

Steilacoom Historical School District No. 1

The best education for EVERY student!



2017-2018

Parent and Student Handbook

Including Student Rights and Responsibilities

In partnership with our communities, we educate and prepare responsible citizens who can contribute and adapt in a changing world.

Your School Board	2	Assault	11
Sharing Concerns and Feedback.....	2	Reasonable Self-Defense	11
Visitors.....	2	Defacing or Destruction of Property	11
Release of Student Information	2	Defiance of School Authority.....	11
GENERAL INFORMATION	3	Drugs/Alcohol	11
Adverse Weather/Changes to School Day	3	Gang Conduct.....	12
School Messenger	3	Harassment, Intimidation or Bullying	12
Attendance/Truancy.....	3	Lewd, Obscene, or Profane Acts.....	13
Bullying Prevention.....	4	Sexual Harassment.....	13
Bus Transportation	5	Theft or Possession of Stolen Property.....	13
Child Find.....	5	Tobacco/Nicotine Products	14
Closed Campus.....	5	Weapons.....	14
Computer and Technology Acceptable Use	5	PROVISIONS APPLICABLE TO DISCIPLINE	14
Field Trips	5	Definitions of Corrective Action	14
Free and Reduced Meals	6	Detention	14
Health Services.....	6	Emergency Removal.....	15
Highly Capable Program	7	Short-Term Suspension.....	15
Nondiscrimination	7	Contesting Corrective Actions	15
Release of Students During School Hours.....	7	Long-Term Suspension and Expulsions	15
Safety.....	8	Emergency Expulsion	16
Security Cameras	8	Expulsions.....	16
Student Records.....	8	Hearing Process.....	17
Telecommunication Devices.....	9	Appeal of a Hearing Officer’s Decision.....	17
Unexpected Housing Changes	9	Readmission	18
Volunteers.....	9		
STUDENT RIGHTS AND RESPONSIBILITIES.....	9		
Compliance with Rules	10		
Student Misconduct	10		
Academic Dishonesty/Plagiarism.....	10		
Student Dress.....	10		
Exceptional Misconduct.....	10		
Arson	11		



WELCOME FAMILIES

August 2017

Dear Steilacoom Historical School District Families,

On behalf of our Board of Directors, teachers, administrators and support staff, I would like to welcome you to the 2017-18 school year. We are looking forward to working with you and invite you be an active participant in the district as we work together to provide a quality learning environment for every student.

This district-wide handbook includes the policies and procedures that pertain to the rights and responsibilities of students in the Steilacoom Historical School District. It serves as a reference for students, families and schools to ensure the safety of all students and staff and to maintain a positive learning environment.

District rules and regulations are based upon state law, county and town/city ordinances, State Board of Education bylaws, and the policies adopted by our Board of Directors. Effective implementation of these guidelines requires a good faith effort on the part of students, parents and staff.

After reviewing the contents, please keep this handbook as a reference. The Handbook can also be found on each school website under "Parent Resources". This information will be reviewed with all students at the beginning of the school year. Thank you for taking the time to familiarize yourself with these expectations.

Sincerely,

Kathi Weight
Superintendent

Our Schools

Cherrydale Primary

1201 Galloway
Steilacoom, WA 98388
253-983-2500
School Hours: 9:05am – 3:35pm
Half-Day release: 12:35pm
ACE Day (Wed.) release: 2:35pm

Chloe Clark Elementary

1700 Palisade Boulevard
DuPont, WA 98327
253-583-7100
School Hours: 9:05am – 3:35pm
Half-Day release: 12:35pm
ACE Day (Wed.) release: 2:35pm

Anderson Island Elementary

13005 Camus Road
Anderson Island, WA 98303
253-884-4901
School Hours: 8:30am – 3:00pm
Half-Day release: 12:00pm
ACE Day (Wed.) release: 2:00pm

Saltar's Point Elementary

908 Third Street
Steilacoom, WA 98388
253-983-2600
School Hours: 8:40am – 3:10pm
Half-Day release: 12:10pm
ACE Day (Wed.) release: 2:10pm

Pioneer Middle School

1750 Bob's Hollow Lane
DuPont, WA 98237
253-583-7200
School Hours: 8:10am – 2:40pm
Half-Day release: 11:40pm
ACE Day (Wed.) release: 1:40pm

Steilacoom High School

54 Sentinel Drive
Steilacoom, WA 98388
253-983-2300
School Hours: 7:35am – 2:05pm
Half-Day release: 11:05am
ACE Day (Wed.) release: 1:05pm

District Services

District Administrative Center

511 Chambers Street
Steilacoom, WA 98388

www.steilacoom.k12.wa.us

Main Line

253-983-2200

info@steilacoom.k12.wa.us

Superintendent's Office

253-983-2203

Business Office

253-983-2205

Food Service

253-983-2229

Student Enrollment

253-983-2216

Student Services

(including Special Education)

253-983-2238

Teaching and Learning

253-983-2220

Transportation

253-588-6328

Emergency Information Line

School closures due to weather, etc.

253-896-2897

Safe Schools Alert

This system allows students, staff and parents to confidentially report safety concerns 24 hours a day, including issues related to bullying and harassment or other safety concerns.

Phone or text: 855-745-3674

Email: 1341@alert1.us

steilacoom-wa.safeschoolsalert.com



Sam Scott
Chair



Bob Forbes
Vice Chair



Don Denning



Jason Pierce



Steve Schenk

Your School Board

The Steilacoom School District Board of Directors consists of five directors, elected by residents to govern the school district. They are responsible for reviewing and adopting all school district policies according to the laws of the federal and state government, the State Board of Education, and the State Superintendent of Public Instruction. School director duties include setting the vision and mission of education in the District and ensuring the successful implementation of this vision through the use of data, reports and discussions.

Sharing Concerns and Feedback

Families who have concerns or feedback regarding school issues are encouraged to contact your student's school first. This can include your student's teacher or school administrator. This will ensure a swift remedy to the issue. If families cannot resolve the issue with the teacher or school administrator, they may contact the appropriate office within [District Services](#).

Visitors

Families and community members are welcome to visit our schools. The following guidelines are established to permit visitors with minimal disruption to the learning environment. (1) All visitors must sign-in at the office upon arriving at school and sign-out upon leaving. (2) If the visitor wishes to observe a classroom, the time will be arranged after the principal has conferred with the teacher. (3) The principal may withhold approval of a visit if events (such as testing) would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal may withdraw approval.

Release of Student Information

Throughout the year, the District releases news and information to families and the local community. As students participate in school related activities, photographs or video may occasionally be taken for use in the news media or district publications. Directory information can be made public without the consent of parents. Federal law allows the District to disclose some personally identifiable information about students without written consent. District policy 3232 defines "student directory information" as:

Name, address, phone	Dates of attendance	Height and weight (athletes)
Date and place of birth	Diplomas and awards	Participation in activities and sports
Photograph or video	Grade level	Most recent school/program attended

Any parent/guardian or adult student who does not wish the District to disclose directory information without prior written consent, must notify the District in writing by **September 30, 2017**. Forms are available in each school office. If disclosure is not permitted, families may not receive some mailings that are routinely sent to students and their families from outside organizations, including notifications from government agencies and information about school pictures and yearbooks.

GENERAL INFORMATION

Individual schools in the District have the authority to implement school rules to assist them in applying the policies established in this publication and School Board policies.

Each school may have more specific information about the expectations for students in the building. Students and families are encouraged to become familiar with their home school's handbook or rules. A detailed listing of the Board of Director's [policies](#) and [procedures](#) can be found at the District's website: www.steilacoom.k12.wa.us.

Adverse Weather/Changes to School Day

Severe weather or other emergencies may cause changes to the school day. When this occurs, schools may need to adjust start and end times to the day. In this event, the District will contact news media and activate the School Messenger phone system. This system is designed to contact all students' numbers on file with a recorded message with at least three attempts and will leave messages on answering machines. In severe weather or an emergency situation:

- Make sure your communications preferences and contact information are current for School Messenger by providing updated phone numbers and email in Family Access. Contact your school office coordinator for assistance.
- Access school emergency schedules through the [Flash Alert Newswire and Messenger](#) system or mobile app. Families are encouraged to subscribe to receive FlashAlert email and Twitter messages from our district at [FlashAlert Sign Up](#).
- Check the website www.steilacoom.k12.wa.us or call 253-896-2897 for a recorded message.
- Tune to broadcast media, including:

Channel 13-KCPQ	KOMO 1000	KOMO 97.7
Channel 4-KOMO	KGY 1240	KIRO 97.3
Channel 5- KING	KUOW – 1340	KPLU 88.5
Channel 7-KIRO	KMAS 1030	KUOW 94.9

School Messenger

The District utilizes School Messenger as our school wide messaging system to notify families of daily student absences, emergency notifications, school closures or delays, transportation delays or

alterations, information messages and reminders. We notify using phone call and/or email messages.

Informational Notifications: Periodically the District or individual schools will send informational emails or calls to remind or inform families of events or activities, upcoming assemblies or field trips. District practice is to send informational notifications by email, not phone calls.

Emergency Notifications: Critical emergency notifications are sent either by mass phone calls or email using the school emergency alert feature that delivers messages with reliability and speed. This includes school delays or closures, lockdown or building evacuations or advisories of a school incident requiring response from the police or fire departments.

Attendance/Truancy

Regular school attendance is necessary for mastery of the educational program provided to students of the District. Students are expected to attend all assigned classes each day. Students at times may appropriately be absent from class. In case of absences, parents are required to notify the school office and provide student name and reason for absence. The student is responsible for completing missed work.

Excused Absences: While students may be excused from absences, elementary school students who miss five or more excused absences in a single month, or ten or more excused absences in the current school year, will be required to conference with their child's school team to identify barriers to the student's regular attendance. The conference is also intended to identify supports and resources so the student may regularly attend school. Excused absences may include:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment;
- Family emergency, including a death or illness;
- Religious or cultural purpose;
- Court, judicial proceeding;
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- State-recognized search and rescue activities;

- Absence directly related to the student's homeless status;
- Disciplinary action or suspension;
- Principal (or designee) and parent, guardian or emancipated youth mutually agreed upon approved activity. Activity may include leave related to the deployment of a parent and/or guardian who is serving in the military.

All other absences will be considered unexcused and may result in disciplinary action and affect a student's grades.

If participation is used as the basis of mastery of a goal or standard, a student's grades may be adversely affected for failure to attend or participate, provided on that day there was a graded participation activity. If the teacher does not so advise students in writing, the teacher may not use attendance and participation in the grading process. Students who feel that attendance or tardiness factors have been unfairly applied, may appeal to the principal to determine a resolution.

Pre-Planned Absences: Students must notify the school regarding pre-planned absences. Students must complete a Planned Absence Form *prior* to absence (available in school attendance office). Pre-planned absences beyond five days are discouraged and may result in not being excused. Students will be required to make up all work that is assigned during the absence.

Unexcused Absences: Each unexcused absence will result in a letter or a phone call to parents/guardian.

- On the first unexcused absence in any month, the school will notify a parent by phone or in writing of the student's absence and of potential consequences for further unexcused absences.
- Elementary Schools Notification occurs at 11:15 am daily. Using the automated School Messenger, the elementary schools generate an automated call to families of students who are not in attendance that day and the school office has not been notified of the student absence. The system calls the student primary phone number and secondary guardian's phone number three times and leaves a voice mail on answering machines.
- Secondary Schools Notification occurs at 4:15 pm daily. Using School Messenger, the middle and high

schools generate an automated call to families of students who have been marked unexcused absent in one or more periods that day. The system calls the student primary phone number and secondary guardian's phone number three times and leaves a voice mail on answering machines.

- On the third unexcused absence in any month, a conference will be scheduled with parents or guardians and the student to discuss the absences. The district will designate a staff member to apply the Washington Assessment of the Risks and Needs of Students (WARNS) and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS. After five unexcused absences, an attendance agreement is required to be signed.
- If the student reaches seven unexcused absences in any month or 10 unexcused absences in the current school year, the District is required to file a petition in juvenile court alleging a violation of Washington State's mandatory attendance law.

Community Truancy Board: Students who have a truancy petition filed will have an opportunity to participate in the District's [Community Truancy Board \(CTB\)](#). The goal of the board is to identify collaborative efforts to prevent and remedy truancy in its early stages prior to full juvenile court involvement. Additional resources are available online, under [Parent Resources](#) to assist students and their parents to correct truancy.

Homework Requests: When a student is absent, requests for assignments may be made through the school office. A minimum of 24 hours notification is necessary to allow time to contact teachers. Any collected assignments will be available in the school office at the end of the following school day.

Tardiness: Students are expected to arrive at school and classes in a timely manner. Students who arrive after the school day begins must check in with the attendance office to receive a pass to class.

Bullying Prevention

All students and staff deserve a safe and supportive environment in which to learn and teach. The District is committed to the prevention of bullying, intimidation and harassment in our schools. If any student feels he/she has been harassed or bullied,

the incident(s) should be reported immediately to any adult staff member. All staff are responsible for receiving both oral and written reports. Whenever possible, staff who initially receive the report will attempt to resolve the incident immediately. Upon receiving a report, the school will conduct an investigation. Students may:

- Complete the [SHSD Harassment, Intimidation or Bullying \(HIB\) Incident Reporting Form](#) and return it to the school front office.
- Report the incident to 1-855-745-3674.
- Use [Safe Schools Alert](#) to report your concern via the internet. Click on the bullying/harassment link and fill out the web-based form.
- Send an email to 1341@alert1.us. The concern will be forwarded to the appropriate person and school for investigation and follow-up. Any unresolved issue may be reported to the compliance officer, Susanne Beauchaine at 253-983-2238 or sbeauchaine@steilacoom.k12.wa.us.

Bus Transportation

School bus transportation is provided in the District for all students who live more than one mile radius from their school. Bus schedules are available on the District web site under [Bus/Transportation](#). In order to keep on schedule, buses cannot wait for students who are late. Students provided with transportation are responsible for complying with the District's rules of conduct for students riding buses, outlined in Policy and Procedure 6605. The [District's Transportation Safety Plan](#) further outlines student expectations when waiting at a bus stop and riding a bus. Any misconduct by a student which is detrimental to the safe operation of the bus will be sufficient cause for the principal to suspend the transportation privilege.

Eligible student drivers are required to have parking permits, if available, at the high school.

Child Find

The purpose of Child Find is to locate, evaluate, identify and support children ages birth to 21 who reside within district boundaries and are not currently receiving special education or related services. Developmental screenings are provided for children between the ages of three and five to identify possible delays in language, motor, cognitive

or social-emotional development. Families who are concerned that their child may be delayed in any area for which they may need special education services should call Student Services at 253-983-2238. For students age five to 21 who may have a suspected disability, families may call their [local school](#) and ask for a school counselor or school psychologist.

Closed Campus

All schools are closed campuses. Students must remain on school grounds from time of arrival until close of school unless officially excused. A student who has left school grounds without permission will be considered truant.

Computer and Technology Acceptable Use

All students are provided access to computer systems, email, and filtered Internet for educational purposes. These resources also provide an opportunity to promote positive digital citizenship for students. Expectations for student's behavior online are no different than face-to-face interactions. Acceptable and unacceptable network use by district students is outlined in Policy and Procedure 2022 Electronic Resources. Violations of any of the conditions outlined in the policy and procedure may be cause for disciplinary action.

Internet Safety: Students should not reveal personal information about themselves or others, including social security numbers, a home address and phone number, on websites, blogs, and email or as content on any other electronic medium. All use of the network must be in conformity with state and federal laws, network provider policies and district policies and procedures. Parents/guardians may choose to restrict their children's use of network resources by signing an opt-out form available at your school.

No Expectation of Privacy: Computer, file storage and email resources are district property and carry no expectation of privacy. District staff audit and maintain these resources to ensure system integrity and confirm resources are used ethically and responsibly.

Field Trips

The District recognizes that field trips, when used as a device for teaching and learning are an educationally sound and important ingredient in the instructional

program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. Parents are encouraged to participate in field trips as chaperones. Chaperones must have an approved [volunteer application](#) on file with the district to attend.

Free and Reduced Meals

Free and Reduced Meal applications are available. To qualify, complete the application form for the 2017-2018 school year found at your school's office and the District website under [Food Services](#).

A new application must be filled out each year. If your family qualified at the close of last year, your child may continue to receive free or reduced meals for the first 30 days of school or until the new application is processed. Families completing a new application this year, must pay the full price for meals until the application has been approved. A determination letter is sent to all families who apply and will be processed within 10 meal service days after receipt of the application. Students receiving free or reduced meals are not treated differently or singled out from those paying full price. All students enter account numbers when receiving meals.

Health Services

The District's health services program contributes to the educational success of each student by promoting a safe and healthy environment for learning. Each school has a designated nurse who is responsible for first aid, emergency response, medication administration and minor illness care.

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

Absences due to illness: Follow these guidelines for when to keep your child home from school due to illness. If your child has a fever--over 100.4 degrees, is vomiting, has diarrhea, or has had these symptoms

or other illness in a 24 hour period. Please notify the school of what symptoms/illness your child has.

Extended Illness (Home Hospital): Services are available for students who are ill and anticipate being absent from school for four weeks or longer. For more information, contact your school nurse or counselor.

Medication at School: If a child requires oral medication, topical medication, eye drops, ear drops or nasal sprays, both prescription and non-prescription - during the school day, parents or guardians must return the completed district form to the child's school with written authorization and directions from a licensed healthcare provider. Forms are available at schools and on the District website under [Health Services](#). School employees are not allowed to give medication to students except under very specific conditions and with appropriate training. Prescription medication must be provided in its prescription bottle with directions and non-prescription medication must be provided in the original manufacturer's container. The form and medication must be brought to school by a parent/guardian. Under no condition should any type of medicine be sent to school with the student, in lunches or with the bus driver. Students found with medication on them without self-administration forms on file in the office will be subject to discipline procedures.

Immunizations: In order to safeguard the school community from the spread of certain communicable diseases each student must present completed Certificate of Immunization Form (CIS), proof that a schedule of immunization has begun or a certificate of exemption before they can attend school. The most current immunization schedule can be found on the District's website under [Health Services](#). If, by the student's first day of enrollment, a student does not have documentation for immunizations he/she will be placed in a "conditional admittance" category. The parent or guardian has no longer than 30 calendar days from the student's first day of attendance to get any missing immunizations and/or provide documentation needed. Following proper notification, the school will exclude the student for noncompliance with the immunization laws, pursuant

to the appeal process procedures outlined in Policy 3241. In the event of an outbreak of a particular disease, a child who has been exempted from a vaccine will be excluded from school. In accordance with Washington State Law, districts must make information available on Meningococcal and Human Papillomavirus diseases to parents or guardians of all students entering Grades 6-12. This information can be found on the District website under [Health Services](#).

Immunization Exemption Law: A Certificate of Exemption (COE) form signed by the healthcare provider stating that the parent/guardian received information about the benefits and risks of immunization is now required for any type of exemption request (medical, religious, or philosophical). The law allows claims to religious exemption without a healthcare provider signature if parent/guardian demonstrates membership in a religious body that does not believe in medical treatment by a healthcare provider.

Highly Capable Program

Highly capable students are those who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments. Referrals are permitted and accepted based on data or evidence from teachers, other staff, parents, students, and members of the community.

Nominators will use the District's referral forms to refer a student to be considered for admission in the program. The Teacher Information Form, Parent Information Form and Highly Capable Recommendation Form are all required as part of the referral process. Referrals for currently enrolled students (who the District has not tested in the previous two years) are accepted each spring, for the following school year. Students enrolled in the District after the annual open enrollment period each spring, may be tested during the first few weeks of school. After the September testing window, only students new to the District may be tested and admitted into the program throughout the year. Information can be found on the District website under [Teaching and Learning](#).

Nondiscrimination

Steilacoom Historical School District provides equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district also provides equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code. Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the district's course offerings, educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer, Susanne Beauchaine, Executive Director for Student Services at 253.983.2238 or sbeauchaine@steilacoom.k12.wa.us. Additional information regarding the process of reporting a complaint can be found in District Policy and Procedure 3210 and on the district's website under [Student Services](#).

Release of Students During School Hours

Students will not be removed from school grounds, any school building or school function during school hours except by a person authorized according to district procedures. Before a student is removed or excused, the person seeking to remove the student must present evidence of his/her proper authority to remove the student. Exceptions will be made when protective custody is dictated by appropriate legal authorities and in specific legal circumstances according to Washington state law. If a student must be dismissed early:

- Provide note to attendance office stating time and reason for early dismissal.
- Check in with attendance office to sign student out. Staff will have student report to office.
- If student returns during school hours, the student must check-in with the attendance office.

Safety

The district has a comprehensive emergency plan modeled after the National Incident Management System. Yearly trainings are conducted, both at the district and school lever, to keep staff prepared for emergencies. In addition, every school has monthly emergency drills. During an emergency situation, school officials must act quickly to secure school, safeguard students and staff, and communicate promptly. Parents can help by being prepared before an emergency arises.

Security Cameras

The district supports the use of security cameras in public areas of our schools and on our student busses for maintaining school safety and security for students, staff and district property.

Student Records

District Policy and Procedure 3231 relates to Student Records. They provide that in order to protect the privacy of parents and students and to comply with the Family Education Rights and Privacy Act (FERPA) of 1974, the District will designate the following categories of personally identifiable information from students records as directory information: the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of member of athletic teams, diplomas and awards received, and the most previous school attended.

Federal law requires all school districts to comply with a request by a military recruiter or an institution of higher education for secondary students' names, address and telephone numbers, unless a parent, guardian or adult student has "opted out" of providing such information. It is the right of the parent or guardian of a student, or of any student who has attained the age of 18, to refuse to permit the designation of any or all of the above categories

as directory information. Any such student or parent must notify the school district in writing of such refusal by **September 30, 2017**. Forms are available at each school office. Parents and eligible students (students over 18 years of age) have certain rights under FERPA including:

The right to inspect and review the student's education records within 45 days of the day the student's school receives a request for access. Parents or eligible students should submit to the school's principal or designee a written request that identifies the record(s) they wish to inspect. Arrangements will be made for access and the parent or eligible student will be notified of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, it is impossible for parents or eligible students to review the records. In such instances, schools may charge a fee for copies.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or eligible students may ask the student's school to amend a record on those bases. They should write the school's principal or designee to clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record, as requested by the parent or eligible student, the principal/designee will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. See 34 CFR 99.31. One of these exceptions is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on

the School Board; a person or company with whom the school has contracted to perform a service or function for which the school would otherwise use its own employees (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. School officials have a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, a school also discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school and/or the District to comply with the requirements of FERPA.

Family Policy Compliance Office.
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
202-260-3887

Telecommunication Devices

Students are responsible for devices they bring to school. The District will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events. Students will also not use devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others. Students will comply with any additional rules developed by their school concerning the appropriate use of telecommunication or other electronic devices.

When a school official has reasonable suspicions that a student is using a telecommunications device in a manner that violates the law or school rules, the device may be confiscated only to be returned to the student's parent or legal guardian.

Unexpected Housing Changes

Homelessness: Families sometimes experience unexpected hardship. If you lose your housing and think you may need to move away from your home school, please notify your child's home school before you move. We will work with you to keep your child(ren) in their home school. Contact your school

counselor or the District's Homeless Liaison ([McKinney Vento](#)), Nancy McClure at 253-983-2218 or nmcclure@steilacoom.k12.wa.us.

Volunteers

Schools seek out volunteers for numerous activities from helping in the classroom to operating concessions at a football game. Individuals interested in volunteering with our schools must complete a Volunteer Application. The on-line application can be found on the District's website under [Parent Resources](#).

STUDENT RIGHTS AND RESPONSIBILITIES

All students have rights. These rights carry related responsibilities on the part of each student. Students are charged with the responsibility to contribute to a positive educational climate, to actively participate in the prescribed learning activities, to use considerate behaviors and to protect their own rights and those of other people.

Each student is responsible, as a citizen, to observe the laws of the United States, the state of Washington, and local ordinances and laws. Students will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.

Scope of District's Authority: Although these rights and responsibilities are applicable to a total society, this document is related to and is in force for those times within the scope of the District's authority. These rules will be enforced by school officials:

- On District property, which includes Steilacoom School District bus stops, school campus or field, administrative building, or other real property rented, leased, or controlled by the District;
- Off District property at a District sponsored or approved activity, function, or event including athletic events and athletic team camps, co-curricular events and co-curricular camps;
- Off District property if the actions of the student materially or substantially affects or interferes with the educational process; or
- In school-provided transportation, or any other place while under the authority of school personnel.

In addition to individual rights established by law and district policies, students have the substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law.

Compliance with Rules

All students will comply with the written rules and regulations established for the orderly operations of the District and the reasonable requests, instructions, and directives of District personnel. The term "District personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action.

Student Misconduct

Each school community is unique to the students and adults who study, work and learn in it. Therefore each building may define the rules and behavior expectations specific to that school. Students who violate the rules of the school or the District will be subject to corrective action. Prescribed penalties may be designated by administrators for certain types of misconduct. However, the nature and circumstances of each case will be reviewed separately on its own merits and disciplinarians and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances. Law enforcement authorities may be contacted regarding incidents of misconduct that also indicate violations of the law.

Academic Dishonesty/Plagiarism

Cheating and plagiarism result in a false evaluation of student performance and the mastery of the subject matter. Students are expected to demonstrate a high degree of academic integrity and to refrain from plagiarism or any form of cheating, including assisting others to cheat. Disciplinary actions for academic dishonesty may include notifying parents, loss of credit on an assignment or test, or referring the matter to the school principal for further disciplinary action.

Student Dress

Students have the right to dress and groom as they and their parents choose provided that the student's dress and groom are within the guidelines set by each school and does not:

- Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
- Create a health or other hazard to the student's safety or to the safety of others;
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person.

Exceptional Misconduct

As a general rule, no student will be subject to suspension or expulsion unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended or expelled for exceptional misconduct. The superintendent or designee or hearing officer may grant exceptions in cases involving extenuating or exceptional circumstances. Conduct that also constitutes a crime may be reported to law enforcement. Exceptional misconduct means misconduct which the school district has judged as follows:

- To be of such frequent occurrence, notwithstanding past attempts of District personnel to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to long-term suspension or expulsion; and/or
- To be so serious in nature and/or serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to short-term suspension, long-term suspension, or emergency expulsion.

Arson

For purposes of school discipline, “arson” means any intentional or reckless setting of a fire or other burning of personal or public property. “Reckless” means that the student understood, but acted with disregard for, the consequences of his or her conduct.

Assault

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

Reasonable Self-Defense

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may withhold discipline if he/she determines that all of the following are true:

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

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

Defacing or Destruction of Property

For school discipline purposes, this exceptional misconduct means the unauthorized, intentional damage to district property or the property of others (other than arson).

Under State law, the school district may withhold grades, diploma, and transcripts of a student responsible for intentional damage or loss to the property of the District, a contractor of the District, an employee, or another student until the student or the student’s parent or guardian has paid for the

damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated or contracted by the District, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

A student's grade report may be withheld until such time the student pays for any school property that has been lost or willfully damaged. Upon payment for damages or the equivalency through voluntary work, the grade report will be released.

When the student and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the student in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the student will be released. The parent or guardian of the student is liable for damages as otherwise provided by Washington State law. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.

Defiance of School Authority

“Defiance” is defined as refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. This includes dress/appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation. Defiance of school authority can also include intentional disruptive behavior.

Drugs/Alcohol*And Other Prohibited Chemical Substances*

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

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

Generally, a suspension for possession, use, or consumption should not exceed ten (10) school days, and a suspension for distribution should not exceed twenty (20) school days. A suspension for secondary students in either case should not fall below three (3) school days.

An expulsion may be imposed for such conduct when sufficient aggravating circumstances are present and in consultation with the superintendent or the superintendent’s designee. Emergency expulsion may be imposed when the student’s conduct meets the requirements of WAC 392-400-295. An administrator may draw up a contract with a student serving a suspension, and a maximum of fifty percent (50%) of the suspension may be held in abeyance when the student successfully complies with the terms and conditions of the contract. In all cases in which a student possesses or is distributing on school grounds, at school activities, or on district-provided transportation a substance prohibited under this section that is also a violation of the law, a report will be made by school officials to law enforcement.

Fighting or Fighting Involvement

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

Gang Conduct

Gang conduct includes the creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture; the promotion of gang culture and/or gang violence, and/or the solicitation or recruitment of gang members. Gang imagery and symbols include, but are not limited to:

- Apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation;
- Displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

Expulsion or long-term suspension for gang conduct alone, absent any other misconduct, may only occur under extraordinary circumstances following consultation with the superintendent or superintendent’s designee.

Harassment, Intimidation or Bullying

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons that is free from harassment, intimidation or bullying. District Policy 3207 defines harassment, intimidation, or bullying as “any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when the 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.

Lewd, Obscene, or Profane Acts

Language, Gestures or Materials

For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited “materials” includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

Any conduct under this section that could constitute a criminal act will be reported to law enforcement. Any conduct under this section that involves the use of district resources or equipment may result in the loss or restriction of a student’s use of district systems, resources, or equipment.

Sexual Harassment

The District is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school.

For the purpose of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature.

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

Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not part of the school staff or student body. Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. It is a violation of this policy to knowingly report false allegations.

Reports can be made to any school staff member or to the District’s Title IX Compliance Coordinator, Susanne Beauchaine at 253-983-2238 or sbeauchaine@steilacoom.k12.wa.us. See Policy and Procedure 3205 for more information.

Theft or Possession of Stolen Property

Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required. Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a student responsible for intentional damage or loss to the property of the District, a contractor of the District, an employee, or another student until the student or the student’s parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated or contracted by the District, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the student and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the student in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the student shall be released. The parent or guardian of the student is liable for damages as otherwise provided by Washington state law.

Tobacco/Nicotine Products

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions.

Weapons

This section addresses the possession or use of actual weapons in violation of district Policy 4210, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 4210 should be addressed under other sections, as appropriate.

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) with notification to parents and law enforcement. The District superintendent or designee is authorized to modify the expulsion on a case-by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

PROVISIONS APPLICABLE TO DISCIPLINE

See Policy and Procedure 3241

Discipline may be imposed upon a student for violation of District rules. No form of discipline will be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements

Definitions of Corrective Action

Discipline means all forms of corrective action, including exclusion from a class for a period of time not exceeding the balance of the immediate class period, other than suspension, expulsion, or emergency removal from a class, subject, or activity. Discipline also means the exclusion of a student from

any other type of activity conducted by or on behalf of a school district, including its athletic program and transportation.

Discretionary Discipline as defined under RCW 28A.600.015 refers to any form of corrective action taken in response to student misconduct that violates the rules, policies, or procedures adopted by the board of directors, other than the misconduct listed in one or more of the categories in Procedure 3241 in the section entitled "Suspension, Expulsions, and Discretionary Discipline." Discretionary discipline cannot include long-term suspension or expulsion.

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

School Business Day means any calendar day except Saturdays, Sundays, and state school holidays, upon which the office of the superintendent of the District is open to the public. School business days will be concluded upon the closure of the superintendent's office for the calendar day.

Detention

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours. Preceding the assignment of detention, the staff member will inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student will be afforded an opportunity to explain or justify his/her actions to the staff member.

Detention will not begin until the parent/guardian has been notified (except in the case of an adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action. Students detained for corrective action will be under the direct supervision of the staff member or another member of the professional staff.

Emergency Removal

Emergency Removal means the immediate removal of a student from a class, subject, or activity when the student's presence poses an immediate and continuing danger to the student, other students or school staff, or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school. A student may be removed immediately from a class, subject or activity by a certificated teacher or an administrator and sent to the designated school authority. Such a removal will continue only until the danger or threat ceases or until the principal or designee acts to impose appropriate discipline.

Short-Term Suspension

Suspension means denial of attendance, other than for the balance of the immediate class period for corrective action purposes, at any single subject or class or at any full schedule of subjects or classes for a stated period of time.

Short-term suspension means a suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days. Prior to the short-term suspension of any student, a conference must be conducted with the student. At this conference, the student must be provided with: (1) an explanation of the alleged misconduct and rule violations; (2) an explanation of the evidence in support of the allegations; (3) an explanation of the corrective action that may be imposed; and (4) an opportunity to present an explanation regarding the alleged misconduct.

In the event a short-term suspension is to exceed one (1) calendar day, the parent(s)/guardian(s) of the student must be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the mail as soon as reasonably possible. This notice will also inform the parent(s)/guardian(s) of the right to an informal conference and that the suspension may possibly be reduced as a result of such a conference.

Any student subject to short-term suspension will be provided the opportunity upon return to school to make up assignments or tests missed by reason of the suspension if such assignments or tests have a substantial effect on the student's quarter or

semester grade or failure to complete such assignments or tests would preclude the student from receiving credit for the course(s).

Contesting Corrective Actions

Discipline and Short-Term Suspensions

Any student or parent/guardian who disagrees with the imposition of discipline or a short-term suspension has the right to an informal meeting with the building principal/designee for the purpose of resolving the grievance. The employee whose action is being grieved will be notified of the initiation of such a grievance as soon as reasonably possible.

During this meeting, the student and parent/guardian will be subject to questioning by the principal or designee and will be entitled to question school staff involved in the matter being grieved. After this school-level grievance meeting, if the issue is not resolved, the student or parent/guardian, upon giving two (2) school business days' prior notice to the superintendent's office, will have the right to present a written and/or oral grievance to the superintendent or designee.

If the issue is not resolved at this level, the student or parent/guardian, upon giving two (2) school business days' prior notice to the superintendent's office, will have the right to present a written and/or oral grievance to the Board during the Board's next regular meeting. The Board will notify the student and parent/guardian of its response to the grievance within ten (10) school business days after the date of the meeting. The discipline or short-term suspension will continue during the grievance procedure unless the principal or designee elects to postpone the action.

Long-Term Suspension and Expulsions

Long-term suspension means a suspension that exceeds ten (10) consecutive school days and ends no later than the last day of the school year during which the student's misconduct occurred. **Expulsion** means a denial of attendance at any single subject or class or at any full schedule of subjects or classes for a stated period not to exceed one academic term.

The district will not suspend the provision of educational services during a period of long-term suspension or expulsion and will provide the student the opportunity to receive such services. Educational

services may be provided in an alternative setting, provided that such setting is comparable, equitable, and appropriate to the regular educational services a student would have received in the absence of a short-term suspension. Examples of alternative setting may include, but not be limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

Prior to the long-term suspension or expulsion of a student, a written notice of an opportunity for a hearing will be delivered in person or by certified mail to the student and parent(s)/guardian(s). The student or parent(s)/guardian(s) must request such a hearing within three (3) school business days after the date of their receipt of the notice imposing the corrective action. If a timely request for a hearing is not received, the District may consider the student and parent(s)/guardian(s) to have waived the right to a hearing and the proposed corrective action may be imposed as of the fourth school business day following receipt of the notice imposing the corrective action.

Once a student is expelled or suspended for more than ten (10) school days, the principal/designee will make reasonable efforts to assist the student and parent(s)/guardian(s) in returning the student to an educational setting prior to and no later than the end date of the corrective action.

The principal/designee will convene a reengagement meeting with the student and the student's parent(s)/guardian(s) within twenty (20) days of the student's long-term suspension or non-emergency expulsion, regardless of whether the student appeals the action or requests readmission, and in any event no later than five (5) days before the student's return to school, to discuss a plan to reengage the student in a school program. Such reengagement plans do not replace petitions for readmission.

A reengagement plan will be created that is tailored to the student's individual circumstances that includes consideration of the incident that led to the student's long-term suspension or expulsion. In developing a reengagement plan, shortening the length of time that the student is suspended or expelled, other forms of corrective action, and supportive interventions that aid in the student's

academic success and keep the student engaged and on track to graduate should be considered.

Additionally, the district will take reasonable steps to develop the plan with the participation and input of the student and their parent(s)/guardian(s) to ensure that it is culturally sensitive and culturally responsive.

Long-term suspensions and expulsions will not be for longer than one academic term. Where warranted based on public health or safety, the principal initiating an expulsion may petition the superintendent of the District, pursuant to policies and procedures adopted by the Office of the Superintendent of Public Instruction, for authorization to exceed the one calendar year limitation. Any student who has been suspended will be allowed to make application for readmission at any time.

Emergency Expulsion

Emergency Expulsion means the immediate denial of school attendance for up to ten (10) consecutive school days due to an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion will end or be converted to another form of corrective action within ten (10) school days of the student's emergency expulsion.

Expulsions

Students may be expelled for violations of District rules. The nature and the circumstances of the violation must reasonably warrant the harshness of expulsion. No student will be expelled unless other forms of corrective action reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action would fail if employed.

Expulsions will include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District. All expulsions and the reasons therefore must be reported in writing to the Superintendent within 24 hours after the imposition of the expulsion.

The building principal or designee may petition the superintendent to extend an expulsion beyond one academic term, where such an extension is warranted because of risk to the public health and

safety. The petition may be submitted at any time between the final imposition of an expulsion and the last day of the expulsion and must include those elements listed in WAC 392-400-410. A copy of the petition must be delivered in person or by certified mail to the student and his/her parent(s)/guardian(s) who may submit a written or verbal response to the petition within ten (10) school business days of the recorded receipt of the petition.

The superintendent may exercise his/her discretion to grant the petition so long as there is evidence that, if the student were to return to school at or after one calendar year, he or she would pose a risk to public health or safety.

The superintendent will issue a written decision indicating whether the petition is granted or denied within eleven (11) school business days, but not later than twenty (20) school business days, of the date of the petition's recorded delivery to the student or his/her parent(s)/guardian(s). If the petition is granted, the student or his/her parent(s)/guardian(s) may appeal the decision to the Board within ten (10) school business days.

Hearing Process

Long-Term Suspensions, Expulsions, and Emergency Expulsions

Any student or parent/guardian who disagrees with the imposition of a long-term suspension or expulsion may request a hearing to contest the action. The superintendent must receive requests for a hearing within three (3) school business days of receipt of the discipline notice. A request for a hearing will be accepted in writing and may also be accepted orally. The District will schedule a hearing to commence within three (3) school business days (two (2) school business days for emergency expulsions) after the date the hearing request was received by the District. The student will have the right to be represented by legal counsel, to question and confront witnesses, to present an explanation of the alleged misconduct, and to produce witnesses and the introduction of evidence as desired. Both the student and the District representative will have the right to inspect in advance of the hearing any documents and other physical evidence the other party intends to introduce at the hearing.

The hearing officer assigned by the District to hear the case will not be a witness in the case, and the truth of the allegations will be determined solely on the basis of the evidence presented at the hearing. Either a tape recorded or verbatim record of the hearing will be made. The hearing officer will make a written decision setting forth the findings of fact, conclusions, and the nature and duration of the corrective action to be imposed, if any. For long-term suspensions and expulsions, this written decision will be provided to the student's legal counsel or, if none, to the student and parent(s)/guardian(s).

For emergency expulsions, the decision must: (1) be issued within one (1) school business day after the date that the hearing concludes; (2) be provided to the student and his/her parent(s)/guardian(s), and legal counsel, if any, by depositing a certified letter in the mail; (3) set forth whether the immediate and continuing danger to students or school staff or immediate and continuing threat of substantial disruption of the educational process has ended; and (4) state whether the emergency expulsion will be converted to another form of corrective action.

Unless an appeal is taken, any long-term suspension or non-emergency expulsion decided upon by the hearing officer may be imposed as of the fourth (4th) school business day following receipt of the hearing officer's decision.

Appeal of a Hearing Officer's Decision

Long-Term Suspension, Expulsion, or Emergency Expulsion

Any student or parent(s)/guardian(s) may appeal a hearing officer's decision imposing a long-term suspension, expulsion, or emergency expulsion to the Board. Notice indicating that the student desires to appeal the hearing officer's decision must be in writing and must be made to the office of the Superintendent or the office of the hearing officer within three (3) school business days after the date of receipt of the hearing officer's decision.

If a timely notice of appeal to the Board is received, the Board will schedule and hold an informal conference to review the matter within ten (10) school business days after the date of receipt of such appeal notice. The purpose of this meeting will be to meet and confer with the parties in order to decide

the most appropriate means of disposing of the appeal.

Readmission

Expulsion or during Long-Term Suspension

Any student who has been suspended or expelled will be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the student will submit a written application to the principal, who will recommend admission or non-admission. If a student wishes admission to another school, he/she will submit the written application to the superintendent. The application will 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 or others who may have assisted the student.

The superintendent will, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application. The readmission process is separate and distinct from any reengagement meetings conducted by the District as required by state law, Chapter 28A.600 RCW.

Steilacoom Historical School District No. 1

District Administrative Center

511 Chambers Street

Steilacoom, WA 98388

www.steilacoom.k12.wa.us

Nondiscrimination Statement

Steilacoom Historical School District No. 1 provides equal access to all programs or activities without discrimination based on race, creed, religion, color, national origin, age, veteran or military status, sex, sexual orientation, gender expression or identity, marital status, disability, or the use of a trained dog guide or service animal and provides equal access to designated youth groups listed under Title 36 U.S.C. Allegations or concerns can be reported to Susanne Beauchaine at 511 Chambers Street, Steilacoom 98388, 253.983.2238 or sbeauchaine@steilacoom.k12.wa.us.
