

## Student/Parent Rights and Responsibilities Handbook

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### Superintendent's Message

*It is the mission of the Peninsula School District to partner with our community to provide a safe environment where every student acquires the knowledge, skills and character to become productive citizens. Furthermore, it is our vision that all students will graduate from our District, capable and able to take advantage of any life opportunity that might come their way.*

*This handbook is intended to provide all students, teachers, administrators, and parents/guardians with access to and an understanding of the expectations which help to reinforce the District's mission. We believe the path to accomplish our vision and mission begins with a strong foundation based on positive relationships across the District. This includes ensuring that everyone feels Respected, Loved, Valued, Capable and that they Belong to a caring and supportive organization.*

### Communications

The goal of our District Communications is to keep the community well informed about school issues and programs, to receive information and feedback from community stakeholders on important issues, and to share and celebrate the "good news" in our District. We take seriously our responsibility to conduct school business in an environment of transparency and openness. Several communication tools are utilized to help raise awareness and nurture strong relationships with parents/guardians, staff, students, the community and media. Our Community Outreach Officer is: Kathy Weymiller - Phone: (253) 530-1095 Email: [Weymillerk@psd401.net](mailto:Weymillerk@psd401.net)

We strive to provide timely, frequent, accurate and useful information through the following channels:

- Annual Report
- "Five Things" Staff Newsletters
- Compass: Our printed news sent to each home in the District three times a year
- Social Media Postings and Live Streaming
  - Facebook
  - Twitter
  - Instagram
  - Snapchat (coming soon)
- School Messenger (Emails, Phone Calls, Text Messages, Push Notifications)
- Video Blogs
- Podcasts
- KGHP
- Thought Exchange and other surveys
- Tandem Online Calendar

The Communications Office also manages: Media Inquiries, Emergency Communications, Communication Planning, District Events (Patron Tours, Safety Fair, etc.), Publications as needed (school profiles, recruiting brochure, school bond/levy election facts, safety materials, etc.).



#### Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:** 253.358.8523
2. **Text:** Text your tip to 253.358.8523
3. **Email:** 1587@alert1.us
4. **Web:** <http://1587.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information is available online at <http://1587.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## Introduction

This handbook sets forth the rules and regulations of Peninsula School District regarding student conduct, discipline, and rights and responsibilities. (See WAC 392-400-225) The rules, regulations, and due process procedures outlined in this handbook are applicable to all students and are designed to protect all members of the educational community. It is important for parents/guardians to recognize their own rights and responsibilities addressed in this document, such as in the instance of financial damages caused by their children, compliance with compulsory attendance laws, etc. Parental support of the code of conduct is as important as the obligation to encourage respect for democratic processes and responsibilities. The student, as a member of the educational community, must accept his/her responsibilities of citizenship therein.

Specific policies are referenced and the complete policies are contained on the Peninsula School District Website at: <https://psd401.net/policies-and-procedures/>.

## Student Rights and Responsibilities

We believe that for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive to the recipient. We trust that students will respectfully accept and adhere to the following:

| Rights   | Responsibilities  |
|--|---|
| <p>Students have the right to a productive learning environment.</p> <p>Students have the right to a safe environment free from discrimination, intimidation, sexual harassment, and assault.</p> <p>Students have the right to clean and safe classrooms, hallways, and lunchrooms.</p> <p>Students have the right to expect staff to help solve their problems.</p> <p>Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.</p> <p>Students have the right to engage in the grievance process.</p> <p>Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.</p> <p>Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.</p> | <p>Students are responsible for their own behavior.</p> <p>Students are responsible for respecting the property of other people and school property.</p> <p>Students are responsible for attending school and all classes daily and on time.</p> <p>Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.</p> <p>Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).</p> <p>Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.</p> <p>Students are expected to make a determined effort to learn.</p> <p>Students are expected to follow the instructions of teachers and other school staff.</p> <p>Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.</p> |

## Attendance

### Absences & Excuses (see Policy and Procedures 3122)

Regular school attendance is important for the success of all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates<sup>1</sup>. Students may be excused from school, with the consent of their parents/guardians, for illness, health condition, medical appointment or other excused absences consistent with [WAC 392-400-325](#). Parents or guardians should notify the school in person, by phone, or in writing/email as soon as possible or within 48 hours of an absence if they wish to have the principal consider it as an excused absence. Students who demonstrate excessive absenteeism or tardiness may be subject to corrective action. **The Peninsula School District encourages parents to work with their school administrators to mitigate any barriers to their child attending school regularly.** All students are expected to remain on campus for the entire school day, with the exception of high school students who are taking courses at or receiving ancillary services outside the District, or any student involved in an approved work-training program.

## Truancy

Under Washington State's truancy law [RCW 28A.225.030](#), the school/district are required to take specific actions when students are truant.

- Districts are required to conference with the parent/guardian and child in an elementary school for any student who has five or more *excused* absences in a month or ten (10) or more *excused* absences in the current year.
- Parents/Guardians will be notified in writing or by phone after one *unexcused* absence in a month.
- A parent conference will be initiated after two *unexcused* absences in a month in order to improve the student's attendance.
- The parent/guardian and school must enter into a contract to improve the student's attendance after five *unexcused* absences in a month, or the case may be referred to a Community Truancy Board.
- The school district may file truancy petitions with the juvenile court after seven *unexcused* absences in a month or ten (10) *unexcused* absences in an academic year.

## Discipline Process

### Corrective Action/Discipline (See Policy and Procedures 3200, 3240 and 3241)

In order to support safe, nurturing and productive learning environments, the Peninsula School District encourages schools to take an instructive, restorative and corrective approach in regard to student behavior. The goals of these approaches are to correct inappropriate or unacceptable behavior and to assist students in developing empathy for others, accepting responsibility for their actions, developing the capacity to improve their behavior, and repairing the harm caused as a result of their behavior.

Schools are encouraged to establish clear expectations for student behavior and methods for supporting students' ability to meet these expectations. When appropriate, schools may identify additional learning opportunities which may support students' ability to meet expectations through a multi-tiered system of support.

When appropriate, schools are encouraged to support students in understanding harm that has been caused through a student's action, whether intentional or unintentional, and identifying the needs of the students involved. Efforts will be taken to both encourage accountability and responsibility by the author of those actions as well as to reintegrate all students into the school or classroom community. This approach may be supported by the use of restorative contracts, impromptu conferences, restorative circles, or formal conferences.

In those instances, when corrective action is determined to be necessary, schools may consider both the severity and frequency of the behavior when determining which corrective action is most appropriate.

While administrators normally apply the concept of progressive discipline in working with students to bring about changes in inappropriate/unacceptable behavior, there may be situations where progressive discipline is not appropriate and prudent. In such cases, Peninsula School District reserves the right to immediately suspend or expel where exceptional misconduct is involved (i.e. conduct that is so frequent or serious in nature, in terms of the disruptive effect upon the operation of the school, as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a threat or disruption to other students at school.

#### Discipline and Confidentiality:

Federal law prohibits schools from disclosing personally identifiable information from a student's education record that would be considered harmful or an invasion of privacy if disclosed. This includes revealing any information about student discipline. While we understand at times a parent may want to know if and how another student was reprimanded for an incident, please be aware information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974, 20 USC 1232g and adopted District policy.

#### Codes:

- Discipline (D)
- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact (PC)
- Substance/Risk Assessment (A)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Expulsion (EE)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)

## Definitions

*Behavioral violation* means a student's behavior that violates a school district's discipline policy adopted under WAC 392-400-225.

*Classroom exclusion* means the exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements in WAC 392-400-330 and 392-400-335. Classroom exclusion does not include actions that result in missed instruction for a brief duration when:

- (a) A teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and
- (b) The student remains under the supervision of the teacher or other school personnel during such brief duration.

*Discipline and other forms of discipline* mean all forms of corrective action used in response to behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.

*Discretionary Discipline* means a disciplinary action taken by a school district for student behavior that violates rules of student conduct adopted by a school district board of directors under RCW 28A.600.010 and 28A.600.015, but does not constitute action taken in response to any of the following:

- (a) A violation of RCW 28A.600.420; (Firearms on school premises, transportation, or facilities)
- (b) An offense in RCW 13.04.155<sup>1</sup>;
- (c) Two or more violations of RCW 9A.46.120, 9.41.280, 28A.600.455, 28A.635.020, or 28A.635.060 within a three-year period; or
- (d) Behavior that adversely impacts the health or safety of other students or educational staff.

*Disruption of the educational process* means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.

*Detention:* For minor infractions of school rules or regulations or for minor misconduct, administrators and teachers may detain students outside of school hours, for not more than one hundred (100) minutes on one or more days. Saturday work assignments, up to five hours or other after-school-hour service projects, may be assigned by the principal/designee as alternatives to suspension or other discipline. In all cases in which detention is to be used, notice shall first be given to the parent/guardian to inform that person of the basis and reason for such action and to permit arrangements for the necessary transportation of the student. The parent/guardian, if the student is a minor, shall be responsible for the transportation of the student when he/she has been detained after school hours for corrective action. All students detained for corrective action shall be under the direct supervision of a school district employee.

*Emergency Expulsion (EE):* An emergency expulsion is a denial of attendance for no more than ten (10) days, imposed only while a student poses a continuing danger or continuing risk of substantial disruption. An emergency expulsion may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action. An emergency expulsion must end or be converted to another form of corrective action within that ten (10) day period.

*Emergency Removal:* An emergency removal (see WAC 392-400-290) permits a student to be immediately removed from a class or activity when there is good and sufficient reason to believe that the student's presence poses an immediate and continuing danger or a continuing threat of substantial disruption. This is a short-term action which can continue until the danger or threat ceases, or the principal or designated school authority acts to impose discipline, a short-term suspension, a long-term suspension or an expulsion, or an emergency expulsion.

*Expulsion (E):* Means a denial of attendance for a period of time up to, but not longer than, the length of an academic term, as defined by the school board, from the time a student is removed from his or her current school placement by a school district superintendent or a designee of the superintendent. 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 school district. Except for firearm violation in accordance with WAC 392-400-820, a school district may not administer an expulsion for any student in kindergarten through fourth grade

*Restorative Conference/Contracts (RC):* Restorative justice conferencing is a formal, structured, facilitated meeting that brings together those affected by harm to listen to how each other has been affected and decide on a resolution to that harm. Restorative contracts are an opportunity to consider and agree to a strategy for future good behavior/positive relationships; they formalize the act of resolution and agreement into a written document. They clearly set out the changes that need to take place, how they are going to happen and who is going to support this process.

### *Severity/Frequency:*

- *Minor/Initial-* The impact of the student's behavior has limited/minor disruptive impact and is behavior not previously addressed with this student.
- *Moderate/Repeated* – The impact of the student's behavior has a broader or more disruptive impact and/or this is

<sup>1</sup> <http://apps.leg.wa.gov/rcw/default.aspx?cite=13.04.155>

behavior which has previously been addressed with the student.

- Severe/Persistent – The impact of the student’s behavior has a wide-spread or more significant disruptive impact and/or this is behavior which has not changed after multiple times of addressing it with the student.

**Suspension (S):** Means a denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions.

- **In-School (In-House) Suspension (ISS):** A temporary removal from the regular classroom for disciplinary purposes where the student remains under direct supervision of school personnel.
- **Short-term Suspension (STS):** A suspension, including in-school suspension, for any portion of a calendar day up to and not exceeding ten (10) consecutive school days (WAC 392-400-205), and is subject to the following limitations:
  - a Short-term suspension can be imposed as a form of *Discretionary Discipline*.
  - b School administration must first impose another form of corrective action reasonably calculated to modify a student’s conduct as a consequence of misconduct of the same nature, except in situations regarding *Exceptional Misconduct*.
  - c No student in grades kindergarten through grade four shall be subject to short-term suspensions for more than a total of ten (10) school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student. (WAC 392-400-245)
  - d 5th Grade through 12<sup>th</sup> - No student in the grade five and above program shall be subjected to short-term suspensions for more than a total of fifteen (15) school days during any single semester or ten (10) school days during any single trimester, as the case may be.
- **Long-term Suspension (LTS):** A suspension that is more than ten (10) consecutive school days, subject to the following limitations:
  - (a) Exceeds ten school days and has an end date of not more than the length of an academic term, as defined by the school board, from the time of corrective action;
  - (b) Cannot be imposed in such a manner that causes the student to lose academic grades or credit in excess of one semester or trimester during the same school year; and
  - (c) Cannot be imposed beyond the school year in which the alleged misbehavior occurs.

**Due Process:** Students who are subject to discipline/corrective action shall be afforded their right to due process. The due process rules vary for different levels of discipline and other corrective actions. In general, the more severe the disciplinary action, the more formal and structured the due process requirements. For most cases, the grievance process begins with the school principal, can be appealed to the district superintendent or his/her appointee, and finally the school board; grievances may in some cases be appealed to the courts if a resolution or satisfaction is not achieved within the school system.

Prior to the suspension of any student a conference shall be conducted with the student that provides:

- e Notice of the alleged misconduct and violation(s) of school district rules;
- f An explanation of the evidence in support of the allegation(s);
- g An explanation of the corrective action which may be imposed; and,
- h The student shall be provided the opportunity to present his/her explanation.

Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed. If a student is short-term suspended, enrollment in another program is not always feasible or in the best interest of the student. Students may be placed in in-school suspension during a short-term suspension instead of assigning out-of-school suspension. In-school suspension should be designed to allow students to receive regular course assignments and have access to their regular instructional teacher(s) as needed. Regardless of the location of educational services, students must be given the opportunity to make up any assignments or tests missed as a result of a short-term suspension if the student’s grades or credit might be affected.

Prior to a long-term suspension, notice shall be provided to the student and parent or guardian of the alleged misconduct and violation(s) of school district rules and an explanation of the corrective action proposed.

Discipline may be grieved to the building principal. A suspension from school may be grieved (short-term) or appealed (long-term). The student will be informed of the grievance/appeal process at the time a suspension occurs. Parents/Guardians will be notified of the suspension in person, by phone or by mail.

**Limitation on Use K-4:** Kindergarten through grade four – No student in grades kindergarten through four shall be subject to a short-term suspension for more than a total of ten (10) school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student (See WAC 392-400-245).

No student in grades kindergarten through four shall be subject to long-term suspension during any single semester or trimester, as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student (WAC 392-400-260).

**Re-engagement Meeting:** Should be convened when a long- term suspension or expulsion is issued. The purpose of this meeting is to discuss a reengagement plan with the student and parent/guardian. A reengagement meeting should be convened within 20 days of a long-term suspension or expulsion and no later than five days before the student’s reentry or reenrollment.

**Re-engagement Plan:** A written plan developed between the District, student, and parent/guardian to aid the student in taking the necessary steps to remedy the situation that led to the corrective action and return the student to an educational setting as soon as possible. The District is required to make reasonable efforts to assist students in returning to the educational setting prior to, and no later than, the end date of an expulsion.

**Re-admission:** In compliance with WAC 392-400-245 (6), any student who has been suspended or expelled shall be allowed to make application for re-admission at any time. If a student desires to be re-admitted to the school from which he/she has been suspended/expelled, the student shall submit a written application to the principal, who shall recommend admission or non-admission. If a student wishes admission to another school, he/she shall submit the written application to the Superintendent. The application shall include: reasons the student wants to return and why the request should be considered; evidence which supports the request; and a supporting statement from the parent/guardian or others who may have assisted the student. The Superintendent or his designee shall, in writing, advise the parent/guardian and student of the decision within seven (7) school days of the receipt of such application.

## Codes of Conduct

**A. Misconduct:** A student, who engages in Misconduct may be subject to discipline, short-term suspension, emergency removal, or emergency expulsion, provided that a student may not be short-term suspended for engaging in misconduct unless another form of corrective action reasonably calculated to modify the student’s behavior has been imposed as a consequence of misconduct of the same nature.

| Violation                       | Definition  | Severity/Frequency                                      | Consequence                         |
|---------------------------------|---|---|-------------------------------------|
| Academic Dishonesty /Plagiarism | All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student’s course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.   | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC/LP<br>D/RC/LP<br>STS/LTS/LP    |
| Alteration of Records /Forgery  | Falsifying, altering, or destroying a school record or any communication between home and school.   | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC/LP<br>EE/STS/RC<br>EE/LTS      |
| Attendance/ Truancy             | Being absent or tardy from classes without an approved excuse. Includes leaving school property without appropriate approval.   | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC/LP<br>D/RC/LP<br>Truancy Court |
| Bullying, Intimidation          | Intentional, unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time. Bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim’s race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: physically harms a student or damages the student’s property; or has the effect of substantially interfering with a student’s education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC/LP<br>EE/RC/STS<br>EE/LTS      |
| Discriminatory 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.   | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC/LP<br>EE/STS<br>EE/LTS         |

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| Violation                                     | Definition  | Severity/Frequency  | Consequence  |
|---|---|---|--|
| Disruptive Conduct/<br>Behavior               | Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school. This may include, <b>but not limited to</b> ; <ul style="list-style-type: none"> <li>Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;</li> <li>Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through, preventing students from attending class or school activities or occupying a school building or school grounds in order to deprive others of its use;</li> <li>Causing a disturbance or disruption on school grounds, at school activities, or on District-provided transportation, including substantially interfering with any class or activity;</li> <li>Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;</li> </ul> | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | D/RC /LP<br><br>EE/STS/PC/LP<br><br>EE/LTS/PC                |
| Dress Code                                    | Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Clothing or jewelry that is gang-related, displays or promotes alcohol, tobacco, drugs, weapons, illegal actions, or obscene and vulgar messages or promotes activities that violate school regulations are not allowed.   | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | CHANGE CLOTHES<br><br>D/RC/LP + CHANGE CLOTHES<br><br>EE/STS |
| Extortion/<br>Blackmail and<br>Coercion       | Extorting or attempting to extort any item, information, or money. Engaging in games of chance that involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.   | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | D/RC/LP<br><br>EE/STS<br><br>EE/LTS                          |
| Failure to Cooperate/<br>Willful Disobedience | Failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes, but is not limited to non-compliance, defiance and disrespect.  | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | D/RC/LP<br><br>EE/STS<br><br>EE/LTS                          |
| False Allegations                             | Reporting a false incident or falsely corroborating misbehavior of others that did not occur, while in school, on District property, transportation, or premises provided by contractors or agents of the school district, or during school-sponsored activities.   | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | D/RC/LP<br><br>EE/STS<br><br>EE/LTS                          |
| Fighting                                      | Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.  | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | D/RC/LP<br><br>EE/RC/STS<br><br>EE/LTS                       |
| Interfering with School<br>Investigation      | Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.  | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | D/RC/LP<br><br>EE/LP/STS<br><br>EE/LTS                       |
| Lying   | Telling or writing untruths.  | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | D/RC/LP<br><br>D/RC/STS<br><br>D/STS/LTS                     |
| Negative<br>Community<br>Action               | Engaging in behavior <i>outside of school</i> that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, which that may negatively impact the school environment. Examples include, but are not limited to, acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other Internet or electronic communications used to harass or harm others.  | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | D/RC/R/LP<br><br>EE/STS/PC<br><br>EE/LTS/PC                  |

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| Violation  | Definition  | Severity/Frequency                                      | Consequence                                |
|--|---|---|--|
| Physical Aggression  | Threatening injury or attempting to cause physical injury or intentionally behaving in such a way as could reasonably be expected to cause physical injury to any person.   | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC/LP<br>EE/STS/PC/A<br>EE/LTS/PC/A      |
| Prohibited Use of District Network and Digital Resources   | Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the <i>Student Acceptable Use Procedures (AUP)</i> . This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to District browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).  | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/R/LP<br>EE/STS/PC/R/LP<br>EE/LTS/PC/R/LP |
| Sexual Harassment  | Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has the potential to deny or limit another student(s) ability to participate in or benefit from a school's education program. Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including, offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. <i>This includes sexual misconduct (i.e. unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct).</i> | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC/LP<br>EE/STS/PC<br>EE/LTS/PC          |
| Sexually Inappropriate, vulgar or Lewd Conduct   | Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices   | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC/LP/PC<br>EE/STS/PC<br>EE/LTS/PC       |
| Theft/Robbery/Possession of Stolen Property  | Taking school district property or the property of another without permission. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.  | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/R/RC/LP<br>EE/STS/R/PC<br>EE/LTS/R/PC    |
| Threats  | Expressing by words or actions intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device. A threat may be communicated directly or indirectly; an actionable threat may threaten immediate physical injury or future physical injury to others; an actionable threat may be one that threatens either immediate or future physical damage to the property of another person or the school district.   | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC/LP<br>EE/STS/A/PC<br>EE/LTS/A/PC      |
| Tobacco, Smoking or use of Vaping device   | Possessing, using, or distributing of any tobacco product, or chemicals, or any other product that has a similar flavor or physical effect of nicotine substances.  | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/STS/A/RC<br>STS/ A/RC<br>LTS/ A/RC       |
| Trespass   | Entering or remaining unlawfully in school buildings or on any part of school or District property without authorization.   | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/R/LP<br>EE/STS/PC/R/LP<br>EE/LTS/PC/R/LP |
| Unauthorized Use of Cell Phones or other Electronic Devices  | Using cell phones and other personal electronic devices in classrooms/during the school day without authorization.  | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | CD/LP<br>D/CP/LP<br>D/CP/STS               |
| Unauthorized Use of Equipment  | Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video, and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed.   | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | CD/CP/LP<br>CP/LP/STS<br>CP/LP/LTS         |
| Vandalism/ Destruction of Property   | Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property.   | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/R/RC<br>EE/STS/R/PC<br>EE/LTS/R/E/PC     |
| Codes: Discipline (D), Restorative Contract/Conference (RC), Restitution (R), Restriction/Loss of Privileges (LP), Police Contact (PC), Substance/Risk Assessment (A), Short-term Suspension (STS), Long-term Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP) |   |   |  |

**B. Exceptional Misconduct:** Any conduct which materially and substantially interferes with the educational process is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school(s) that students may be subject to an emergency expulsion and/or suspension (short-term or long-term) for a first time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline including restorative justice practices if they so decide. A student who engages in Exceptional Misconduct may be subject to discipline, short-term suspension, emergency removal, or emergency expulsion, and may be short-term suspended or emergency expelled without prior use of corrective action by the District. Law enforcement may be informed.

| Violation  | Definition   | Severity/Frequency   | Consequence  |
|--|--|--|--|
| Arson<br><i>Destruction of Property/Vandalism</i>  | Lighting a fire, causing any fire to be started, or setting fire to school property.   | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent              | EE/D/PC/R/STS<br>EE/D/PC/R/LTS<br>EE/E/LTS/PC/R                      |
| Assault - (RCW 9A.36)<br><br><i>Violence With or Without Major Injury</i><br><br>*Serious Bodily Injury  | Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.<br><br><u>A major injury</u> is when one or more students, school personnel or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.<br><br>*An incident, specific to students eligible for special education services, that results in the serious bodily injury of another as defined in Section (1365(h)(3) of Title 18, U.S. Code  | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent              | EE/STS/PC<br>EE/LTS/PC<br>EE/E/LTS/PC                                |
| Dangerous Weapons and Other Unsafe Items<br><br><i>Possession of a Weapon</i>  | Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Students who possess a weapon or who carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, results in the intimidation of another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.<br><br><i>Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities.</i> | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent              | EE/D/STS/PC<br>EE/STS/LTS/PC<br>EE/E/LTS/PC                          |
| Drugs/Alcohol<br><i>Possession/ Use</i><br><br><i>Alcohol Illicit Drug Marijuana</i>   | Possessing, using, or being under the influence of drugs/alcohol while walking/riding to/from school, attending school, on school grounds, on school transportation, or during school sponsored events on or off campus. This includes inhalants, prescription drugs beyond a daily dose, prescription medical marijuana (even if the holder has a valid medical marijuana card), marijuana-infused produces, or marijuana concentrates, regardless of concentration, over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.   | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent              | EE/STS/A/PC<br>EE/STS/LTS/A/PC<br>EE/LTS/A/PC                        |
| Drugs/Alcohol<br><i>Sell /Buy /Transfer</i><br><br><i>Alcohol Illicit Drug Marijuana</i>   | Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card) marijuana-infused produces, or marijuana concentrates, regardless of concentration, over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.   | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent              | EE/STS/A/PC<br>EE/STS/LTS/A/ PC<br>EE/LTS/A/PC                       |
| Endangerment of Others/Self  | Acting in a manner that endangers students, staff, or community members. This also includes tampering with a fire extinguisher, falsely setting off a fire alarm or calling 911 for reasons other than the intended purpose of the alarm. Verbal or written indication of a bomb or other incendiary device on school property.<br><br>Engaging in behavior such that the student's presence poses an immediate and continuing danger to themselves (including harm to self/suicidal ideation).  | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent<br>SELF HARM | EE/LP/PC/A<br>EE/STS/PC/A<br>EE/LTS/PC/A<br>A/PC + EMERGENCY REMOVAL |
| Codes: Discipline (D), Restorative Contract/Conference (RC), Restitution (R), Restriction/Loss of Privileges (LP), Police Contact (PC), Substance/Risk Assessment (A), Short-term Suspension (STS), Long-term Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP) |  |  |  |

| Violation  | Definition   | Severity/Frequency  | Consequence   |
|--|--|---|---|
| Firearms violation of RCW 28A.600.420<br><br>Possession of a Weapon  | Possessing, threatening to use, or using a firearm on school property, school-provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device or as defined in Policy 3239 or Other firearm as defined by the Gun Free Schools Act. <ol style="list-style-type: none"> <li>The school official shall place the student on emergency expulsion, in accordance with WAC, Chapter 392-400.</li> <li>The school official shall notify the parents/guardians and request an immediate conference.</li> <li>Unless otherwise provided by law, in cases involving the carrying or possession of a firearm or an air gun onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, the administrator/designee shall, without exception, expel the student. In cases involving other weapons, the school official shall place the student on long-term suspension, unless expulsion is warranted under the circumstances; provided however, for students in kindergarten through grade four, the student shall be placed on a short-term suspension of up to ten school days.</li> <li>The school official shall notify appropriate law enforcement personnel.</li> </ol> <p><i>In cases involving weapons other than a firearm or an air gun, the school official may initiate a transfer of the student to an appropriate program.</i></p> | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | EE/E/PC<br><br>EE/E/PC<br><br>EE/E/PC                   |
| Gang Activity  | Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. <p><small>criminal gang intimidation in violation of RCW 9A.46.120;<br/>gang activity on school grounds in violation of RCW 28A.600.455;</small></p>  | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | EE/D/PC<br><br>EE/STS/PC<br><br>EE/LTS/E/PC             |
| Hazing   | Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.   | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | EE/STS/RC<br><br>EE/LTS<br><br>EE/LTS/E                 |
| Illegal Acts   | An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property.   | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | EE/STS/PC/R<br><br>EE/STS/LTS/PC/R<br><br>EE/E/LTS/PC/R |
| Inhaling Toxic Fumes (RCW 9.47A)   | Intentionally smelling or inhaling, or possessing for the purpose of smelling or inhaling, or selling, offering to sell, delivering, or giving with knowledge that it will be used for smelling or inhaling, the fumes of any type of substance defined in RCW 9.47A.010 or to induce any other person to do so, for the purpose of causing a condition of, or inducing symptoms of intoxication, elation, euphoria, dizziness, excitement, irrational behavior, exhilaration, paralysis, stupefaction, or dulling of the senses of the nervous system, or for the purpose of, in any manner, changing, distorting, or disturbing the audio, visual, or mental processes.  | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | EE/STS/A/PC<br><br>EE/STS/LTS/A/ PC<br><br>EE/LTS/A/PC  |
| Paraphernalia Possession/use   | Possessing or using any devices (e.g. e-cigarettes, electronic hookahs, vaporizers, etc.) that may be used to deliver a banned or controlled substance such as tobacco, nicotine, drugs and/or alcohol. Paraphernalia also includes any item that can be used to ingest or conceal tobacco, drugs and/or alcohol.  | Minor/Initial<br><br>Moderate/Repeated<br><br>Severe/Persistent | LP/STS/A/PC<br><br>STS/A/PC<br><br>LTS/A./PC            |
| Codes: Discipline (D), Restorative Contract/Conference (RC), Restitution (R), Restriction/Loss of Privileges (LP), Police Contact (PC), Substance/Risk Assessment (A), Short-term Suspension (STS), Long-term Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP) |  |   |   |

### [STUDENTS WITH A DISABILITY - See policy and procedures 2161 and 2162](#)

Students eligible for special education may be disciplined consistent with the disciplinary rules that apply to all students. The District will determine on a case by case basis whether discipline that is permitted under WAC 392-400 should occur. However, students eligible for special education must not be improperly excluded from school for disciplinary reasons that are related to their disability or related to the District's failure to implement a student's IEP. The District will take steps to ensure that each employee, contractor, and other agents of the District responsible for education or care of a student is knowledgeable of special education disciplinary rules and the final regulations implementing the 2004 amendments to the Individuals with Disabilities Education Act (IDEA, Section 504 of the Rehabilitation Act of 1973 and Chapter 392-172 of WAC). Implementing procedures are detailed in the Peninsula School District's Policy 2161 procedures.

Parents and/or adult students have the right to request a due process hearing to appeal the disciplinary placement decision or if they disagree with a determination that the student's behavior was not a manifestation of the student's disability. The hearing is requested by filing a due process hearing request pursuant to WAC 392-172A-05080 and 392-172A-05085.

Parents/Guardians may also challenge disciplinary actions on behalf of students who are not yet determined eligible for special education if the school district had knowledge that the student was under consideration for special education eligibility. A school district is deemed to have this knowledge (a) if the parent/guardian of the student expressed concern in writing to supervisory or administrative personnel of the District that the student is in need of special education; (b) the parent/guardian of the student requested an evaluation of the student pursuant to WAC 392-172A-03005; (c) the teacher of the student expressed specific concerns about a pattern of behavior demonstrated by the student directly to special education administrators or other supervisory staff.

Section 504 Eligible Students: Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

Discipline of students protected under a Section 504 plan requires careful consideration of whether the student's behavior is related to the disabling condition. When a student poses an immediate and continuing danger to himself or herself and/or others or to disruption of the educational process, (see WAC 180-40-295), an emergency expulsion of up to ten (10) consecutive school business days may be used. When a student has engaged in misconduct which is causally related to his or her disability aside from emergency expulsion (see above), expulsion or suspension should not be imposed for more than ten (10) consecutive school days for the school year, or when the student has been suspended or expelled for more than ten (10) school days and the suspension/expulsion reflect a pattern of exclusion. Instead, the need for additional evaluation and/or a change of placement should be considered. In this circumstance, the principal or designee responsible for the imposition of discipline, the Section 504 compliance officer, and a team of professionals from the school who are knowledgeable about the student will meet to determine if there is a need for further evaluation or a change of program or placement. If further evaluation is recommended, it will be conducted as soon as possible. If the student poses an immediate risk to him or herself or others, or to disruption of the educational process the procedure above may be instituted by the principal or designee.

Section 504 students who are recommended for suspension or expulsion solely on the basis of the current use or possession of illegal drugs, alcohol, or substances are not entitled to a Section 504 Committee placement re-evaluation or determination of relationship between such use or possession and the students' disabilities, or to the procedural safeguards afforded to students with a disability by Section 504 procedures.

Parents/Guardians shall be notified in writing of all District decisions concerning the educational placement of their student and provided a copy of the procedural safeguards.

Parents and/or adult students have the right to appeal if they disagree with any disciplinary placement decision or if they disagree with a determination that the student's behavior was not a manifestation of the student's disability.

### [Alcohol, Drug and Tobacco - See policy 4215 and 3245](#)

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs or alcohol. No one is allowed to possess, transfer, sell, use, solicit, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school sponsored event or activity. Drugs include inhalants, prescription drugs beyond a daily dose, over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.

### [Regulation Of Dangerous Weapons On School Premises - See policy 4210 and 3239](#)

It is a violation of District policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities except as allowed in policy 4210. Weapons prohibited by this policy include firearms, as defined under federal and state law, explosives, items capable of causing bodily harm, and objects, including toy weapons or look-alikes, that appear to be weapons or that can be used to cause bodily harm, regardless of size.

## Student Searches (See Policy 3230).

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student is subject to search by school officials if reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct. Administrators may make general searches of all student desks or storage areas without prior notice given to students. An individual student, his/her property (including cell phones), locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable, individualized suspicion the search is related to the discovery of contraband or other evidence of a student's violation of law or school conduct rules. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

## Athletic/Activities Codes of Conduct

(<https://psd401.net/activities/> or <https://psd401.net/athletics/>)

**CO-CURRICULAR ACTIVITIES:** Co-curricular activities are a privilege, and participation is completely voluntary. They promote enjoyment, a high level of motivation, and the pursuit of excellence. Co-curricular activities shall include all school-approved student activities which occur outside of the normal school day. Students participating in co-curricular activities in the Peninsula School District are considered to be in positions of leadership. They represent the school and community.

This Activities Code is designed to establish a reasonably high standard for participants in co-curricular activities rather than to be punitive and deny access to such activities. The Code is designed to support students in their choice to avoid participation in illegal and unhealthy activities, and to support parents/guardians in their efforts to guide children into healthy lifestyles. These rules incorporate by reference the Washington Interscholastic Activities Association (W.I.A.A.) 2001-2002 Handbook.

### Requirements

Students in grades 6-12 participating in co-curricular activities shall abide by the following rules during the calendar year, effective on the first day of the co-curricular activity.

**Eligibility:** Participating students must be regular members of the school they represent in order to participate in an interscholastic athletic activity. Students are a "regular member" of a school if they are enrolled half time or more, exclusive of interscholastic athletic activities. (See W.I.A.A. rule 18.5.0)

**Rules participation:** As a condition of participation in co-curricular activities, participants will agree in writing to abide by all rules set forth below. Parents, guardians and/or legal custodians shall indicate in writing that they have received a copy of the rules and understand and accept them.

1) **Academics:** Participants will maintain satisfactory academic progress by earning a minimum 2.0 grade point average and by passing all but one class for the semester preceding the co-curricular activity. Schools shall monitor the academic progress of co-curricular participants during the co-curricular activity period as outlined in W.I.A.A. rule 18.7.3.

a) **Satisfactory Academic Progress** - A student shall have passed 5 out of 6 classes (WIAA 18.7.0) in the immediately preceding semester/trimester in order to be eligible for competition during the succeeding semester/trimester. The record at the end of the semester/trimester shall be final, except for those credits earned in a regular, accredited summer school program or alternative educational program accepted by the school district.

b) **Academic Suspension Period (WIAA 18.7.6)** - A student who failed to make the grade requirements shall be placed on academic suspension. The student shall be ineligible during the suspension period. If, at the end of the academic suspension period, the student is passing in the minimum number of classes required above, the student may then be reinstated for interscholastic competition.

i) The academic suspension period for high school students shall be from the end of the previous semester through the last Saturday of September in the fall or the first five (5) weeks of the succeeding semester/trimester.

ii) The academic suspension period for middle level students shall be from the end of the previous semester through the first three (3) weeks of the succeeding semester/trimester.

iii) Each student is eligible on Monday of the week following the end of the academic suspension period. Three or more teaching days shall constitute a week.

iv) Support will be available to students to assist their return to academic compliance and reinstatement to competition or performance. Each student is eligible on the day following successful completion of the probation period. School holidays do not count as class minutes.

v) Schools may choose to use weekly progress reports as one method to determine academic eligibility of co-curricular participants for their return to competition or performance.

c) Schools shall monitor the academic progress of co-curricular participants during the co-curricular activity period.

d) Students may be allowed to participate on a probationary status under conditions established by the student's IEP, IAP, multi-disciplinary team, or SFAT and administrative team.

2) Attendance: A participant is expected to attend all scheduled practices, meetings, contests and performances, whether or not school is in session. If it is found necessary to miss such, prior arrangements must be made with the adviser/coach. Participants will be present the entire school day on which a co-curricular activity is scheduled. Exceptions will be made for family bereavement or emergencies; pre-arranged, school-related or school-approved activities; and doctor, dental or legal appointments (written documentation from the physician, dentist, etc., must be provided to the coach/advisor prior to the activity). The student is expected to attend all classes on the day following the activity. Completion of the activity season is required in order for the student to be eligible for a letter or other team individual awards (exception: injury which limits participation). No awards shall be given to any student suspended for the remainder of the season as the result of an Activity Code of Conduct violation or a suspension from school.

a) Attendance Consequences – The consequences of unexcused absence are the following:

i) 1st Offense: Suspension from co-curricular competition or performance for the next event or activity, or a comparable suspension for non-athletic activities.

ii) 2nd Offense: Suspension from co-curricular competition or performance for the next two events or activities, or a comparable suspension for non-athletic activities.

iii) Subsequent Offense: Suspension from co-curricular activities, competition or performance for the next four events or activities, or a comparable suspension for non-athletic activities.

3) Equipment: Students are required to wear all issued equipment as directed by their coach/advisor. Students should not alter equipment without coach/advisor's approval. Students must notify their coach/advisor of any poorly-fitted or defective equipment. School-owned equipment checked out by a participant in any co-curricular activity is his/her responsibility. The loss or misuse of this equipment will be the financial obligation of the participant. Individuals will not be allowed to participate in any co-curricular activity or receive awards until this obligation is fulfilled and may also be subject to disciplinary action.

4) Health and Safety: All participants must advise their coach/advisor if they are ill, have any prolonged symptoms of an illness or sustained an injury. An athlete who has been injured and has had medical treatment cannot participate until a signed medical release is presented to the Head Coach. The release will be kept on file by the Athletic Director.

5) Travel: Participants are required to travel to and from contests with the team/group when transportation is provided for this purpose. When transportation is provided by the school, the only permitted exceptions to traveling via school transportation include:

a) Injury to a participant which would require alternate transportation; and

b) Written parental request/permission is obtained submitted at least 48 hours in advance, or personal contact between the parent/guardian and to the coach/advisor, and has resulted in prior approval. The release of the student must be approved by a designated school official. The student may then be released to a parent/guardian. Permission may be granted only for that parent or guardian's student.

c) For emergency requests under 48 hours, parents/guardians must obtain permission from school Athletic Director.

6) Conduct Rules: Students who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including suspension from the team. All PSD athletes are expected to adhere to all PSD policies as explained in the District's Student/Parent Rights and Responsibilities Handbook. In addition to these general rules, coaches may establish other team expectations specific to their program.

a) General Consequences: Students participating in co-curricular activities who violate rules of student conduct will be suspended from competition or performance as a consequence. If necessary, the suspension will carry over to the next activity or season in which the student participates. Parents or guardians will be notified of action(s) taken.

b) Misconduct: Participants will not engage in any "exceptional misconduct," as defined in the District's Student/Parent Rights and Responsibilities Handbook and policy 3240.

i) Tobacco Products, (i.e. cigarettes, chew, and like chemicals): Participants will abstain from the use, possession, transmission or sale of any tobacco products or like chemicals, or any other product that has a similar flavor or physical effect of nicotine substances, throughout the calendar year. When it is determined by the administrative team that a student has used, possessed, sold or transmitted any tobacco product, or like chemical, the following consequences will occur:

1st Offense: Suspension from co-curricular competition or performance for the next event or activity, or a comparable suspension for non-athletic activities. The student is required to participate in a tobacco-cessation/education program.

Subsequent Offense: Suspension from co-curricular activities, competition or performance for the next four events or activities, or a comparable suspension for non-athletic activities. A student who is participating in an approved tobacco-cessation program may be reinstated after serving the suspension as long as he/she continues to follow the provisions of the program and on approval of the Principal. \*

\* *This encourages participation in a tobacco-cessation program while clarifying the consequence to be served.*

ii) Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances and/or Delivery Type Devices (e-cigarettes, vaporizers, etc.)

Participants will abstain from the use, possession, transmission or sale of any controlled substances. This includes the possession, consumption, use, storage, or distribution of drugs (including marijuana/ cannabis, alcohol or other illegal drugs the possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis), alcohol, substances purported to be alcohol, anabolic steroids, and other similar chemical substances, all delivery devices (e.g. e-cigarettes, hookahs, vaporizers, etc.) and other paraphernalia associated with use of tobacco and/or drugs, throughout the calendar year.

Participants will not engage in behavior which enables or condones the illegal use of alcohol or other drugs by other students. Examples include: Serving as a pre-arranged driver in order that others may participate in illegal activities; Attending or knowingly remaining at parties, events, or in proximity when illegal activities occur; Note: The term “knowingly” is interpreted to mean knowingly remaining in surroundings with a reasonable suspicion that illegal activity may be occurring. In that circumstance, a student has a duty to either withdraw or thoroughly investigate and rule out occurrence of illegal activities. Promoting illegal parties or activities

Penalties for the possession, use or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50) and Alcohol shall be as follows: When it is determined by the administrative team that a student who is found to use, sell and/or be in possession of one or more drugs or alcohol or has abused alcohol or drugs in such manner at any other time or place during the chronological (not school) year, the student shall immediately become ineligible for competition/activity in the current sports/activity program and will be subjected to the following consequences:

1st Offense: Suspension from co-curricular competition or performance for 40% of the season of athletic competition or a minimum of one activity (e.g. band, choir) performance. This suspension may be modified to 20% with alcohol and drug treatment if the student agrees to submit to substance abuse assessment and follow the approved treatment plan prior to returning to the co-curricular activity. When an assessment is conducted, the administrative team shall consider the recommendation of the substance abuse counselor. Parents/Guardians will be invited to attend a post-assessment conference, if permissible under state law and regulations.

Subsequent Offenses: Suspension from all co-curricular activities for one calendar year beginning on the date of the second offense. The student will be required to retake a substance abuse assessment and follow the treatment plan designated by the administrative team. The administrative team shall consider the recommendations of the assessment counselor. If a participant provides ongoing verification of compliance with assessment and treatment recommendations he/she may be reinstated on probation contingent upon continuing compliance.

Reinstatement will be only by approval of the Principal. The affected student may request the Principal to consider probation but the Principal need not do so. The Principal need not express specific reasons for refusing to allow probation. When probation is granted, all other similarly situated students must be offered the same opportunity. When the Principal intends to offer probation, he must notify both the Superintendent and the District Athletic Director, of the terms and conditions of probation prior to implementation. The terms of probation shall be developed collaboratively by the Principal, District Athletic Director, and Superintendent or designee. The probation, if granted, may include some suspensions from co-curricular activities or none at all. When probation is granted and when a violation of the probation occurs, the Principal may amend the probation or revoke it altogether. The student has no appeal from a Principal’s choice to deny probation, choice of terms of probation or length of probation or decision to revoke probation. The foregoing provisions as to first and subsequent offenses carry over from year to year from the student’s sixth grade year through the student’s 8th grade year and from the students 9th grade year through their 12th grade year or last year in this school system.

- 7) Voluntary Reporting/Treatment: Students who recognize they have a drug, alcohol, tobacco, or anabolic steroid problem, and of their own volition (and prior to any informal or formal report of their first drug, alcohol, steroid, or tobacco offense) seek counseling or assessment, and follow the provisions of the treatment program, will generally be allowed to maintain their eligibility. The intent of this “self-reporting” policy is not to create a means by which students may avoid discipline. If the administrative team deems the “self-reporting” is or was being used to avoid discipline, the student will be disciplined according to Board policy.
- 8) Notice and Due Process: When parents and/or students are notified of an alleged violation of the Athletic/Activities Code of Conduct and the consequence(s), such notice shall be in writing and include a description of the disciplinary grievance procedure. The Administrative Team, following recommendations from the coach or activities adviser and/or Athletic Director, will impose

Activities Code of Conduct discipline. Activities Code discipline (or suspension) will remain in effect pending appeal. The District Co-Curricular Hearing Board will hear any appeal of Activities Code discipline.

Administrative Team: For purposes of enforcement of the Activities Code of Conduct, the administrative team will consist of a building administrator and other personnel as designated by the Principal.

District Co-Curricular Hearing Board will consist of; the District Athletic Director, the opposite High School Athletic Director or Building Administrator, and the District Risk and Compliance Manager.

- 9) Enforcement: All members of the community should be alert and aware of the behavior of students, and should follow up on concerns brought to their attention by reporting to District personnel. District personnel shall report alleged violations to building administration, who will be responsible for reporting to a designated District office administrator. In cases of exceptional misconduct or a violation of the activities/athletic code, schools of similar level will coordinate consequences for the purpose of consistency. If the school disagrees with another school's interpretation of a violation or consequence, building administrators may seek an interpretation/decision from the District administration.
- 10) Reporting: Building administrators will submit an end-of-semester report of all activity under this Code to the Superintendent and the Board. The reports will be of sufficient scope and detail to satisfy the Superintendent and the Board.
- 11) Private Coaches: The following procedures are established related to private coaches:
  - a) Any student athlete who joins a school team must accept the full authority of the coaches who are employed by the school district and are expected to take his/her direction. Each athlete is subject to the rules and guidelines established by the team coach at the beginning of every season. Failure of an athlete to follow such instruction could result in loss of eligibility, letter points or possible dismissal from a school team.
  - b) Private Coaches may not participate in either school practices or school competitions. The private coach may be a spectator at any practice or competition, but will not be allowed to communicate with any athlete for any reason while the student is under the authority of the school coach. Failure to comply may result in removal from the practice or competition by school officials.
  - c) The school coach, the private coach, and the parents/guardians of the student athlete are encouraged to discuss any issues of disagreement regarding the student's training, preparation and performance. However, the school coach has the final authority to make decisions on any issue dealing with the school team.

Hazing Rituals: Hazing will not be tolerated in any form and is never to be part of our program. Acts of hazing can escalate to the point that the students participating are at risk. It is also quite possible that many acts of hazing will result in legal action being taken against the coach, advisor, student group leader, administration or the school district.

Any student who participates willingly in a hazing ritual is subject to disciplinary action, including suspension from school or the team or both, and possible legal action dependent on the severity of the incident.

Any student-athlete who observes and does not attempt to stop and/or report such a violation can also be subject to disciplinary action by our school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

Initiation ceremonies and rituals are different from hazing rituals in that they are positive, open, and public events. Initiation ceremonies welcome new members to a team or group, promote bonding and orientation to the purpose, culture, and expectations of the team, club, or group. The coach, advisor and parents/guardians are informed of the ceremony and are invited to participate.

## Technology Code of Conduct

The Peninsula School District provides a wide range of technology resources to its students and staff for the purpose of advancing the educational mission of the District. Any users of District computers or anyone using any personal computing device and/or cell phone to access digital resources and/or the Internet on District property are expected to review and understand the Appropriate Use Policy and Procedures (AUP) 2022 and 2022P. Students and staff are required annually to read the entire Policy (<http://sl.psd401.net/2022>) and Procedures (<http://sl.psd401.net/2022P>) available on our website and must comply with all the acceptable and responsible use provisions in place under Policy 2022 and Procedures 2022P.

E-mail is not private. E-mail is considered a “writing” as that term is defined at RCW 42.17.020(48) and may be discloseable to media or others (See RCW 42.17.255 and 260). In lawsuits, e-mail is often considered discoverable; (See CR 30, 31,33,34,36, Civil Rules for Superior Court). Any form of harassment by e-mail violates this provision and policies dealing with such harassment. Students with e-mail access will be required to agree to an acceptable use agreement; as to those students, the terms of such an agreement are incorporated into this offense by reference. In addition, it is a violation of this provision and law to e-mail; copyrighted material (unless permission is granted by the holder), threatening or obscene material, or materials protected by trade secrets laws.

### Acceptable network use by District students and staff includes:

- Creation of files, digital projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups, and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Student and Staff use of the network for incidental personal use in accordance with all District policies and procedures;
- Connection of personal electronic devices (wired or wireless) including portable devices with network capabilities to the District network after receiving appropriate approval. Students will only use personal electronic devices on the District’s network at the discretion and approval of their teacher, school building staff and/or administration. District staff will check with their supervisors once at the beginning of each school year. Connection of any personal electronic device to the District network by any person is subject to all procedures in this document.

### Unacceptable network use by District students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Actions that result in liability or cost incurred by the District;
- Downloading, installing and use of games, audio files, video files, or other applications for anything other than in the support of educational research;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
- Unauthorized access to other District computers, networks and information systems;
- Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized devices to the District network. Any such device will be confiscated and additional disciplinary action may be taken.

Be academically honest. Do not assume that because something is on the Internet that you can copy it.

## School Bus/Transportation Code of Conduct

Peninsula School District’s school bus conduct policy and rules are in accordance with Washington State WAC’s and RCW’s, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school.

Rules for passengers' conduct on school buses will be made available to each student at the beginning of each year. These rules will also be posted in each bus.

The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However, the bus driver shall have final authority and responsibility.

| Safety expectations at the bus stop   | Safety expectations while riding the bus  |
|---|---|
| <ul style="list-style-type: none"> <li>• Arrive at the bus stop 7-10 minutes before the scheduled bus time.</li> <li>• Do not stand or play on the roadway while waiting for the bus.</li> <li>• Wait to board the bus in an orderly manner</li> <li>• Respect private property while waiting for the bus</li> <li>• Do not litter</li> </ul> | <ul style="list-style-type: none"> <li>• Ride the regularly assigned busses at all times unless written permission has been granted by the school.</li> <li>• Enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.</li> <li>• Cooperate with and obey the driver at all times. If assigned a specific seat by the driver, sit in that seat at all times.</li> <li>• Be courteous- inappropriate language, harassment, or bullying on the school bus will not be tolerated. Treat EVERYONE with RESPECT.</li> <li>• Keep head, hands, feet, and belongings inside the bus at all times. Windows may be opened; however, close the windows if the driver asks.</li> <li>• Do not bring ANY TYPES of animals onto the bus. (Approved service-animals excepted)</li> <li>• No eating, drinking or littering on the bus.</li> <li>• All carry-on articles must be contained safely; no glass or flammable items, musical instruments must fit in the student's seat area. Keep all belongings (i.e. backpacks) out of the aisle.</li> <li>• Remain seated while bus is in motion and until it has come to a complete stop.</li> </ul> |

For your student's safety, video and audio surveillance is being utilized on most buses. Notices are posted inside the buses that include audio surveillance ([See Policy and Procedures 8180 and 8180P](#)).

#### CORRECTIVE ACTION FOR INFRACTIONS OF ESTABLISHED BUS RULES

Student misconduct on the bus or at the bus stop is sufficient reason to discontinue bus transportation privileges to those students involved. Infractions accumulate for the duration on the school year and range from warnings, detentions, and parent/guardian conferences to short-term suspensions or long-term suspensions from riding the bus. Serious infractions may result in immediate suspension of bus-riding privileges for the balance of the school year.

Suspensions will begin at the beginning of the next school day after the misconduct occurred. In other words, the student transported to school may be returned to his regular stop. Students may resume their bus riding privileges as soon as all disciplinary obligations have been met.

#### Transportation Discipline Process and Misconduct Consequences

##### Severity/Frequency:

Minor/Initial - The impact of the student's behavior has limited/minor disruptive impact and is behavior not previously addressed with this student.

- Student will have a conference with a building administrator or dean. Parents/Guardians will be notified. Student is warned of the consequences of another offense. Other consequences may include detention or public service.

Moderate/Repeated - The impact of the student's behavior has a broader or more disruptive impact and/or this is behavior which has previously been addressed with the student.

- Student will have a conference with a building administrator or dean. Parents/Guardians will be notified. Student will lose all bus riding privileges for a minimum of one (1) up to ten (10) school days. Student is warned of the consequences of another offense.

Severe/Persistent - The impact of the student's behavior has a wide-spread or more significant disruptive impact and/or this is behavior which has not changed after multiple times of addressing it with the student.

- (11) school days or up to the remainder of the school year.

NOTE: The foregoing process is routinely progressive but in exceptional circumstances steps may be skipped, meaning, for example, the student might lose all bus privileges for five (5) school days at the first offense if the offense is exceptional misconduct. When a student loses bus privileges for more than ten (10) school days, the student is afforded the same hearing rights applied to regular corrective action.

A student who engages in exceptional misconduct while subject to bus transportation rules is subject to discipline provided for in this section and may also be subject to discipline provided for in the Student Code of Conduct for the same offense. As defined in Policy

3240 and 3241, exceptional misconduct may result in immediate suspension of bus riding privileges.

**Bus Appeal Procedure:** Once a student loses his/her bus riding privileges an appeal may be made through the building Principal in writing within three (3) school business days following the date of the notice privileges have been lost. If the outcome of the meeting is not satisfactory to the student and/or parents/guardians, they can appeal the decision to the District level. This appeal will be made to the Risk and Compliance Manager; the appeal must be made in writing within three (3) school business days following the decision of the building Principal. A hearing will then be set with the District Hearing Officer, parents/guardians, student, bus driver, Transportation Director, and others as appropriate. The Hearing Officer will endeavor to decide the matter at the hearing with written confirmation of the decision to follow promptly; otherwise, a written decision will be made by the Hearing Officer within 24 hours following date of hearing.

In the event the student has been denied bus privileges and a school suspension or expulsion has also been imposed for the same reasons leading to the denial of bus privileges and a due process hearing has been scheduled to deal with the broader suspension or expulsion, the Hearing Officer will determine the bus privileges component at the same hearing which deals with the broader suspension or expulsion.

**Corrective Action for Students Enrolled in Special Education:** Bus discipline for students enrolled in special education will be consistent with the Individuals with Disabilities Act (IDEA). Students with disabilities can be disciplined for misconduct while being transported. A disabled student can be suspended for up to ten (10) cumulative days a year without a change in placement. The District is required to provide some form of transportation unless the student is a danger to himself or others.

A meeting may be called with Transportation, a building administrator and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others, alternative transportation and/or suspension may be possible. If the behavior continues, additional meetings may be held with Transportation, building administration, Student Services and parents/guardians. The IEP may be reviewed and updated. Suspension (up to 5 days) of transportation services, change of bus route, and assignment of a monitor, alternative transportation, and counseling may be considered as action required.

In the event of multiple infractions, a meeting will be held by the principal with the transportation department representatives, student services, and the parents/guardians. If the student has been suspended a total of ten (10) days from regular transportation services, alternative transportation services should be reviewed.

#### Emergency Evacuations

Every child who rides a school bus should know what to do should it ever become necessary to evacuate the bus quickly and safely. Usually, students remain on the bus during an emergency; however, the bus will be evacuated in the event of fire/danger of fire or in the event the bus is stopped in an unsafe position, such as on or adjacent to railroad tracks. Students will participate in emergency evacuation drills within the first six weeks of each semester with a verbal review by the driver between drills. Students who are unable to participate in the emergency exit drill shall receive oral instructions on how to exit.

For any evacuation to be successful, nothing must be blocking the aisle or exits. Students must understand that they will not be allowed to bring items on the bus that block the aisle. Make sure that larger items are secured to seats in a way that does not block the aisle and keeps the item from becoming airborne during a collision. Challenges are large musical instruments, 'science projects' or 'show and tell'. A fairly common situation is having a young student come to the bus stop with a large glass jar (for instance) with a frog inside. Both breakable containers and non-service animals are prohibited on school buses. *Reference: WAC 392-145-021(3) General Operating Requirements.*

## Prohibition of Discrimination and Harassment

### Human Dignity

Recognizing and valuing that we are a diverse community, part of our mission is to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in the Peninsula School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the District strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or characteristics. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers.

### Nondiscrimination - see policy and procedure 3210 and 3210p

The Peninsula School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, including gender expression, or gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog 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. The following person has employees have been designated to handle inquiries regarding the nondiscrimination policies questions and complaints of alleged discrimination:

Civil Rights Coordinator  
Assistant Superintendent

Title IX Coordinator  
Assistant Superintendent

Section 504/ADA Coordinator  
Director of Student Services

14015-62cnd Ave. NW  
Gig Harbor, Washington, 98332  
253.530.1009  
[Gregoryd@psd401.net](mailto:Gregoryd@psd401.net)

14015-62cnd Ave. NW  
Gig Harbor, Washington, 98332  
253.530.1009  
[Gregoryd@psd401.net](mailto:Gregoryd@psd401.net)

14015-62cnd Ave. NW  
Gig Harbor, Washington, 98332  
253.530.1081  
[Yellowleesi@psd401.org](mailto:Yellowleesi@psd401.org)

You can report discrimination and harassment to any school staff member or to the District's Coordinators, listed above. You also have the right to file a complaint. For a copy of the District's nondiscrimination policy and procedure, contact your school or district office or view it online here: <https://psd401.net/category/rights-and-responsibilities/>

### Sexual Harassment - See policy and procedures 3445 and 3445p (Student) or 5500 and 5500p (Staff)

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity. Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

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

Examples of Sexual Harassment: Pressuring a person for sexual favors, unwelcome touching of a sexual nature, writing graffiti of a sexual nature, distributing sexually explicit texts, e-mails, or pictures, making sexual jokes, rumors, or suggestive remarks, physical violence, including rape and sexual assault.

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://psd401.net/category/rights-and-responsibilities/>

#### COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

#### Complaint to the School District

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

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

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

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

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

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

#### Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

#### Complaint to OSPI

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

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

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

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

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

#### Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

### Harassment, Intimidation and Bullying (HIB) - See policy and procedures 3207

All students have the right to learn in an environment that is free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military status, or the use of a trained guide dog or service animal by a person with a disability, when an act:

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

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

You can report HIB to any school staff member or to the District's Compliance Officer: Sara Hoover Phone: (253) 530-1003

Email: [hoovers@psd401.net](mailto:hoovers@psd401.net) . You also have the right to file a complaint. For a copy of the District's HIB policy and procedure, contact your school or district office, or view it online here: <https://psd401.net/prohibition-of-harassment-intimidation-and-bullying/>

## Other Policies

### Student Drivers

Each high school has rules which pertain to student drivers. All parents/guardians of students who drive vehicles to and from school and student drivers are expected to familiarize themselves with those rules.

Each high school requires students to obtain written parent/guardian permission to drive their personal car to school and each requires the students obtain parking lot permits. Associated Student Body (ASB) governing councils may impose student fines for parking violations. These fines are payable before certain educational records of the fined student may be released to third parties. Parents/students who choose to utilize this transportation option will be considered to have released the school district from any and all liability for consequences to the student driver or other students who may be harmed as a result of the choice to use personal vehicle transportation.

When school bus transportation is provided to events, athletic contests, and activities, students are expected to ride the school bus to and from the event, contest or activity unless written parental permission is provided to Athletic Director or Building Administrator at least 48 hours in advance. In cases of emergency, parents/guardians must contact the Athletic Director or Building Administrator for approval. The student may then be released to a parent/guardian. Permission may be granted only for that parent's/guardian's student.

### Dress Code

Students are expected to dress appropriately for school. The District Dress Code applies to ALL school days and at ALL school events:

- Do not wear clothing or accessories that present a health or safety hazard, or would damage school property,
- Clothing must cover the torso/midriff, cleavage, and undergarments,
- Faces need to be uncovered and visible,
- Clothing, accessories or displays associated with gang affiliated behavior are not permitted,
- Sunglasses are not to be worn indoors,
- Clothing or jewelry that displays or promotes alcohol, tobacco, drugs, weapons, illegal actions, or obscene and vulgar messages or interrupts the educational process are not permitted.

### Health Room/Medications (<https://psd401.net/medication-at-school/>)

See policy 3410 Student Health - 3416-Medications at School and 3413-Student Immunization and Life-Threatening Health Conditions

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office. The secretary or trained volunteer will take the student's temperature. If the student's temperature is 100 degrees or higher, the parent/guardian will be called to arrange transportation home. If a student does not have a temperature but feels seriously ill, the parent/guardian will also be called to arrange transportation home. In compliance with Policy 3413, parents/ guardians must inform the school if their child has a serious/life threatening health condition. Some examples of life threatening health conditions are diabetes, seizures, severe allergies, asthma and/or a cardiac condition. This list is not all inclusive.

The Peninsula School District's Medication Policy 3416 states: should medication need to be administered at school, a medication authorization form will be completed by the parent/guardian and by the licensed health professional. The licensed health professional's order must indicate name of medication, dosage, route of administration, time and dates to be given, and include his/her signature. This form is valid for the current school year only. The parent/guardian must pick up any unused medication by the last of school. Students may not medicate themselves unless the health care provider indicates that they may do so. All medications must be in original container and clearly labeled as described above. This must be documented on the student's medication order.

### Child Find - see policy and procedure 2161 and 2161p

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying student's age birth to 21 years with a suspected disability who reside within the boundaries of the Peninsula School District and are currently not receiving special education services. Child Find services are conducted throughout the year in the Peninsula School District through the guidance team process. If you or your parents/guardians have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Student Services main office at (253) 530.1090.

### Enrollment/Inter-District Transfer Agreements and In-District Variances

Students in Washington State may apply for an Inter-District Transfer Agreement to attend a school in a different school district or may apply for an In-District Variance for attendance in another, non-resident school within the Peninsula School District. Both Inter-District Transfer Agreements and In-District Variances are determined on a space-available basis. Refer to the Peninsula School District's website, <https://psd401.net/category/parents/> for timelines and processes.

### Student Records/Family Educational Rights and Privacy Act

The Peninsula School District is required to protect families from unauthorized release of certain information about its students. However, directory information may be released without permission of parents/guardians unless parents/guardians register their objection prior to September 15.

Directory information is routinely used by the school district in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for commercial purposes. Parents/Guardians who do not want their student's directory information released to institutions of higher education and/or the military should check the appropriate box on the *Directory Information Withhold Form*.

### McKinney-Vento Homeless Assistance Act

Any child or youth, including migrant and unaccompanied youth, who lacks a fixed, regular and adequate nighttime residence is considered homeless and McKinney-Vento eligible for assistance and services. This includes children and youth who are temporarily sharing housing with others due to loss of housing or economic hardship, those living in hotels, camping grounds, emergency shelters, cars, bus or train stations and those awaiting foster care or are in temporary placements. For more information see <https://psd401.net/homeless-assistance/> or Policy 3115 and 3115p.

If you have a student/child who may qualify for McKinney-Vento services or would like more information, please contact Lisa Reaugh, McKinney Vento liaison at (253) 530-1082 or email: [Reaughl@psd401.net](mailto:Reaughl@psd401.net)

### Emancipated Students

Emancipated students are students 18 years of age or older who are self-supporting and self-reliant and are taking full responsibility for their own education. A parent/student conference with an administrator must be held before a student will be emancipated, and appropriate paperwork must be submitted. Once emancipated, no parent/guardian contact will be required.

### Field Trips/Interscholastic Activities

School-sanctioned activities, field trips, athletic contests, and other interscholastic events are an extension of the regular school program. All school rules and policies will therefore apply and will be enforced while students are participating in any such activity. This includes activities taking place both at district property and elsewhere.

### Graduation Requirements

Graduation from the Peninsula School District is dependent upon fulfilling credit and content requirements as well as performance standards. The Peninsula School District considers participation in commencement exercises and related activities as a ceremonial privilege granted to students and not a right to which they are entitled. Therefore, any student who is placed on suspension for three- (3) or more days during the fourth quarter of the senior year will not be allowed to participate in school commencement exercises. This applies to misconduct on School District property or at a school sponsored-event. Credits to meet graduation requirements must be completed by graduation in order for seniors to participate in the commencement ceremony.

### Public Records Requests (<https://psd401.net/public-records>)

Parents/Guardians and members of the public have the right to inspect and copy public records retained by the District, unless the records are exempt from public disclosure under state law (Chapter 42.56 RCW). Please contact your school directly to request Student Records and Transcripts.

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Dear Parents/Guardians:

The District provides online access to the Peninsula Student/Parent Rights and Responsibilities Handbook which includes the Activities and Athletic Code of Conduct at [www.psd401.net](http://www.psd401.net) under the Student heading. A paper copy is also available upon request. This **Handbook** sets forth the rules and regulations of Peninsula School District including, but not limited to, student conduct, discipline, rights and responsibilities, athletic codes of conduct, proper use of electronic resources, and sexual harassment. School Board policies referred to in the **Handbook** may also be viewed online at <https://psd401.net/policies-and-procedures/> or hardcopies of specific policies are available upon request by contacting the undersigned.

**Peninsula School District is required to notify parents annually of our procedures for Unpaid Meal Charges.**

The District will make reasonable, discrete efforts to notify families when meal account balances are below \$10.00 or a negative balance at \$5.00 increments through the use of letters sent home and the district phone messaging system. Staff will also discreetly let students know they are getting low or at a negative balance as well. Students who have a negative balance will not be allowed to purchase a-la-carte, only a reimbursable meal.

Negative balances of more than \$30.00 not paid prior to end of the semester will be considered delinquent debt and will be turned over to the superintendent or designee for collection. The District will make reasonable, discrete efforts to collect delinquent (overdue) unpaid meal charges, which is an allowable use of National School Food Service Account (NSFSA) funds, and will coordinate communications with families to resolve the charges. Options may include collection agencies, small claims court or any other collection method permitted by law and consistent with the Fair Debt Collection Practices Act.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Notices will still be sent home to those students in an effort to collect the balance.

District employees may use a charge account for meals, but may charge no more than \$20.00 to their account. When an account reaches this limit, the employee will not be allowed to charge additional meals or a la carte items until the negative account balance is paid.

**Acknowledgement**

I acknowledge that I am aware the Peninsula School District’s Student/Parent Rights and Responsibilities Handbook which includes the Activities and Athletic Code of Conduct, is available online and a hardcopy is available upon request {WAC 392-400-225 (3)}. I agree to familiarize myself and my student(s) with the requirements therein stated and help them to abide by them. I have also been notified of the District Unpaid Meals procedures.

 \_\_\_\_\_  
 Parent/Guardian (please print)

 \_\_\_\_\_  
 Student (please print)

/ /2018

/ /2018

 \_\_\_\_\_  
 Parent/Guardian (Signature)

 \_\_\_\_\_  
 Student (signature)

 Sara Hoover  
 Risk and Compliance  
 253-530-1003 [hoovers@psd401.net](mailto:hoovers@psd401.net)

*Please return this signed form to your teacher or main office—Thank you!*