedures must be interpreted to insure an optimum teaching and learning atmosphere in the classroom. An optimum learning atmosphere is a climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with that climate is kept at an absolute minimum as determined by the building-wide expectations.

2. Students must comply with rules established for the governing of schools.

3. Students must pursue their course of study and make reasonable progress.

4. Students must respect the authority of teachers and the school's authority to impose disciplinary action, subject to review through the grievance and appeal process.

5. Teachers must hold students strictly accountable for disorderly or antisocial conduct while under the teacher's supervision, and make recommendations for interventions.

6. Students or other persons who willfully create a disturbance on school premises during school hours or at school activities or meetings may be charged with a crime by law enforcement authorities.

7. Students who damage property at school or while under school jurisdiction may be disciplined or suspended. The student and/or parent/guardian shall be liable for damages and may be charged with a crime by law enforcement authorities.

8. Teachers may temporarily exclude students from the instructional classroom or activity area for disrupting the educational process in violation of district disciplinary standards, provided that except in emergency circumstances as provided for in WAC 392-400-290, the teacher shall have first attempted one or more alternative forms of corrective action. In no event without the consent of the teacher shall an excluded student be returned during the balance of the particular class or activity period from which the student was initially excluded.

9. Students shall be disciplined for bullying, intimidation or harassment on the basis of race, national origin, gender, age, religion, marital status, sexual orientation, disability or other traits pursuant to RCW 28A.300.285, RCW 9A.36.080(3), and district policies.

10. Law enforcement authorities may charge students or others with a crime if they interfere by force or violence with any staff member or student who is in the peaceful discharge of his or her duties or studies, or who intimidate or use threat of violence against any staff member or student in the peaceful discharge of his or her duties or studies.

#### **B. STUDENT CONDUCT RULES**

Under School Board Policy 3240, the following conduct rules apply to students while they are in school, on school grounds or district property, at school-sponsored events, in district vehicles or in other circumstances that have a real and substantial relationship to the lawful maintenance and operation of the district. Any student who violates the conduct rules listed below is, depending upon the individual circumstances involved,

subject to discipline, suspension, or expulsion. Students are also subject to emergency expulsion for violations of these rules or in any other situation when the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

Students are expected to:

1. Conform to rules of conduct specified by the District;
2. Respect the rights, person, and property of others;
3. Maintain appropriate behavior to facilitate a positive climate for learning; and
4. Respond accordingly to staff during disciplinary procedures.

Unless otherwise specified, violations of these rules are cumulative throughout the student's elementary (grades K-6) or secondary (grades 7-12) school years regardless of which school within the district or schools in other districts the student attended.

Offenses marked with an asterisk (\*) are exceptional misconduct offenses, defined in Section II, that allow a short-term or long-term suspension to be imposed regardless of a student's past disciplinary record, subject to the "discretionary discipline" conditions specified in RCW 28A.600.015, which limits school districts from imposing a long-term suspension or expulsion on a student unless it is for an offense expressly identified in that statute. The district reserves the right to detain a student during the investigation process without parent notification. Parents will subsequently be notified at the earliest appropriate opportunity.

The district reserves the right to notify law enforcement officials of student conduct of any type that may be criminal in nature. School discipline actions may proceed at the same time as criminal proceedings for the same conduct. The outcome of criminal proceedings does not preclude the district from imposing or enforcing its own disciplinary sanctions.

### **ACADEMIC DISHONESTY/CHEATING and PLAGIARISM**

Academic Dishonesty – *knowingly submitting the work of others represented as a student's own, assisting another student in doing so, or using unauthorized sources*

Plagiarism - *the taking of language, ideas or thoughts of another person or source and representing them as a student's own work*

Cheating - *using unfair means to gain an advantage in coursework or other school activities including unauthorized use of electronic sources and devices*

Students who plagiarize materials or cheat, in whole or in part, in papers, projects or assessments, provide work to be plagiarized or are involved in any other form of academic dishonesty, shall be subject to disciplinary action and be required to re-do the assignment or assessment or an alternative assignment or assessment.

Progressive discipline including suspension will be applied for subsequent offenses.

### **AGGRESSIVE OR DANGEROUS BEHAVIORS**

These rules prohibit behavior that causes or threatens harm to others. These offenses are cumulative at the elementary (grades K-6) or secondary (grades 7-12) levels and progressive discipline will be applied. Upon entering grade 7, previous elementary offenses are not considered for progressive discipline. Legal authorities may be notified.

#### **1. (\*) AGGRESSIVE, RECKLESS, or DANGEROUS BEHAVIORS:**

*Behavior, horseplay intentional or unintentional, that disregards a risk of harm to others or property.*

#### **2. (\*) ASSAULT:**

*For purposes of school discipline, "assault" means actual or attempted hitting, striking or other wrongful physical contact inflicted on another, either directly or indirectly, through an object. For verbal threats, see Harassment, Intimidation, and Bullying.*

An assault may be committed without actually striking or injuring another person if a threat or action reasonably places the other person in fear of harm.

An assault is considered more serious misconduct than fighting and normally warrants more serious consequences for a first offense.

#### **3. (\*) FIGHTING:**

*Includes instigating, promoting (including promotion by presence as a spectator and/or the electronic posting, sharing), and escalating a fight, as well as the failure to disperse at the scene of a fight.*

With regards to reasonable self-defense, it is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

- A student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- The student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

Elementary: Fights at the elementary level may lead to

discipline and/or suspension.

Secondary: Fighting offenses may be cause for suspension, including long-term suspension.

#### 4. (\*) THREATS:

*Any conduct communicating to another an intent to cause them harm, including physical conduct, verbal expression, gestures or visual images and electronically-transmitted information*

*Bomb Threat: Making a threat to use a bomb or other device to cause wide spread panic and/or harm to persons or property*

Making threats against another student, a staff member, or the school facility would be cause for disciplinary action up to and including expulsion. Law enforcement may be contacted.

### **DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES:**

*The possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:*

- This section applies to any controlled substance, medication (prescription or over the counter), stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and
- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

Student use of alcohol and other illegal, prohibited, or harmful drugs is prohibited. Students, who in the professional judgment of an administrator, show signs of being under the influence of alcohol or drugs, may be asked to participate in horizontal gaze nystagmus tests ("rapid eye") or a chemical screening of saliva or breath exam ("alco sticks" or breath test). Students who refuse to participate may be emergency expelled until the issue is resolved.

Out of concern for student health, prescription pills, or other medications including over-the-counter medications are not allowed at school unless under the direction of the school nurse. This includes eye drops, cough drops, cough syrups, Tylenol, etc. All substances given to the school nurse for dispensing

must be easily identifiable and contained in the intended and original packaging.

The use and/or possession of alcoholic beverages or dangerous drugs by minors is prohibited by law. Law enforcement authorities may be notified of violations which may result in criminal or other legal proceedings. Students should be aware that under the State of Washington's Minor in Possession Law if a minor is convicted of the use and/or possession of alcoholic beverages or dangerous drugs, their driver's license may be suspended. (RCW 66.44.270).

#### 1. (\*) SELLING AND/OR DISTRIBUTING:

*This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;*

In addition, starting with the first violation and continuing with subsequent violations, the student may be denied participation and attendance at all district activities, including but not limited to athletic activities, and/or placed on probation for a period of up to the length of an academic term.

#### 2. (\*) STUDENTS USING, IN POSSESSION OF, OR UNDER THE INFLUENCE:

*This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;*

Students who violate this rule will be subject to emergency expulsion and suspension of up to the length of an academic term. Legal authorities will be notified. Subsequent violations may result in expulsion from school.

In addition, starting with the first violation and continuing with subsequent violations, the student may be denied participation and attendance at all district activities, which include athletic activities, and/or placed on probation for a period of up to the length of an academic term.

#### 3. (\*) POSSESSION/DISTRIBUTION OF DRUG PARAPHERNALIA:

*Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;*

A first violation may result in an emergency expulsion or suspension of up to the length of an academic term. Subsequent violations will result in progressive discipline.

In addition, starting with the first violation and continuing with subsequent violations, the student may be denied participation and attendance at all activities/athletics and/or placed on probation for a period of up to the length of an academic term.

### **MODIFICATIONS OF SUSPENSIONS FOR DRUG OR**

## ALCOHOL RELATED OFFENSES

Students given a school suspension under Sections 1, 2 or 3 above may have the suspension period reduced, if they agree to waive any appeal rights and provide evidence of having successfully completed, or of having scheduled at the earliest possible date, a drug and alcohol use assessment (at parent/guardian and/or student expense) by a state-certified drug and alcohol agency which meets the Puyallup School District's criteria for assessment. The reduction of the suspension will be contingent upon the student following all treatment recommendations based on the assessment. Full cooperation with the assessment and recommendations is mandatory.

## ASSEMBLY CONDUCT

School assemblies are an important feature of a student's education. Students are to give their undivided attention to the Master of Ceremonies or any speaker or performer at the beginning and throughout the assembly. Whistling and loud, boisterous behaviors may not be appropriate and may result in disciplinary action. Students are expected to show appreciation by their attention and applause.

Inappropriate behavior may result in a student being removed from an assembly and/or result in school discipline or suspension and/or possible exclusion from future assemblies.

## ATTENDANCE

*It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance (RCW 28A.225) requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.*

Absenteeism may adversely affect the student's academic performance (report card, student assessments, etc.), regardless of whether the absences are excused or not pursuant to PSD Board Policy 3122. A pattern of absenteeism is cause for progressive interventions.

All students are expected to be regular in attendance.

At the elementary level an absence is defined as missing more than 75 minutes of either an a.m. or p.m. session.

At the secondary level an absence is defined as missing three or more periods. Any secondary student who misses ten (10) minutes or more of a class period is considered absent for that period.

At Glacier View JH and Emerald Ridge HS an absence is defined as missing two or more class periods.

### 1. EXCUSED ABSENCES

Permission to be absent from school for reason(s) other than illness may be granted when requested by the parent/guardian

and agreed upon by the school authorities. Absences will be excused if they are for student illness, medical/dental appointments, bereavement, religious observance, family emergency, a student's pregnancy/parenting needs, court appearances, or if the student has received an approval by the school for a personal planned absence. School related activities, which require a student to miss class, count as excused absences.

Upon returning to school following an absence, students must clear their absence with either a note or phone call by a parent/guardian stating the date and reason for the absence. Failure to clear this absence will result in a documented unexcused absence. These excuses become a part of the student's attendance record. School officials may request additional verification for an absence whenever they have reasonable grounds to believe the reasons stated in an excuse are not legitimate or a pattern of chronic absenteeism exists. A doctor's note or other official documentation may be required. Failure to provide such documentation would result in an unexcused absence.

A student must arrange for all make-up work following an absence. After a student has been absent for three (3) days, the school office will assist in obtaining assignments. If this service is necessary, a request should be made to the office. Please allow at least 24 hours for teachers to prepare materials.

### **Elementary Only:**

**In the event a child in an elementary school has five (5) or more excused absences in a single month during the current school year, or ten (10) or more excused absences in the current school year, the school district shall schedule a conference or conferences with the parent and child.** The conference shall be scheduled at a time reasonably convenient for all persons included for the purpose of identifying the barriers to the child's regular attendance, and the supports and resources that may be made available to the family so that the child is able to regularly attend school. If a regularly scheduled parent-teacher conference day is to take place within 30 days of the absences, the school district may schedule this conference on that day. The conference must include at least one school district employee such as a nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a child who has an IEP or Section 504 plan, in which case the reconvening of the team that created the program or plan is required.

A conference pursuant to the preceding paragraph is not required in the event of excused absences for which prior notice has been given to the school or a doctor's note has been provided and an academic plan is put in place so that the child does not fall behind.

### PLANNED ABSENCE:

Students who are aware that they will be absent from school due to non-school related activities, religious observance, or a parent/guardian request, need to complete a *Planned Absence Form* which is available in the Attendance Office. If the absence is longer than three (3) days, the school office will assist in obtaining assignments. If this service is necessary, a request should be made to the office. Please allow at least 24 hours for teachers to prepare materials.



Any student excused for a personal planned absence must make up all work missed as determined by his/her teacher.

## EXTENDED LEAVES

Students requiring extended leaves, including maternity or rehab, may apply for a planned absence, a reduced schedule, or other accommodations with a doctor's note.

## 2. UNEXCUSED ABSENCES:

Absences are considered unexcused if no parent/guardian or caregiver phone call or written note is received by the office within a reasonable time and the reason given does not meet the condition of an excused absence. Unexcused absences will result in progressive disciplinary action.

Every effort must be made to get students to school who missed their transportation. Arriving to school on time is a student/guardian responsibility. Missed transportation, missed ride, traffic conditions, weather conditions or car problems may not always be a valid excuse for an absence or tardy.

## WESTERN WASHINGTON FAIR

Students will not be excused from school to work at the Western Washington Fair during the school year. Students who miss school to work or who attend the fair without a planned absence shall be considered unexcused and handled according to attendance regulations.

## LEAVING THE SCHOOL GROUNDS:

All Puyallup School District campuses are closed campuses. Permission in writing from the office must be obtained to leave the campus at any time after arriving on school grounds. No student may leave during the day without parent/guardian permission and office approval. Students who fail to check out through the office will be disciplined and will be considered unexcused.

After school, students are expected to leave school grounds upon dismissal unless attending a school activity and to go home promptly unless parent/guardian has given permission otherwise.

## SKIP DAY:

Any "school skip day" or "senior skip day" is prohibited. Students involved in "skip day" will receive an unexcused absence from the school and may be excluded from upcoming school-related activities.

## 3. CONSEQUENCES FOR UNEXCUSED ABSENCES:

**Washington State's truancy law, known as the Becca Bill, requires the school/district and the juvenile court to take specific actions when youth are truant. (RCW 28A.225.030)**

## School/District Requirements

### Action Steps

1. After **each** unexcused absence, the school will inform the parent in writing or by phone.
2. After **two (2)** unexcused absences in a month (within a 30 day period), the school is required to send a letter inviting the parent/guardian to a conference to improve the student's attendance through addressing barriers to attendance and identifying and implementing appropriate interventions.

Between **five (5) and seven (7)** unexcused absences in a month (within a 30 day period), or **ten (10)** unexcused absences in an academic year, a stay petition may be filed with the juvenile court and the student may be referred to the Puyallup School District Community Truancy Board.

3. A Stay Petition will be filed first allowing the attendance issue to be resolved at the school level through the implementation of appropriate interventions to address barriers and improve attendance. Updates during the term of the Stay Petition will be made to the courts. If a student's attendance does not substantially improve a full petition will be filed with the courts, and the courts will assume jurisdiction. School and district based intervention plans will continue to be implemented, monitored and adjusted as necessary throughout the entire the process.
4. 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.

All attendance violations are cumulative for one (1) school year, unless otherwise determined by the court.

## 4. TARDIES:

Students are considered tardy when they are not in their classrooms when the bell rings for the beginning of the school session/class period.

Tardies are considered unexcused if no parent/guardian or caregiver phone call or written note is received by the office within a reasonable time and the reason given does not meet the condition of an excused absence.

Tardies will be excused for reasons such as student illness, medical/dental appointments, bereavement, religious observance, family emergency, a student's pregnancy /parenting needs, court appearances, and delayed district transportation.

Circumstances such as over-sleeping, missing the bus, traffic conditions, weather conditions, or car problems may not be considered excused tardiness. Tardies are subject to progressive school intervention including BECCA. Secondary: Any student who arrives up to ten (10) minutes late to a class without a legitimate reason, as determined by the principal/designee, is considered tardy for that period. A student who demonstrates a pattern of tardies to multiple classes may be subject to progressive interventions.

Elementary: Any student who arrives up to 75 minutes late to school without legitimate reason, as determined by the principal/designee, is considered tardy.

After three (3) tardies during a semester/trimester, notice may be given to the student and parent/guardian with documentation of corrective interventions taken.

After the fifth (5<sup>th</sup>) tardy during a semester/ trimester, the student may be assigned appropriate intervention and a conference with parent/guardian may be held. All tardies are cumulative over a semester/trimester.

Subsequent tardies may result in appropriate progressive intervention which may include a BECCA Petition filing.

## 5. EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS:

Any student participating in an extra-curricular activity/contest shall be expected to attend and participate in all classes on the day of the scheduled activity/contest. In cases of weekday scheduled activities, attendance in all classes the following day shall also be expected. In cases of weekend scheduled activities, attendance in all classes the previous Friday shall be expected. Failure to comply with these attendance regulations may result in a student being declared ineligible to participate in the next scheduled activity.

Secondary: On any school day a student must be in attendance at least one-half (1/2) of the school day to be eligible to participate in a practice.

Exceptions to these rules may be made by the building principal/designee.

## 6. EARLY DISMISSAL AND RE-ADMITTANCE:

Students will be excused for early dismissal for reasons such as, student illness, medical/dental appointments, bereavement, religious observance, family emergency, a student's pregnancy/parenting needs, court appearances, or if the student has received approval by the school for a personal planned absence. Parents are strongly encouraged to schedule appointments before/after school or on non-school days. Verification of appointments may be required if the student has a pattern of absenteeism. Whenever possible, students are expected to be in school before or after medical/dental appointments.

The parent/guardian is asked to make written requests for early dismissal of students. Parents of elementary students are expected to make arrangements through the school office and to physically sign out or sign in their child(ren); secondary students are to come to the Attendance Office to check out and an early dismissal slip will be issued. Upon re-entering school on the same day as an early dismissal, the student must report to the office to sign in.

Students will be expected to make up all class work missed as determined by his/her teacher.

## BICYCLES and OTHER TRANSPORTS

Students attending kindergarten through third grade (K-3) in the Puyallup School District are not permitted to ride bicycles, scooters, etc. to school. Students in grades four through twelve (4-12) are permitted to ride bicycles, scooters, etc. to and from school with the following requirements:

- Elementary students must obtain a release of liability permission form, renewed annually and kept on file in the school office. This form may be picked up in the office.
- State law requires all students to wear approved head protection bicycle helmets. They must be buckled appropriately.
- All students must provide their own security chain, cable, lock, etc. Bicycles, scooters, etc. should be chained to parking racks.
- Bicycles, scooters, etc. are not to be ridden on the school grounds or on the sidewalks in the school block. Students must walk their bicycles, scooters, etc. in these areas to the parking racks.
- The school assumes no responsibility for loss or damage of bicycles, scooters, etc.

Students who fail to follow safety guidelines or the school's rules regarding bicycles may receive discipline up to and including suspension. Each school has the discretion to restrict students from riding bicycles, scooters, etc. to school due to safety concerns.

## BUS REGULATIONS

Buses and vans owned/leased and operated by the district are considered School District property and as such are an extension of the school or classroom. All rules and regulations which apply to school campuses and classrooms also apply to conduct on a school bus or van and at bus stops. Inappropriate behavior and actions on the bus or van may result in the loss of bus riding privileges and other disciplinary measures.

The school bus driver has the authority and responsibility to address misconduct on the bus and at bus stops in accordance with District Policy 6605 and Regulation 6605R. Any questions related to bus misconduct should be directed to the Director of Transportation at (253) 841-8775 or the school administrator.

A complete list of the Bus Behavior Rules is available on the district's website under Transportation Services. Listed below are some of the more notable rules:

1. To ride a bus other than the one they are assigned to, students will need a bus pass from the main office. A parent/guardian is asked to call the school or send a written note to make arrangements for their child to ride a different bus.
2. No student shall be permitted to leave the bus except at his or her regular stop unless by written permission of school authorities.
3. Bus students are expected to ride the bus home unless the school has been notified by the parent/guardian specifying other transportation arrangements.
4. Lewd, vulgar, obscene, rude, profane language, sexually obscene behavior, obscene gestures, and the possession of obscene materials of any type on the bus shall result in exclusion of riding privileges for up to 90 school days.
5. Vandalism shall result in exclusion of bus riding privileges for up to 90 school days, plus reimbursement by

- the student, parent(s)/ guardian(s) for the damage to the bus.
- Any ongoing bullying, threatening and/or harassment of students, or the bus driver, shall result in exclusion from the bus for up to 90 school days.
  - Students shall not be in possession of or smoke any tobacco products on the bus, including electronic cigarettes. Possession or use of such products while on the bus or at bus stops shall result in exclusion of riding privileges for a minimum of 5 days.

### **(\*) CRIMINAL ACTS**

Students who are arrested, charged with or convicted of a crime that has a real and substantial relationship to the lawful operation and maintenance of the district may be expelled.

### **(\*) DISRUPTIVE CONDUCT/DISRUPTION OF THE EDUCATIONAL PROCESS**

*Conduct that materially and substantially interferes with the educational process*

Conduct of any type that interferes with or threatens to interfere with the educational process is prohibited. Multiple offenses of a less serious nature by themselves often have a greater impact on the educational process than a single major offense. Disruptive conduct will result in disciplinary action up to and including suspension or expulsion.

Students who willfully create a disturbance on school premises during school hours or at school activities shall be guilty of a misdemeanor RCW 28.635.030.

### **DRESS AND APPEARANCE**

Students are expected to come to school and school activities appropriately dressed. Dress and appearance must not present health or safety problems or cause disruption.

The uniforms of nationally recognized youth organizations and clothing worn in observance of students' religion and clothing or items worn due to medical reasons are not subject to this policy.

Clothing styles that create conflict or an atmosphere of intimidation are prohibited including, but not limited to, bandanas, flags worn as capes, brass knuckle belt buckles, and jewelry with concealed weapons. Dress that creates disruption or tends to create a degrading, harassing, hostile, intimidating, offensive or otherwise discriminatory environment is also prohibited. Individual teachers, in consultation with the school administrator, may restrict appearance and attire, including footwear, with special consideration for safety and health issues.

Specific standards include:

- No clothing with words, depictions or themes related to alcohol, tobacco, drug use, violence, weapons or gang affiliations;
- No sexually oriented text, themes or depictions;
- Except for t-shirts, undergarments must be covered at all times. Pants are not to be sagging;
- Skirts and shorts must not be any higher than the middle of the thigh;

- Holes in jeans, pants, etc. are not to be higher than mid-thigh;
- Leggings that are overly revealing will not be permitted;
- Appropriate shirt, shorts or skirt, which extend to mid-thigh, are to be worn over leggings or tights;
- Shirts and blouses must not expose the waist, sides, hips, midriff or shoulders. No low cut, tube, one-shouldered, halter, spaghetti strap, see-through or bareback tops;
- No jewelry that presents safety hazards, such as safety pins, chains, spikes, dog leashes, etc.;
- All students must wear shoes. Elementary only: Sandals providing adequate support may be worn. Flip-flops and shoes with wheels "wheelies" are not allowed;
- Sunglasses must not be worn unless for medical reasons;
- No pajamas, slippers or blankets, except for school authorized special event;
- Elementary and Junior High:  
No hats may be worn in the building during school hours, except for school authorized special events; such items must be stored in backpacks or cubbies once a student arrives on campus;
- No hoods pulled up over head allowed.
- Face paint, masks or other face coverings are prohibited.

The administration has the authority to make changes or provide more specific examples of prohibited apparel at any time based on safety, health or disruption issues.

Students not complying with dress standards may be given school-issued clothing, or may be sent home to correct the situation and/or be subject to discipline or suspension.

### **DRIVING TO SCHOOL**

Junior high school students are not permitted to drive cars or other motorized vehicles on or adjacent to school property at any time.

### **(\*) EXPLOSIVE DEVICES**

*Possessing, trafficking in, or detonating any explosive device or incendiary components such as explosive materials, bullets, blasting caps, fireworks, gasoline, other flammable liquids, ammunition or any combination of these items generally referred to as a bomb or look-alike explosive device, which by themselves or in conjunction with other items can result in an explosion or fire on school property or at school sponsored activities*

Students who possess, traffic in, or detonate explosive devices or incendiary components may be subject to suspension or expulsion. Students who are involved with or threaten to use a look-alike explosive device may be subject to suspension or expulsion. Law enforcement agencies may be notified.

### **FAILURE TO COOPERATE/DEFIANCE OF SCHOOL AUTHORITY**

*Repeatedly failing to comply with or follow reasonable, lawful directions or requests of teachers or staff (including but not limited to non-compliance, defiance, disrespect)*

Students are required to comply with the reasonable requests of all staff members and to identify themselves to all staff members of the Puyallup School District. Failure to do so shall be construed as failure to cooperate and a threat to school security. Lying to a school official during the course of an investigation or withholding of information is also considered failure to cooperate.

Failure to cooperate may be cause for disciplinary action up to and including suspension or expulsion.

### **(\*) FALSE ALARMS**

*Triggering a fire alarm or reporting a fire or other emergency without reasonable grounds for such action*

Students who cause or report a false alarm may be disciplined, suspended or expelled. Law enforcement agencies may be notified.

### **FALSE ALLEGATIONS/MISINFORMATION**

*Knowingly reporting to school officials, or causing the reporting of, false facts regarding misconduct or other information likely to cause an official response, or corroboration of such information (see also Failure to Cooperate)*

Lying to a school official or omitting relevant information during the course of an investigation is misinformation.

A student who knowingly provides false information or misinformation may be subject to discipline and/or suspension.

### **(\*) FIREARMS AND DANGEROUS WEAPONS ON SCHOOL PREMISES (RCW 9.41.280)**

State law and district policy prohibit any person to carry the following onto school premises, school-provided transportation, or other facilities being used for school activities:

1. Any firearm;
2. Any of the following dangerous instruments or weapons: slung shot; sand club; metal knuckles; spring blade knife; dagger; dirk; or other dangerous weapon. ;
3. Any device commonly known as "Nunchaku sticks" consisting of two or more lengths of wood, metal, plastic, or similar substance attached to wire, rope, or other means;
4. Any device commonly known as "throwing stars" which are multi-pointed objects designed to embed upon impact from any aspect;
5. Any air or spring-activated gun including any-pistol or rifle designed to propel a BB, pellet, paintball, or other projectile by the discharge of compressed air, carbon dioxide or other gas;
6. Any disabling or incapacitating items such as electronic stunning/shocking devices.

**If any person has information of a gun on school property and wishes to remain anonymous, call the Gun Hotline number (800) 862-GUNS (4867) or Safe Schools Alert (855) 782-0798.**

Any student who is determined to have carried a firearm onto or to have possessed a firearm on school premises, public school-provided transportation, or areas of facilities while being used by public schools, shall be expelled from school for no less than one (1) year under RCW 28A.600.010. The district Superintendent may modify the expulsion of a student on a case-by-case basis.

Students who act with malice as defined under RCW 9A.04.110 and display an instrument that appears to be a firearm on school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, may be subject to suspension or expulsion.

### **Other Types of Weapons**

In cases involving other weapons, students will be subject to disciplinary action up to and including expulsion for weapons brought to school that are not specifically addressed in the RCW, including, but not limited to, any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor, or other disabling agents, any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade, pocket knives, box cutters, razor blades, or hand-made items and jewelry with a concealed weapon.

### **(\*) FIRE/ARSON**

*Setting or attempting to set a fire on school premises or while under the authority of the district*

The student will be subject to disciplinary action up to and including expulsion and/or restitution. Police and/or fire department officials will be notified.

### **FOOD AND BEVERAGES**

Food and beverages will be consumed in designated areas. The school reserves the right to prohibit certain beverages such as energy drinks.

Elementary only: Chewing gum is not allowed at school. Chewing gum causes undue hardship for the maintenance staff and is unsanitary when gum is disposed of improperly.

### **FORGERY**

*Falsely representing one's identity or forging a parent/guardian, staff member, or another student's signature on any letter to the school, in a phone conversation, or on any school document or in any other way*

Self-signed student notes will not be accepted in lieu of parent/guardian or staff signature.

Forgery may result in discipline and/or suspension.

### **FREEDOM OF EXPRESSION THAT CAUSES DISRUPTION**

*Distribution, including electronic distribution, of written*

*material, oral expression or any other expressive activity (including symbols, clothing, hairstyles, personal effects, and/or vehicles) under circumstances where a substantial disruption of the educational process is likely to result or does result*

Substantial disruption from freedom of expression activities includes:

1. Inability to conduct classes or school activities, or inability to move students to/from class or other activities;
2. Breakdown of student order, including riots or destruction of property;
3. Widespread shouting or boisterous conduct;
4. Substantial student participation in a school boycott, sit-in, stand-in, walk-out or similar activities;
5. Physical violence, fighting or harassment of any kind among students;
6. Harassment, Intimidation, or bullying (HIB) or other verbal conduct (including swearing, disrespectful or insulting speech) creating a hostile educational environment for students, staff or volunteers;
7. Defamation or untrue statements;
8. Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, insults or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response; or
9. Speech likely to result in or encourage disobedience of school rules or health and safety standards such as apparel, advertising alcohol, drugs, tobacco, etc.

Such disruptive speech shall be subject to regulation not only under the standards set forth above, but also for any other legitimate educational reasons as determined by the district.

Although the district has the authority to discipline or restrict student speech activities that cause a disruption of the educational process, it recognizes that the expression of student opinion and other non-disruptive expressive activities is not only a legal right, but also an important part of education in a democratic society. Students' verbal and written expression of their own private opinion on school premises is to be encouraged so long as it does not substantially disrupt the educational process or interfere with the rights of others in the unique circumstances of the educational environment. However, speech activity by students is solely their own expression of views and the district does not intend to promote, endorse, or sponsor any expressive activity that may occur.

Official student publications, such as a newspaper or yearbook, and student expression that occurs under circumstances where it is sponsored or endorsed by the school, such as speech at student assemblies or dramatic productions, are not private speech of students. Rather, they are public communicative activities of the district, which the district retains control over to the extent

permitted by the First Amendment and WAC 392-400-215. For more information, see the Freedom of Expression Policy 3220.

Students who violate the standards for verbal and written expression or expressive activity may be subject to disciplinary action up to and including suspension or expulsion.

### **GAMBLING**

Gambling on school grounds is prohibited. The student may be subject to discipline and/or suspension.

### **(\*) GANG ACTIVITIES**

A gang is defined under state law as a group which

- (a) consists of three or more persons;
- (b) has identifiable leadership;
- (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes;
- (d) take upon themselves an identity and or a group name;
- (e) claim a physical territory; and
- (f) engage together in one or more forms of antisocial behavior and/or criminal activity on a regular or ongoing basis (RCW 28A.600.455).

Student behavior, dress, signing or symbolism intended to represent affiliation with an illegal gang will not be tolerated on school grounds or at school-sponsored events. School officials, after consultation with law enforcement authorities, shall provide notice to students of prohibited behaviors, dress or other conduct indicating gang affiliation.

Any student who engages in gang activity on school grounds or at school-sponsored events may be subject to disciplinary action, up to and including suspension or expulsion.

### **HALL PASSES**

Students are not permitted out of class during class periods unless they are accompanied by a teacher or have a pass from an authorized staff member. Students who abuse this privilege may be denied passes.

### **(\*) HARASSMENT, INTIMIDATION OR BULLYING (HIB)**

*Harassment: Conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal*

Racial harassment:

- behavior based on race or ethnicity, and
- has the intent or effect of limiting the ability of a student or school employee to participate in or benefit from educational services, activities or privileges

Racially motivated behavior is discriminatory and violates district policy and may also violate criminal and other state and federal anti-discrimination laws.

#### Sexual harassment:

- *Conduct or communication intended to be sexual in nature and that is unwelcomed by the targeted person(s)*
- *including, but not limited to, unwelcome sexual advances, requests for sexual favors, lewd conduct, "sexting", indecent exposure and other verbal, nonverbal or physical conduct of a sexual nature*

Intimidation: *Conduct that causes someone else to feel timid, fearful, or frightened, especially by threats*

Bullying: *Unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time*

The policy of the district is to provide a working and educational environment for students and employees that is free from any form of harassment, intimidation or bullying. Students, directly or through other persons, shall not engage in harassment, intimidation or bullying of students or others; or any other behavior or activity that tends to create, or would create if uncorrected, a hostile, offensive or abusive work or learning environment.

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, socio-economic status, gender identity, marital status and familial status.

Harassment, intimidation or bullying means any intentional electronic, written, verbal, non-verbal or physical act that:

- (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.

#### Intentional acts:

- *Refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s)*

Examples of intentional harassment, intimidation or bullying includes, but are not limited to:

- abusive language;
- taunting;
- racial, sexual or ethnic slurs;
- jokes;
- pictures;
- gestures;
- implied or overt threats of physical violence;
- refusing to permit full participation in activities;
- physical acts of aggression toward a person or property;
- graffiti, slogans or visual displays depicting inappropriate sentiments or images including on vehicles and other personal property on school grounds; and
- inappropriate physical contact, bullying and intimidation.

#### Cyberbullying:

- *Harassment, intimidation or bullying in any electronic form (i.e. social media websites or other online postings, texting, "sexting", or the transmission of photos and videos),*
- *that disrupts the educational process, or*
- *that invades the privacy or endangers the safety of another student while at school*

#### Hazing:

- *Subjecting newcomers to unpleasant, abusive, demeaning or ridiculous treatment*

Students shall not participate in or conspire with others to participate in hazing or acts that may injure, degrade, disgrace, or put others at risk in any way

Bystanders who encourage or fail to report Harassment, Intimidation or Bullying (HIB) may be considered as promoting it and be subject to discipline and/or suspension. Filing a false report or retaliation for any form of harassment, intimidation or bullying or for reporting such conduct or assisting in investigation of such conduct, constitute violations of this section.

#### Violent acts:

- *Including, but not limited to, behaviors or actions which are interpreted by a reasonable person to carry the potential of:*
  1. *Violence, threats of violence;*
  2. *Harming or endangering the safety of others;*
  3. *Resulting in an act of aggression; or*
  4. *Destroying or damaging property*

It is the goal of the district to apply discipline or other corrective action that ensures harassment ends and does not reoccur. The disciplinary action will be appropriate and responsive. Factors to consider in determining the appropriateness and responsiveness of disciplinary action will include, but are not limited to:

- the severity and frequency of the harassment;
- the age of the harasser and the victim;
- the harasser's attitude and intent;
- the effect it has on the other students and/or staff,
- mitigating circumstances;
- the relationship of the harasser to the victim; and
- the student's disciplinary history.

Based on these factors, a more or less severe punishment from school discipline to expulsion may be imposed. A course or training on the adverse impact on others of harassment and/or diversity may be required as part of the disciplinary procedures for students.

Violent acts involving harassment, intimidation or bullying shall result in emergency expulsion or expulsion and referral to law enforcement. Mandatory diversity training, anger management and self-control counseling will be required in order for the student to be considered for readmission to the district following any violent act of discrimination. Access to district property and activities may be restricted.

Harassment, intimidation or bullying that is criminal will be reported to law enforcement. Students can be held personally

and criminally liable for harassing behavior under state and federal law.

HIB reporting forms can be found in the main office of each building and on the district website, Student Services, Harassment. These reports can be filed anonymously.

To seek assistance in resolving HIB matters, contact the school principal/designee, the district Compliance Officer at (253) 841-8764, P.O. Box 370, Puyallup, WA 98371, or the Office for Civil Rights, U.S. Department of Education at (206) 220-7900, 915 Second Avenue, Seattle, Washington 98174. The rights conferred under the district's complaint and investigation procedures are intended to benefit only persons complaining of such conduct, not persons who have or are alleged to have violated the conduct rules of this section.

### **(\* INSULTS OR VERBAL/NON-VERBAL ABUSE**

*Incidents of insults or verbal/non-verbal abuse between students and/or staff (See Profanity)*

Students are required to show respect for authority and any form of abuse of staff or students is prohibited. (See also the section on Harassment, Intimidation or Bullying.)

Insulting or abusing others may be cause for discipline and/or suspension.

### **LITTERING**

Students may eat lunch in the cafeteria and other designated areas outdoors provided they do not disrupt classes in session and areas remain litter-free. No eating is allowed in hallways and stairways, and students are expected to pick up litter following lunch and leave their lunch areas clean. Garbage cans should be used to dispose of litter.

Students who litter may be subject to progressive discipline.

### **LOITERING**

*Remaining in or about a school campus or grounds after having been told to leave by an authorized official of the school or district; not having any legitimate reason for being there or written permission from an authorized official*

Loitering is not allowed in any hallway or on campus during the day or before or after school hours. After school, a student is expected to go home promptly after the last class unless attending a school activity. Students who ride the activity bus must be participating in an after-school activity in order to ride the activity bus home.

Students are not to come onto any school campus other than their own prior to dismissal without official business. Students picking up siblings are not to arrive prior to dismissal time.

Students who loiter after a request to leave may be subject to discipline and/or suspension including receiving a warning letter of No Trespass.

### **MATCHES, ETC.**

*Using or possessing matches, lighters or other fire-producing devices*

Violation may result in disciplinary action or suspension. Items will be confiscated.

### **MISCONDUCT / GENERAL BEHAVIOR**

Students are expected to behave in a manner that is conducive to a learning environment. Behavior detrimental to maintaining a positive learning environment is prohibited.

Misconduct while under school jurisdiction, including off-campus or after-school hours or involving school property, may result in discipline or suspension. Participation in school activities such as assemblies, field trips, dances including Senior Prom and Ninth Grade Dance, and Commencement (high school only) may be denied.

### **MULTIPLE/ACCUMULATED OFFENSES**

*The culmination of multiple infractions that occur during a school year*

Multiple offenses of a less serious nature by themselves often have a greater impact on the educational process than a single major offense.

A student may be disciplined and/or suspended for the commission of meaningful multiple or accumulated offenses after positive redirection has taken place.

### **PARKING VIOLATIONS**

Parking in student lots is a privilege and requires each vehicle to be registered with the school and to appropriately display the approved parking decal. Students may be fined for parking violations and parking privileges may be revoked for repeated parking violations. Unregistered vehicles, vehicles inappropriately or illegally parked, or vehicles creating a safety hazard will receive a parking violation notice and may be subject to impounding/towing at owner's expense.

### **(\* PERSONAL PROTECTION SPRAY DEVICES (PPSDs)**

Students under the age of 14 are not allowed to carry PPSDs on campus.

State law requires that students 14-17 years of age have parent/guardian permission to carry a personal protection spray device (PPSD) that must be registered with school officials. Permission forms are available in the main office.

1. Possession without permission or distribution: First offense will result in confiscation and a warning letter. Future offenses may result in discipline, including suspension of up to the length of an academic term.
2. Unlawful or negligent discharge:
  - a. Vandalism or mischief without harm to others or a substantial disruption to the educational process.
  - b. Threatening to use or using, other than when danger is imminent and there is no other recourse.

Students who unlawfully or negligently discharge or threaten to discharge a PPSD will be subject to disciplinary action up to and including suspension or expulsion. Law enforcement may be contacted.

## **PROFANITY**

*Swearing, profanity, vulgarity, inappropriate gestures, obscenities or other lewd speech or behavior*

The student may be subject to discipline and/or suspension.

## **PUBLIC DISPLAY OF AFFECTION**

Students are expected to exercise self-control and respect for the reputation of self and of others. Kissing and inappropriate displays of affection are not allowed. Sexual acts are considered egregious misconduct.

The student may be subject to discipline and/or suspension.

## **SEARCH AND SEIZURE**

Students must comply with a reasonable search by school authorities. School authorities may detain the student pending the notification and approval by the student's parent/guardian to search and/or the arrival of law officials as appropriate. Students who refuse to comply when there is reasonable suspicion to search may be emergency expelled pending resolution.

School authorities may seize any contraband substance or object, the possession of which is illegal, or any material or object that violates a school rule including misuse of cell phones and electronic devices, or which poses a hazard to the safety and good order of the school.

Illegal confiscated items will be given to the police. Personal confiscated items will be tagged with the student name and a parent/guardian may pick them up. Items left unclaimed at the end of the school year shall be sent to the Director of Student Services.

1. Authority to Conduct a Search (RCW 28A.600.210 and Board Policy 3230):

The law and board policy allows school authorities to search students, their lockers/cubbies, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law.

2. General Inspections:

School authorities will be making general inspections of lockers/cubbies or desks for purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks such as clothing, bags or purses, unless reasonable particularized suspicion exists.

3. Locker/Desk/Cubbies/Storage Area Inspections:

All lockers/cubbies and other storage areas provided for student use on school premises remain the property of the district and are subject to inspection, access for maintenance, and search (RCW 28A.600.220). No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

Lockers/cubbies may also be searched if the principal/designee has reasonable grounds to suspect that the search will yield

evidence of the student's violation of the law or school rules. A search is mandatory if there are reasonable grounds to suspect a student has illegally possessed a firearm in violation of RCW 9.41.280. Lockers/cubbies can also be searched when there is reasonable suspicion of inappropriate contents.

4. Personal Searches:

A student's person and/or personal effects (e.g., purse, book bag, cell phone, electronic devices, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items. "Rapid Eye" exams, Alco Strips and/or breathalyzers may be used when the administration has a reasonable suspicion a student is under the influence of an illegal or prohibited substance.

5. Secondary only — Motor Vehicle Searches:

Motor vehicles, which are parked on or near school property during regular school hours or during school activities, are subject to being searched when school officials have reasonable suspicion of contraband items. A search of a motor vehicle may be made based on reasonable suspicion when related to a possible school violation. Adjacent streets are considered an extension of the school parking lot and campus and are therefore subject to the Search and Seizure policy when related to a possible school violation as stated in this handbook.

6. Canine Sweeps – The purpose of canine sweeps is the protection of the school campus and community to reduce the presence of drugs, weapons, or explosives on school property. An effective canine sweep is a team operation including the building principals, counselors, security, staff, and SRO. District Policy 3230 and regulations are to be followed, including prior education to students, staff and community.

## **SELLING ITEMS AT SCHOOL**

*The conducting of private business or selling of unauthorized items*

Discipline and/or suspension may be imposed. Property may be confiscated and law authorities contacted.

## **SEXUAL HARASSMENT**

The Puyallup School 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.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature. Sexual harassment is the submission to unwelcome sexual behavior as a condition of employment, assignment, promotions, or educational decisions regarding grades and participation in district programs or activities. Sexual harassment is a form of sexual discrimination and, therefore, a violation of district policy and regulations and may also be a violation of criminal and other state and federal laws. Sexual harassment can occur adult to student, student to adult,



student to student, adult to adult, male to female, female to male, male to male, and female to female.

Sexual harassment occurs when:

- A. Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, education, grades, work opportunity, or other benefit;
- B. Submission to or rejection of the conduct or communication is used as a factor for employment, academic, or other school-related decisions affecting an individual; and/or
- C. Such conduct or communication interferes with an individual's work/school performance or creates an intimidating, hostile, or offensive working/school environment.

As part of the information on the recognition and prevention of sexual harassment, employees, volunteers, students, and parents will be informed that sexual harassment may include, but is not limited to:

- A. Demands for sexual favors in exchange for preferential treatment or something of value;
- B. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- C. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- D. Making unwelcome, offensive, or inappropriate sexually suggestive remarks, comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender, or conduct;
- E. Using derogatory sexual terms for a person;
- F. Standing too close, inappropriately touching, cornering or stalking a person; or
- G. Displaying offensive or inappropriate items of a sexual nature on school property or school sponsored activities.

### **Confidentiality**

- If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX or Civil Rights Compliance Coordinator for evaluation.
- The Title IX or Civil Rights Compliance Coordinator should inform the complainant that honoring the request may limit the district's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.
- If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the

alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment.

- Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

### **Retaliation**

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

### **Informal Complaint Process**

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made by any staff member. Staff will notify complainants of their right to file a formal complaint and the process for same. Potential complainants should be directed to the building principal and/or the district Title IX or Civil Rights Compliance Coordinator. Staff will also inform an appropriate supervisor or building principal when the complaint is beyond the staff member's training to resolve or the complaint alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline, if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students and/or staff; or
- Providing staff and/or student training.

Informal complaints may become formal complaints at the request of the complainant or parent/guardian, or because the district believes the complaint needs to be more thoroughly investigated.

The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the

district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems.

## **Formal Complaint Process**

### **Level One – Complaint to District**

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation.

The following process will be followed:

#### **Filing of Complaint**

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The building principal (or designee) or the district Title IX or Civil Rights Compliance Coordinator may draft a complaint based on the oral report of the complainant for the complainant and his or her parent/guardian to review and approve. The district Title IX or Civil Rights Compliance Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- The time period for filing a formal complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to:
  - 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or
  - 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand delivery to the district Title IX or Civil Rights Compliance Coordinator, at 302 2<sup>nd</sup> Street SE, Puyallup, WA 98372 or fax (253) 435-0169. Any district employee who receives a complaint that meets these criteria will promptly notify his/her supervisor or the district Title IX or Civil Rights Compliance Coordinator.

#### **Investigation and Response**

- The Title IX or Civil Rights Compliance Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that he or she believes requires further investigation. The coordinator will delegate his or her authority to participate in this process if necessary to avoid any potential conflicts of interest.
- Upon receipt of a complaint, the coordinator will provide the complainant a copy of this regulation.
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an

accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The district and complainant may also agree to resolve the complaint in lieu of an investigation.

- When the investigation is completed, the coordinator will compile a full written report of the complaint and the results of the investigation.

#### **Title IX or Civil Rights Compliance Coordinator Response**

- The Title IX or Civil Rights Compliance Coordinator will respond in writing to the complainant, his or her parent/guardian, and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date.
- At the time the district responds to the complainant, the district will also send a copy of the response to the Office of the Superintendent of Public Instruction.
- The response of the Title IX or Civil Rights Compliance Coordinator will include:
  - 1) A summary of the results of the investigation;
  - 2) A statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed;
  - 3) If sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate;
  - 4) Notice of the complainant's right to appeal to the School Board and the necessary filing information; and
  - 5) Any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrators(s) (e.g., discipline).
- The district Title IX or Civil Rights Compliance Coordinator's response will be provided in a language the complainant and his or her parent/guardian can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, Title IX or Civil Rights Compliance Coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.
- Any corrective measures deemed necessary will be

instituted as quickly as possible, but in no event more than thirty (30) days after Title IX or Civil Rights Compliance Coordinator's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

- The district Title IX or Civil Rights Compliance Coordinator will inform the complainant and his or her parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems.

## **Level Two – Appeal to Board of Directors**

### **Notice of Appeal and Hearing**

- If a complainant and his or her parent/guardian disagree with the district Title IX or Civil Rights Compliance Coordinator's written decision, the complainant may appeal the decision to the School Board, by filing a written notice of appeal with the secretary of the Board within ten (10) calendar days following the date upon which the complainant received the response.
- The Board will schedule a hearing to commence by the twentieth (20<sup>th</sup>) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Both parties will be allowed to present such witnesses and testimony as the Board deems relevant and material.

### **School Board Decision**

- Unless otherwise agreed to by the complainant and his or her parent/guardian, the Board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
- The decision will be provided in a language that the complainant and his or her parent/guardian can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed.
- The district will send a copy of the appeal decision to the Office of the Superintendent of Public Instruction.

## **Level Three – Complaint to the Superintendent of Public Instruction**

### **Filing of Complaint**

- If a complainant and his or her parent/guardian disagree with the decision of the School Board, or if the district fails to comply with this regulation, the complainant may file a complaint with the Superintendent of Public Instruction.

- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the School Board's decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include:
  - 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws;
  - 2) The name and contact information, including address, of the complainant;
  - 3) The name and address of the district subject to the complaint;
  - 4) A copy of the district's complaint and appeal decision, if any; and
  - 5) A proposed resolution of the complaint or relief requested.
- If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

### **Investigation, Determination and Corrective Action**

- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction (OSPI) may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or School Board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and the documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

### **Level Four – Administrative Hearing**

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

## **Other Complaint Options**

*Office for Civil Rights (OCR), U.S. Department of Education*  
OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.  
206-607-1600-TDD:1-800-877-8338 – OCR.Seattle@ed.gov – www.ed.gov/ocr

*Washington State Human Rights Commission (WSHRC)*  
WSHRC enforces the Washington Law against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination. 1-800-233-3247 – TTY: 1-800-300-7525 – www.hum.wa.gov

## **Mediation**

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and his or her parent/guardian and the district may agree to extend the complaint process deadlines in order to pursue medication.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:

- 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or
- 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and his or her parent/guardian and a district representative who has authority to bind the district.

## **SKATES/SKATEBOARDS, IN-LINE SKATES, SCOOTERS, WHEELED SHOES, ETC.**

Students are prohibited from riding devices including, but not limited to, skates/in-line skates, skateboards/ longboards, scooters, wheeled shoes, etc. at school or school activities. This applies to all district property at all times.

These items are disruptive and present a safety hazard and may be confiscated.

## **STUDENT LEADERSHIP**

Given that student leaders serve as "role models" for other students and as representatives of their schools and the district, students holding leadership positions must comply with these *Rights and Responsibilities* at all times.

Violation may result in progressive discipline up to and including removal from the leadership position or other extra-curricular activity.

## **(\*) TECHNOLOGY**

The district believes that the valuable information and interaction available on the Internet outweighs the possibility of harm from users procuring material that is not consistent with the educational goals of the Puyallup School District. With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the school.

Please be aware that questionable materials that are not appropriate for this age may be available to inquisitive students even though the district has a filtering program and teacher supervision.

Personal laptops, e-readers, tablets, cell phones and other technological devices have a place in the educational setting. Misuse would constitute a disruption of the educational process. The following guidelines apply to these technology devices:

- The student/parent assumes all risks/liability in the event of loss, theft or damage.
- Teacher permission must be granted before using in class.
- Devices are to be stored out of sight and silenced when not in approved use or they may be confiscated.

Students are not to use technology devices including, but not limited to, cameras, cell phones, portable entertainment systems or other devices in a manner that disrupts the educational process, invades the privacy or rights of others, or violates district policy or school rules. Use of technology devices to take photos or video will not be permitted in bathrooms or locker rooms.

Elementary Only-Cell phone use is not permitted during recess or lunch without teacher permission.

Possession or distribution of passwords other than the student's own is prohibited. Distribution of knowledge (such as passwords or techniques) that may assist another person in damaging the network or inappropriately accessing material is also prohibited.

Students who violate this technology section will be subject to discipline up to and including restitution and/or suspension or expulsion. Personal devices used inappropriately or without permission may be confiscated.

Gaining access to a computer system or electronic database of another person is considered computer trespass (RCW 9A.52.110 and RCW 9A.52.120). Law enforcement officials may be contacted and the student may be charged with a felony.

## **(\*) THEFT OR POSSESSION OF STOLEN PROPERTY**

*Theft includes, but is not limited to:*

- *Taking or knowingly being in possession of district or property of others without permission,*
- *Hiding someone else's property,*
- *Not turning in found property, and/or*
- *Purchasing or accepting known stolen property.*

Any student involved in theft or in possession of stolen property may be required to replace or pay for the stolen item(s) and will also be subject to disciplinary action up to and including suspension or expulsion.

Any student involved in theft while under school jurisdiction, including shoplifting during school-related trips, will be denied participation in school activities for up to the length of an academic term.

Appropriate law enforcement authorities may be contacted.

## **TOBACCO/NICOTINE USE AND POSSESSION – (E-cigs/vaporizers)**

Students of any age may not smoke, consume, use, possess or distribute any tobacco, nicotine or look-alike products, any "nicotine delivery devices", e-cigarettes or vapor cigarettes at any time while on or around district property, district transportation or at any school-sponsored activities. Before or after school, students are not to use tobacco, nicotine or vapor products on or adjacent to the school grounds and/or within visual distance of any school grounds.

Students may be suspended for violations of this rule. A citation by law enforcement may be issued.

A suspension for a first or second tobacco, nicotine, or vapor violation may be modified or eliminated, if the student agrees to waive any appeal rights, by participation in the district - sponsored T.I.E.S. (Tobacco Intervention Educational System) class—a tobacco cessation program. The modification or elimination of the suspension is contingent upon the student completing all components of the class. Full cooperation with the program is mandatory.

## **(\*) TRESPASS**

*Entering or being on any school campus without permission (see Loitering)*

Students are not to come onto any school campus other than their own prior to dismissal without official business. Students picking up siblings are not to arrive prior to dismissal time.

A charge of trespass, with notice to police authorities, may be given to any person who creates a disturbance on school property or whose continued or reoccurring presence may result in a real and substantial disruption to the school environment or pose a threat to the safety and well-being of property or person.

A Puyallup School District Notice of No Trespass or a legal notice of no trespass may be issued. Violations may result in discipline, suspension and/or police action.

Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal

trespass.

Certain designated areas of the building and grounds are normally "off limits" for students such as the kitchen, faculty room, custodial rooms, storerooms and the parking lot. Students should not play in the landscaped areas of lawn and shrubs.

Unless students ride district transportation or are on school patrol, they are not to arrive at school more than 15 minutes before starting time or at such time as designated by the building principal/designee.

## **VALUABLES AT SCHOOL**

The district assumes no responsibility for loss/theft of student's personal property.

Students should not bring large sums of money or any items of value to school. Articles of value brought for school purposes should be checked in at the office.

Personal valuables that are a disruption to the educational environment may be confiscated. Repeat offenses will result in progressive discipline.

## **(\*) VANDALISM/DESTRUCTION OF PROPERTY (RCW 28A.635.060)**

*Intentional damage of district property or the property of others*

All students are expected to respect and care for all property of the school including building facilities, technology equipment, desks, smart/white boards, books, bathrooms, lockers, cubbies, etc. Students who damage or deface property of staff or other students will be subject to progressive discipline including suspension or expulsion.

The student and/or parent/guardian will be required to pay for the damage or loss and shall be liable for damages to the extent permitted by law. When the student and parent/guardian are unable to pay for damages, a program of voluntary work for the student will be provided in lieu of monetary payment.

Student grades, transcripts and diplomas may be withheld until restitution for damages have been made. Students who owe fines may be required to register after the general population (RCW 28A.635.060).

## **VULGAR OR LEWD CONDUCT**

*Obscene acts or expressions, sexually inappropriate behavior, whether verbal or non-verbal, (see also Harassment, Intimidation, or Bullying)*

All language, communication and conduct in a school setting or on buses should support or enhance a positive learning environment for all students.

## **IV. GENERAL INFORMATION**

### **ACTIVITY CARDS** — Secondary only

The following information applies to Puyallup School district activity cards.

1. Students are required to purchase an activity card to

participate in extra-curricular (non-credit earning) activities. A student desiring to be in an extra-curricular activity and who does not want to purchase an activity card will be charged a "user's fee" for each activity in which he/she is involved. Students who want to be in extra-curricular activities, but are financially unable to pay for an activity card, may be provided with alternative means to compensate for the price of the card.

2. Students in curricular (credit earning) activities are strongly encouraged to purchase an activity card.

### **ATHLETIC VIOLATIONS**

Students are expected to adhere to the policies and conditions of the Athletic Code as well as the rules established by the coach.

All secondary students involved in representing our schools in sports or activities must purchase an Associated Student Body (ASB) card and pay the established user fee. (Other fees may also apply to all athletes.) See the building athletic director/bookkeeper for the established fee schedule.

### **EMERGENCY PROCEDURES**

A plan has been developed which will ensure the maximum efficiency and safety for evacuating the building during drills or any real emergency. Instructions are posted in each classroom for the students to follow during an emergency. Teachers will discuss these procedures with their students. Regular drills are held at school to practice proper procedures in case of an emergency.

Emergency drills are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to become informed of the exit route for each of their classrooms. In the event of an actual emergency or drill, students must comply with all administrative and staff directives.

### **FIELD TRIPS**

As part of the educational program of the district, students are occasionally taken on field trips. Signed permission slips for each individual trip will be required.

### **HEALTH SERVICES**

A school nurse is assigned to each school building. Health service time may be shared between buildings.

If a student is not feeling well or is injured, the office or a teacher should be notified at the earliest opportunity. When a student is ill, he/she is not to leave until permission has been given by the Main Office Attendance or Nursing Office.

In the event a student is injured or too ill to remain at school, the principal/designee, nurse, or secretary will first attempt to contact parents. If unavailable, others listed as emergency contacts will be called. Should no one be available, the child will remain at school. However, if the child needs immediate care the principal/designee will act in his/her best judgment.

Students should report any accident, injury or physical confrontation to a staff member immediately.

### **HOME BASED INSTRUCTION**

If planning to declare home-based instruction for a child, contact executive assistant, Shelly Teele at (253) 841-8771 for information or download a Declaration of Intent form from the district website under Instructional Leadership, Home Based Instruction, Filing a Declaration of Intent to Homeschool to complete and return to the Puyallup School District.

### **HOME/HOSPITAL INSTRUCTION PROGRAM**

In the event a student encounters serious health problems and must be absent for 20 days or more with a doctor's note, the situation may warrant arrangements for home/hospital instruction. The school nurse should be contacted to determine the requirements that must be met in order to receive this service.

### **HOMEWORK**

Homework is a necessary part of learning and provides the opportunity to reinforce classroom instruction. Homework fosters development of independence, self-discipline and responsibility.

The intent of homework is to provide an appropriate practice for students of all abilities, recognizing individual and group needs. This guideline is to emphasize the importance of homework, not to insist on a preset amount of time per grade level or class.

Homework presents opportunities for the following:

1. Practice those skills or concepts already taught;
2. Completion of assigned work not finished in class;
3. Extension or transfer of a skill or concept to a new situation;
4. Preparation for material to be presented or taught subsequently; and
5. Creativity requiring integration of many skills and concepts.

Teachers are responsible for the following:

1. Communicating homework expectations;
2. Assigning homework at the correct level of difficulty;
3. Monitoring, correcting, acknowledging and returning student homework in a timely and instructionally sound manner; and
4. Conferring with parent/guardian regarding homework concerns.

Students are responsible for the following:

1. Understanding what homework has been assigned before leaving school;
2. Taking home all necessary materials to complete the assignment(s);
3. Completing and returning homework on time; and

4. Conferring with teachers regarding homework concerns.

Parents/guardians are responsible for the following:

1. Providing encouragement, support, and showing interest in the student's work;
2. Assisting students to develop good study habits by providing a comfortable, well-lit area away from distractions;
3. Encouraging students to set a regular time for study; and
4. Evaluating student activities to be sure the student has sufficient study time.

### **IMMUNIZATION**

To protect children against a number of childhood diseases, Washington State law (RCW 28A.210.060) requires that all children admitted to public and nonpublic schools be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella Mumps, Varicella, Hepatitis B, and other communicable diseases as required by the Washington State Department of Health.

Students may be excluded or suspended from school if they do not meet the requirements of this law. Contact the school nurse for information.

### **INSTRUCTIONAL MATERIALS**

Students will be held accountable for returning textbooks, technology and other instructional materials assigned to them throughout the year. All students are required to return their textbooks, library books, and other assigned instructional materials no later than the third Tuesday in July each year. The district will accept any items after this date but will require students to pay for the item because new instructional materials will have already been purchased.

### **INSURANCE**

At the beginning of the school year, each student has the opportunity to obtain accident insurance. This service is not compulsory, but is advisable if the student does not have other accident coverage. Students involved in interscholastic athletics, certain intramural activities and overnight field trips are required to have acceptable accident insurance.

The Puyallup School District offers a student accident insurance plan, prepared by a selected outside insurance company, to anyone who wishes to purchase a plan. The purpose of the policy is to provide adequate medical coverage for a small annual premium. An information folder, together with premium envelope, is available in the Main Office. This folder will give complete information about protection, prices, and dates for collection of annual premium.

### **INTERVIEW BY LAW ENFORCEMENT AUTHORITIES**

The district encourages interviews of students to take place off school premises, in order to minimize interruption to the instructional program.

If the student is under (12 years of age, parent(s)/guardian(s) or designated adult notification and permission is required before any interview/interrogation will take place unless the law enforcement official has a warrant or a court order or the official stipulates that exigent circumstances exist, or the matter involves alleged child abuse or neglect.

An officer is not required to have a warrant in order for the school to release the student into law enforcement custody. In the event a student is taken into custody by a law enforcement officer, the school will notify the parent or guardian as soon as possible unless prohibited by law enforcement. (See Policy 4310, and Policy 3226 and Procedure 3226R).

### **LIBRARY RULES**

All library materials shall be checked out. Failure to follow the established procedure will be considered a violation of school rules. A student who loses a library book or damages it beyond repair will be charged the replacement cost of that book.

### **LICE (PEDICULOSIS)**

When a case of head lice is detected at school, the parent/guardian will be notified.

1. Students who appear to be infested with live lice may be excluded from school.
2. The parent/guardian will be provided with instruction for treatment.
4. In addition to the day that students are sent home, students will receive one (1) excused absence to address treatment.
5. The parent/guardian of child(ren) who come in contact with an infested child may, at the nurse's discretion, be notified to examine their children for signs of lice or nits and, if found, treat before sending the child back to school.
6. Removal of all live lice and a reduction in nits shall be a prerequisite for returning to school. School health personnel will examine the student. The parent/guardian is required to bring the student to school to verify that the student is ready to return to school.
7. If repeated infestations occur, additional screening may be indicated at the school health professional's discretion to identify unrecognized cases.

### **LOCKERS/CUBBIES**

Students may be assigned to lockers/cubbies for specific classes. The locker/cubby is to be kept clean and secure at all times. Students are responsible for the care of lockers/cubbies and locks. The school accepts no responsibility for lost or stolen items.

If a locker does not operate correctly, notify the teacher. School personnel will retain a master key for all lockers. Combinations will not be changed during the school year. Locks are not to be brought from home and used at school unless directed to do so. PE lockers are to be used only during a student's specific class time.

### **LOST AND FOUND**

Textbooks, wallets, watches, electronics and other items of value which are found should be turned in to the office so they

may be returned to the rightful owner. Failure to do so will constitute theft. Periodically, "lost and found" items will be donated to a charity of choice.

### **MCKINNEY-VENTO (HOMELESS) ACT**

Students who are homeless or in transitional housing may be entitled to supplemental services from the school district, such as school supplies, school clothing, breakfast and lunch, tutoring, and transportation.

Parents who disagree with the educational placement of their McKinney-Vento qualified child(ren) have the right to dispute.

Please contact the school counselor, or Student Services at 253-435-6515 for additional information on the McKinney-Vento Act.

### **MEDICATION**

Every effort should be made to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by the parent/guardian that the medication will be administered by the school nurse, or by the teacher, principal/designee, health assistant or secretary in the absence of the school nurse. Instruction on administration will be provided by the school nurse. All prescription and non-prescription medication will be kept in a locked cabinet. An EpiPen and/or inhaler may be carried by a student with a note from a physician and cleared through the school nurse.

Medication to be dispersed by the school nurse will require written permission and instructions from a licensed prescriber as described in RCW 28A.210.260 & RCW 28A.210.270 and signed parental permission to administer the medication at school. (Forms are available in the nurse's office.)

Medication must be properly labeled with the student's name, name of medication, dosage, and time to be administered. All medication (prescription and non-prescription) to be administered at school requires:

1. A written order from a licensed prescriber prescribing within the scope of their prescriptive authority, detailing the name of the student, the name of the medication, route of medication, dosage, time to be given, and the expected duration of administration and possible side effects.
2. Medication to be brought to school in the original container appropriately labeled by the licensed prescriber for the prescription drugs or by the manufacturer for non-prescription drugs. No greater than a 20 day supply shall be stored at school in a locked, substantially constructed cabinet.
3. The first dose given at school should be administered by the school nurse, if possible, so that the nurse or person administering the medication may determine that in his or her judgment the medication appears to be in the original container and properly labeled. Non-licensed staff will be trained, supervised and monitored by the school nurse.
4. A record will be kept designating time and date, and with the initials of persons administering the medication.
5. Requests for administration of medication will be valid only as ordered by the licensed prescriber and the dates indicated in writing, and in no case shall the period

exceed one (1) school year.

6. Administration of oral and topical medications, eye drops, ear drops and nasal spray may be delegated by the school nurse to unlicensed school staff. Nasal spray that is prescribed and/or a controlled substance will be administered by a licensed nurse. No prescribed medication shall be administered by injection by non-licensed staff except when a student is susceptible to a predetermined life-endangering situation treatable by Epinephrine (EpiPen). Such medication shall be administered by the school nurse or staff trained by the school nurse to administer such an injection.

The district is not responsible for reactions when the medication is dispersed in accordance with the licensed prescriber's directions.

Misuse of prescription/non-prescription drugs will be subject to suspension or expulsion.

### **NINTH GRADE DANCE**

Each year during the last week of school, Puyallup School District's seven (7) junior high schools sponsor an evening dance for ninth graders. The purpose of the dance is to allow all ninth graders to celebrate their junior high school years. Students must be appropriately dressed for the semi-formal occasion.

The 'Ninth Grade Dance' is only for ninth grade students attending a junior high school in the Puyallup School District. No other students will be permitted to attend. Students must attend school on the day of the dance to attend. All fees, fines and disciplinary issues must be cleared prior to the dance.

### **NONDISCRIMINATION**

The Puyallup School District provides equal opportunities in education and employment and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

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, such as a school-sponsored field trip.

Questions or complaints of alleged discrimination or harassment may be directed to:  
ADA/Human Resources Compliance Coordinator: Amie Brandmire ~ (253) 841-8666, brandmah@puyallup.k12.wa.us;  
Chief Equity and Achievement Officer: Gerald Denman ~ (253) 840-8966, denmange@puyallup.k12.wa.us;  
Title IX Coordinator, Rick Wells ~ (253) 841-8785, wellsjr@puyallup.k12.wa.us; or  
Section 504 Coordinator, Gerald Denman ~



(253) 840-8966, denmange@puyallup.k12.wa.us  
Civil Rights Compliance Coordinator, Gerald Denman ~ (253)  
840-8966, denmange@puyallup.k12.wa.us

All individuals may be reached at this address:

Puyallup School District  
302 2nd Street SE  
Puyallup, WA 98372

### **ON-TIME GRADUATION — High School**

For the Classes of 2017 through 2018:

To be considered on track to graduate a student must earn a minimum of five (5) credits prior to fall registration of tenth (10th) grade; a minimum of 11 credits prior to fall registration of 11th grade; a minimum of 17 credits by the end of the second semester of 11th grade. Seniors must have 22 credits, pass a state history course and successfully complete a culminating project as well as pass state assessments.

For the Classes of 2019 and beyond:

To be considered on track to graduate a student must earn a minimum of six (6) credits prior to fall registration of tenth (10th) grade; a minimum of 12 credits prior to fall registration of 11th grade; a minimum of 18 credits by the end of the second semester of 11th grade. To be eligible for graduation, seniors must earn 24 credits, pass a state history course and successfully complete a culminating project as well as pass state assessments.

Any student who does not have enough credits to be on track during any given year will need to meet with a counselor prior to fall semester to develop a plan for making up those credits.

### **PHOTOGRAPHS OF STUDENTS**

District personnel may take a student's photograph for inclusion in district publications, slides, websites, video presentations, yearbooks and/or for use in electronic/print commercial and non-commercial media that relate to school activities. Parents may opt out of having photographs and other information released. If parents wish to opt out they may do this through the enrollment form.

### **PLAYGROUND AND MULTI-PURPOSE ROOM RULES**

Elementary only: Students are to follow school playground rules. Each school has a copy of playground rules available upon request. Differences in procedures and rules are due to the physical designs of the buildings, variety of programs, schedules, etc.

### **PRIVACY RIGHTS OF PARENT/GUARDIAN AND STUDENTS (FERPA)**

The Puyallup School District, in compliance with federal laws, presents these facts for the information of parent/guardian and students.

In accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, student records are open for review and inspection by parent/guardian or students 18 years of age or

older. Students 16 years of age or older, or who are emancipated have the right to give informed consent regarding their records, with some exceptions. Under state law, information regarding students with HIV or sexually transmitted diseases (STD), 14 years of age or older, may be released by the student only.

A student's records are open under the guidance of a school staff member for inspection and review to the parent/guardian of the student or the student himself/herself if 18 years of age or older. Appointments must be pre-scheduled for viewing cumulative records of grades, achievement test scores, or health records. Psychological records may be reviewed at the Special Services Office. Appointments may be made for viewing psychological records at (253) 841-8700. (Psychological testing is administered only with prior parent/guardian approval.) A parent/guardian or student 18 years of age or older may view his/her records, attach written comments, or request a hearing to remove a part of the records. Records may be reproduced at a cost of \$.15 (cents) per page, paid by the person requesting the information. For a certified transcript the first five are free any additional are \$1.00 each.

Puyallup School District, in conformance with the Family Educational Rights and Privacy Act (FERPA) permits parent/guardian or students to:

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

2. Request an amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or in violation of the student's rights to privacy. A parent/guardian or eligible student may ask the district to amend a record that they believe is inaccurate or misleading. A parent/guardian should write to the school principal/designee, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing as provided in District Policy 3231.

3. Consent as provided in District Policy 3231, to the disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials who have legitimate educational interests. A school official is a person employed by the district such as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task such as attorney, auditor, medical consultant, or therapist; or a parent/guardian or student serving on an official committee, such as a disciplinary or

grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

The Puyallup School District will forward elementary and secondary student's educational records on request to the school in which the student seeks or intends to enroll without further parent/guardian notification. A parent/guardian may receive a copy of the records at their expense, if requested. Similarly, transcripts or other information requested by students will be forwarded to colleges and educational institutions to which students are applying, provided there are no unpaid fees or fines.

4. The right to file a complaint with the U.S. Department of Education under Section 99.64 concerning alleged failures by the district to comply with the requirements of FERPA. The Family Policy Compliance Office can be contacted if you have any questions or need further information:

Family Policy Compliance Office  
U.S. Department of Education  
4000 Maryland Avenue S.W.  
Washington, D.C. 20202-5901

5. Unless a parent/guardian files a written objection as provided below, the district may release a student's "directory information" to the public without prior parental/guardian consent. Directory information includes the following information relating to a student: the student's name, photograph, activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, graduation lists, scholarship and award winners, and schools attended.

A parent/guardian who does not wish to disclose this information should notify the school principal in writing within ten (10) calendar days following notice of these rights to students. Under the federal No Child Left Behind Act, a parent or a student may also request that their directory information not be released to military recruiters. Such a request must be filed in writing with the school principal.

## **PROGRESS REPORTS**

There will be a system of reporting to parent/guardian pertaining to the progress of their children. The reports will cover academics, social, emotional, and physical development of the student. In addition to grades, teachers may comment on the student's work habits, progress, and behavior.

Supplementary reporting is used at each grade level and may include, but is not limited to, additional parent-teacher conferences, periodic reports, recognition for good work, reports by telephone or email, letters sent home, and home visits.

Parents and students may access classroom grades online through the district website and directly through the school website. Missing assignments are listed and the grades are generally updated weekly. Students should know their user ID and password. If there is a problem accessing the account, contact the school office.

## **PROMOTION/RETENTION** - Grades K-8

After a student has successfully completed a year of study at a specific grade level, he/she will be promoted to the next grade. Retention at the same grade may be beneficial to the student when he/she is not demonstrating minimum competency in basic skill subjects in relation to ability and grade level. Retention should not be considered, except in these instances where there is a strong likelihood that the student will benefit with minimum social and emotional disruption. (District Policy 2421 Promotion and Retention)

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) affords parent/guardian certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights include the following:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parent/guardian; or
8. Income other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parent/guardian to a student who is 18 years old or an emancipated minor under State law.

The district has developed policies, in consultation with

parent/guardian, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents/guardian of these policies at least annually at the start of each school year and after any substantive changes.

#### Notice to Opt Out

The district hereby provides notice to parents/guardians for any survey or activity of their opportunity to opt their child out of participation. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of any activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys.

Parents/guardians who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
4000 Maryland Avenue S.W.  
Washington, D.C. 20202-5901

#### PUBLIC INFORMATION

Under the federal No Child Left Behind Act, a parent/guardian may request the district to provide information regarding the professional qualifications of a student's classroom teachers.

Under Chapter 42.56 RCW, parents/guardians and other members of the public have the right to inspect and copy public records retained by the district, unless the records are exempt. Direct all requests to the Office of Communications at 253-841-8703.

#### RUNNING START

Running Start is a State-wide program intended to provide students a program option consisting of attendance at certain institutions of higher education and the simultaneous earning of high school and college/university credit. Running Start was initiated by the Legislature as a component of the 1990 Learning by Choice Law.

Students in grades 11 and 12 are allowed to take college courses at Washington's community and technical colleges, and at Central Washington University, Eastern Washington University, Washington State University, and Northwest Indian College.

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

#### SIGNS AND BULLETIN BOARDS/DISTRIBUTION OF MATERIALS

The distributing of information, placement of materials on bulletin boards, or the placing of signs throughout the building or on school property by outside organizations must have prior administrative approval through the Office of Communications at 253-841-8703 or Peachjar.com.

#### TRANSFERS AND RELEASES

##### *Transferring into the Puyallup School District*

Students wishing to transfer into the Puyallup School District from another school district are to first obtain a *Release of Attendance/Choice Transfer* from their resident district, then submit it with a Non-Resident application (available on the district website, under Families, Registration & Enrollment, Out-of-District Waiver) to the district office at 302 2nd St. S.E., Puyallup, WA 98372. For optimal consideration, secondary applications are due by January 10<sup>th</sup>, but not before December 10<sup>th</sup> and elementary applications are due by March 1<sup>st</sup>, but not before February 14<sup>th</sup>. Applications to attend Puyallup schools must be renewed each year.

Attendance, behavior, academics and program availability are considered for acceptance and renewal/continuance of transfers.

##### *Transferring out of Puyallup School District*

Any student wishing to attend school in another school district must obtain an approved District Release of Attendance/*Choice Transfer Request* form from the district office (available at the district office or district website under Families, Registration & Enrollment, District Release of Attendance).

##### *Transferring within the Puyallup School District*

Students wishing to transfer to a school within the Puyallup School District must obtain an *Intra-District Transfer* form (available at the student's resident school, district office or district website under Families, Registration & Enrollment, Intra-District Transfer). For optimal consideration, secondary intra-district transfer forms are due by January 10<sup>th</sup>, but not before December 10<sup>th</sup> and elementary forms are due by March 1<sup>st</sup>, but not before February 14<sup>th</sup>. Once accepted to a school, the transfer is valid for all years the student is to attend the specific school unless revoked by school or rescinded by the parent/guardian.

Alternative Programs: All applicants will need to submit an application and go thru an interview process at the desired location.

#### VISITORS

Visitors are not allowed, unless there is an educational value to the visitor(s) or the school. Visitors must have prior approval from the principal/designee are required to sign in at the Main Office upon arrival to school.

#### VOLUNTEERS

Volunteers are encouraged to participate at each of our schools but must have a current approved volunteer application on file. The online application can be found on the district website, Community, Volunteer Services.

Contact the main office at your school to learn more about the volunteer application process or opportunities or to submit a volunteer application.

## **WALKING SAFETY**

For the safety of students who walk to and from school and/or bus stops they must adhere to the following safety precautions. Students are expected to follow all school rules, on the way to and from school.

Students should:

1. Walk with friends or family members, using the “buddy system”. Younger children should always walk with an adult.
2. Walk on the sidewalk. If there is no sidewalk, be sure to walk on the side of the road facing traffic.
3. Stay on a safe walking route. Don’t take shortcuts that could be dangerous. The district has identified safe walking routes for every school, which are posted on the district website, Departments, Transportation.
4. Watch for cars or trucks parked in driveways, and look for drivers in parked cars who may be getting ready to move their vehicle.
5. When crossing the street, use an approved crossing area such as at a traffic signal or other marked intersection.
6. Stop, look, and listen. Stop at the curb or the edge of the road. Look and listen for moving cars in all directions. Wait until no traffic is coming and begin crossing. Keep looking for traffic until finished crossing. Never dart out between parked cars, jaywalk, or use other illegal methods of crossing the street or railroad tracks.
7. Walk, don’t run, when crossing the street. Also, don’t push, shove, or chase others.
8. Obey traffic signs, signals, and school crossing guards.
9. Be safe, be seen. Wear brightly-colored clothing during the daytime to make it easier to be seen by drivers. When it is dark or hard to see outside, use a flashlight and wear reflective material on shoes, backpacks, and clothing.
10. Never take rides from people not arranged by parents.
11. Avoid getting near a strange car or talking with strangers; and be aware of your surroundings and the people around you.
12. School patrols are for the students’ safety. They must be obeyed at all times when they are on duty.

Sources: National Center for Safe Routes to School and National Highway Transportation Safety Administration.

## **WITHDRAWAL FROM SCHOOL**

Elementary only: A parent/guardian withdrawing students must contact the school office to complete the appropriate paperwork. The teacher will fill out a withdrawal slip which will be used in the check-out process. All fees and fines must be paid before an official transcript will be forwarded (RCW 28A.635.060).

Secondary only: A student withdrawing from school must bring written permission from his/her parent/guardian. This request is to be presented to the Counseling or Student Services Office. The student will then meet with their counselor for an exit interview and be given a withdrawal slip which will be used in checking out with each teacher. The withdrawal slip is to be brought back to the Counseling/or Student Services Office. All

fees and fines must be paid before an official transcript will be forwarded (RCW 28A.635.060).

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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, such as a school-sponsored field trip.

Questions or complaints of alleged discrimination or harassment may be directed to:

ADA/Human Resources Compliance Coordinator: Amie Brandmire ~ (253) 841-8666,

brandmah@puyallup.k12.wa.us;

Chief Equity and Achievement Officer: Gerald Denman ~ (253) 840-8966, denmange@puyallup.k12.wa.us;

Title IX Coordinator, Rick Wells ~ (253) 841-8785, wellsjr@puyallup.k12.wa.us; or

Section 504 Coordinator, Gerald Denman ~

(253) 840-8966, denmange@puyallup.k12.wa.us

Civil Rights Compliance Coordinator, Gerald Denman ~ (253) 840-8966, denmange@puyallup.k12.wa.us

All individuals may be reached at this address:

Puyallup School District

302 2nd Street SE

Puyallup, WA 98372



1-855-782-0798

If you have information about a threat to school safety, do your part to protect others. If you don’t talk to a school administrator, call the SafeSchools Alert. It is a completely anonymous, toll-free tip line that you can access 24 hours a day, 7 days a week, 365 days a year.