

Olympia School District No. 111

2016-2017



Creating opportunities and shaping success for all students

**Student Rights and
Responsibilities
Handbook**

For Students/Parents/Legal Guardians



Dear Students and Families:

The Olympia School District is proud to help students develop an understanding and appreciation of our heritage and democratic ideals, particularly the legal principles and processes safeguarding individual rights.

District rules and regulations are based upon state law, county and city ordinances, State Board of Education bylaws, and regulations and policies adopted by our Board of Directors.

This handbook includes all policies that pertain to the rights and responsibilities of students in the Olympia School District. They are designed to protect the rights of all members of the school community. Effective implementation of these guidelines requires the exercise of good faith on the part of students, parents and all school personnel.

After reviewing the contents, please keep this handbook as a reference.

On pages 46 and 48, you will find two forms to read and review.

Please return these to your student's school NO LATER THAN October 3, 2016.

- Page 55 - Military Parent/Legal Guardian Affiliation Form**
(sign and return)
- Page 57 - Student Records and Privacy Form**
(sign and return if you DO NOT wish to have your student's directory information released.)
- Page 59 - Student/Parent/Legal Guardian's Rights and Responsibilities Handbook Acknowledgment Form**
(sign and return)

Thank you for taking the time to familiarize yourself with these rights and responsibilities.

Sincerely,

A handwritten signature in black ink that reads "Dick Cvitanich". The signature is written in a cursive, flowing style.

Dick Cvitanich
Superintendent

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OPTIONAL: Sign and return only if you **DO NOT** want information released.

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REQUIRED: Sign and return to your student's school office.

NOTE:

Board policies and procedures revised after the printing date of this handbook supersede any policies printed herein. Policies are kept updated, as changes are approved, on the Olympia School District website: <http://osd.wednet.edu>

SECTION 1

STUDENT CONDUCT AND DISCIPLINE

NOTE:

Board policies and procedures revised after the printing date of this handbook supersede any policies printed herein. Policies are kept updated, as changes are approved, on the Olympia School District website: <http://osd.wednet.edu>

DISTRICT RULES REGARDING STUDENT RIGHTS

In addition to other rights established by law, each student served by or in behalf of the District shall possess the following substantive rights, and the District will not limit these rights except for good and sufficient cause.

Freedom of Speech and Assembly

- a) Students are entitled to express orally their personal opinions. Such expression may not interfere with the rights of others. The use of obscenities or personal attacks is prohibited.
- b) All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the Principal or District policy.
- c) Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.

Freedom to Publish

Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process or infringe upon the rights of others. Such written expressions must be signed by the authors.

Students who edit, publish or distribute within the schools handwritten, printed or duplicated material which has not been authorized by or produced under the supervision of school personnel must assume the responsibility for the content of such publications.

Students who edit, publish or distribute handwritten, printed or duplicated material which has been authorized by and approved by school personnel will be subject to the reasonable rules and regulations governing such materials.

Student publications produced as part of the school's curriculum or with the support of the associated student body fund are intended to serve both as vehicles for instruction and student communication. Controversial issues may be presented provided that they are treated in depth and represent a variety of viewpoints. Materials may not: be libelous, obscene or profane; cause a substantial disruption of the school; invade the privacy of others; personally attack others; demean any race, religion, sex, or ethnic group; or advocate the violation of the law or advertise tobacco products, liquor, illicit drugs, or drug paraphernalia. The judgment of school personnel will be followed in the determination of whether proposed materials would be libelous or obscene or would constitute personal attack.

Unauthorized sale or solicitation in connection with commercial publications will not be permitted on school property.

Right of Privacy

The schools must respect students' right of privacy; at the same time, school authorities must protect the health and safety of all students and promote the effective operation of the schools.

At age eighteen students become legal adults and must approve any disclosure of information about themselves from school records, except directory information if a request for confidentiality has not been filed. Students between sixteen and eighteen who have been granted legal emancipation from their parents/legal guardians have the same rights as eighteen year old students. Students thirteen years and older have confidentiality rights in records regarding drug, alcohol or mental health treatment. All students have confidentiality rights in family planning or abortion records.

The following guidelines shall be observed to assure optimum privacy of individuals and the safety and welfare of all students.

- a) A student will be free from searches by school officials of their clothing and other personal property unless there is reasonable cause to believe that something is concealed that may be of immediate danger to the student or to other students. School officials may request a student to remove all items from pockets or other personal effects. Failing compliance by the student

and in the absence of immediate danger, school officials will refrain from searches and will call in the parents/legal guardians or, in the case of possible criminal activity, the police.

- b) Student lockers remain the property of the District and school officials have the right, authority and responsibility to inspect lockers. However, school authorities will inspect student lockers in the absence of students only when:
 - i. it occurs as part of a general inspection of all lockers for the purpose of returning school property, such as library books. In such cases the personal belongings of students within lockers will not be searched; or
 - ii. school authorities have reasonable cause to believe that conditions or circumstances exist which threaten the health or safety of those in the school.
- c) When school authorities have reasonable cause to believe items which violate school rules or the law, are concealed within a school locker, they may inspect the locker. Such inspection will be made in the presence of the student. If the student refuses to reveal the contents of their personal belongings within the locker, their parents/legal guardians will be called. If the student cannot be located and if there is reason to believe a danger may exist, school officials, police or other authorities may search the locker.

GENERAL EXPECTATIONS FOR STUDENT CONDUCT

1. The District's student conduct rules and discipline procedures must be interpreted to insure an optimum learning atmosphere in the school and classroom. An optimum learning atmosphere is a climate in which each student has the maximum opportunity to learn and the conduct of students that interferes with that climate is kept at an absolute minimum as determined by school staff.
2. Students must comply with rules established for the governing of schools.
3. Students must respect the authority of school staff and the school's authority to impose disciplinary action, subject to review through the grievance and appeal process.
4. School staff must hold students strictly accountable for disorderly or antisocial conduct while under the school supervision, and make recommendations for the suspension of a student for cause.
5. Students or other persons who willfully create a disturbance, established laws, or regulations on school premises during school hours or at school activities or meetings may be subject to school discipline and/or charged with a crime by law enforcement.
6. Students who damage property may have disciplinary actions taken including suspension and/or expulsion. The student, parent/legal guardian shall be liable for damages and may be charged with a crime by law enforcement.
7. Teachers may temporarily exclude students from the instructional classroom or activity area for disrupting the educational process in violation of District policy standards.
8. Students shall be disciplined for harassment, intimidation and bullying (HIB) policy violations on the basis of race, national origin, gender, age, religion, marital status, sexual orientation, disability or other traits pursuant to RCW 28A.300.285, RCW 28A.9A.36.080 and district policies.
9. Law enforcement authorities may charge students or others with a crime if they interfere by force or violence with any staff member or student who is in the discharge of their duties or studies, or who intimidate or use threat of violence against any staff member or student in the discharge of their duties or studies.

STUDENT CONDUCT

POLICY 3240

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

- a. Conform to reasonable standards of acceptable behavior;
- b. Respect the rights, person and property of others;
- c. Preserve the degree of order necessary for a positive climate for learning;
- d. Comply with all District and building rules and regulations; and,
- e. Submit to the authority of staff and respond accordingly.

The board also recognizes that schools must take reasonable steps so that students who fail to adhere to the district's rules and regulations and who receive discipline for such misconduct remain engaged or are effectively reengaged in their educational program.

The superintendent will develop written rules of conduct which will carry out the intent of the Board and establish procedures necessary to implement this policy.



Cross References:

Student Safety Walking to School and Riding Buses	Policy 6605
Executive or Closed Sessions	Policy 1410

Legal References:

Action against parent for willful injury to property by minor—Monetary limitation—Common law liability preserved	RCW 4.24.190
Use of force—when lawful	RCW 9A.16.020
Firearms and dangerous weapons.....	RCW 9.41
Personal protection spray devices	RCW 9.91.160
Prohibition of use of tobacco products on school property	RCW 28A.210.310
Expulsion of student from classroom—Written disciplinary procedures—Long-term suspension or expulsion	RCW 28A.600.020
Pupils to comply with rules and regulations	RCW 28A.600.040
Principal to assure appropriate student discipline	RCW 28A.400.110
Defacing or injuring school property—Liability of pupil, parent/legal guardian	RCW 28A.635.060
Definitions	WAC 392-400-205
School district rules defining misconduct—Distribution of rules.....	WAC 392-400-225
Drug-Free Schools and Communities Act.....	20 USC 3171 et seq

POLICY ADOPTED..... June 20, 2011
REVISED..... May 12, 2014
Revised August 15, 2016

POLICY 3240 PROCEDURE

RESPECT FOR THE LAW AND THE RIGHTS OF OTHERS

The student is responsible as a citizen to observe the laws of the United States, the state of Washington, local ordinances and laws, policies of the Olympia School District, and rules established by individual schools. The student shall respect the rights of others while in school, on school property (and reasonable proximity thereto), at school activities, on district-provided transportation or otherwise under school authority. Students who are involved in criminal acts on school property, off school property at school-supervised/sponsored events, or off school property—and which acts have detrimental effect upon the maintenance and operation of the schools or the district, are subject to disciplinary action by the school and prosecution under the law.

COMPLIANCE WITH RULES

All students shall comply with the written rules and regulations established for the orderly operations of the schools or the district and the reasonable requests, instructions and directives of district personnel. For purposes of Policy 3200 and this procedure, the term “district personnel” includes adults authorized by the district to supervise student activities. Failure to do so shall be cause for disciplinary action.

STUDENT CONDUCT RULES

Under School Board Policy 3200 (Student Rights and Responsibilities), the following conduct rules apply to students while they are in school, on school grounds or District property, while at established school bus stops, at school-sponsored or District-sponsored events, in District vehicles or in other circumstances that have a real and substantial relationship to the lawful maintenance and operation of the District. Any student who violates the conduct rules listed below is, depending upon the individual circumstances involved, subject to discipline, suspension, or expulsion. Students are also subject to emergency expulsion for violations of these rules or in any other situation when the student’s presence poses an immediate and continuing danger to the student, other students, school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

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

A full description of student conduct rules may be found in School Board Policy 3200 (Student Rights and Responsibilities) and may be accessed in school/district offices or online at www.osd.wednet.edu.

Conduct marked with an asterisk (*) are Exceptional Misconduct Offenses and are considered “non-discretionary”, as defined in School Board Policy 3200 (Student Rights and Responsibilities) and allows for short-term or long-term suspension or expulsion to be imposed regardless of a student’s past disciplinary record.

Alcohol and Other Drugs*

Arson*

Cheating/Plagiarism

Criminal Acts*

Damage or Destruction of Private Property/Vandalism

Damage or Destruction of School Property/Vandalism

Disruption of School/Disruption of the Educational Process

Dress and Appearance

Explosive Devices*

False Alarms

Fighting, Assault or Causing Physical Injury*

Fighting Promotion

Firearms*

Forgery or Misrepresentation
Gangs*
Harassment (All Forms), Intimidation and Bullying*
Insubordination
Leaving School Grounds
Lewd Conduct
Occupation of School Property
Personal Protection Spray Device(s)*
Profanity/Inappropriate language
Reckless and Dangerous Driving
Skateboards, Skates / In-Line Skates and Scooters
Threats*
Tobacco Products
Trespass
Truancy and Unauthorized Absence from Class
Weapons and Dangerous Objects

POLICY 4210 REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

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 unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- a. Persons engaged in military, law enforcement or District security activities;
- b. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- c. Persons competing in school authorized firearm or air gun competitions; and
- d. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- a. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- b. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Reporting Dangerous Weapons

An appropriate school authority will promptly notify the student’s parents/legal guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to disciplinary action. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9.04.10) and displays a device that appears to be a firearm.

Exceptions to State Law and this Policy

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental/legal guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental/legal guardian permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.



Cross References:

Student Conduct..... Policy 3240

Legal References:

Dangerous Weapons—Penalty RCW 9.41.250
Deadly Weapons Special Verdict—definitions RCW 9.94.225
Dangerous weapons on school grounds RCW 9.41.280
Use of force—when lawful RCW 9A.16.020
Personal protection spray devices RCW 9.91.160
Firearms on school premises, transportation or facilities—Penalty—Exemptions..... RCW 28A.600.420

Management Resources..... *Policy News*, July 2016

State Encourages Modification of Weapons Policy *Policy News*, August 1998

Legislature also addresses “look alike firearms” *Policy News*, October 1997

Policy Adopted..... August 8, 2011

Revised August 15, 2016

DEFINITIONS AND METHODS OF STUDENT CONTROL

PROGRESSIVE DISCIPLINE DEFINED

While the District fully supports the philosophy of a progressive discipline system, one in which corrective action will be determined by the nature and severity of the offense, the individual student involved, and the cumulative discipline record of that individual student, there are infractions which may require other forms of discipline, including suspension or expulsion prior to other forms of discipline.

EXCEPTIONAL MISCONDUCT DEFINED/NON-DISCRETIONARY DISCIPLINE

Exceptional misconduct means student behavior which the district has judged to be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the schools as to warrant an immediate resort to suspension or expulsion. Further, when “exceptional misconduct occurs, the administration will immediately contact law enforcement and, if involving a student athlete, the site athletic director. Forms of misconduct deemed to be “exceptional misconduct” have been approved by the Board of Directors in consultation with an Ad Hoc Citizens Committee pursuant to WAC 180-40-245(2) and 265(2) and are marked with an asterisk.

USE OF REASONABLE FORCE

It is the policy of the Olympia School District Board of Directors that the District maintains a safe learning environment while treating all students with dignity and respect. All students in the District will remain free from the unreasonable use of force.

District staff may use reasonable force to maintain order or to prevent a student from harming them self, other students and school staff or property.

The full Board of Director's Policy 3246 and Administrative Procedures 3246P related to the use of reasonable force may be accessed in school/district offices or online at www.osd.wednet.edu.

CORPORAL PUNISHMENT

Corporal punishment will not be administered. Corporal punishment is defined as an act which willfully inflicts or willfully causes the infliction of physical pain on a student. Only reasonable and moderate force may be applied to a student so as to maintain order or to prevent a student from harming them self, other students and school staff or property.

DISCIPLINE DEFINED

"Discipline" means all forms of correction other than suspension and expulsion, and includes the exclusion of a student from a class by a teacher or administrator for a period of time not to exceed the balance of the immediate class, provided that the student is in the custody of a District employee for the balance of such period. Discipline also means the exclusion of a student from any other type of activity conducted by or on behalf of the District.

No form of discipline will be administered in such a manner as to prevent a student from accomplishing specific academic grade, subject or graduation requirements. A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that:

- 1) The student's attendance and/or participation is related to the instructional objectives or goals of the particular subject or course; and
- 2) The student's attendance and/or participation has been identified by the teacher pursuant to policy of the district as a basis for grading, in whole or in part, in the particular subject or course.

EMERGENCY REMOVAL DEFINED

Notwithstanding any provision of this section to the contrary, each teacher is empowered to exclude any student who creates a disruption of the educational process in violation of the building disciplinary standards, while under the teacher's immediate supervision from his or her individual classroom and instructional or activity area, for all or any portion of the balance of the school day, or until the principal or designee and teacher have conferred, whichever occurs first. In emergency circumstances, as provided for in WAC 180-40-290, the teacher will first attempt one or more alternative forms of corrective action. In no event will an excluded student be returned during the balance of the particular class or activity period from which the student was initially excluded without the consent of the teacher.

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

DETENTION

Teachers and other certificated employees have the authority to detain students under their supervision for up to thirty (30) minutes after the regular hour for student dismissal. Detention will not extend beyond the time of departure of the bus upon which the student rides unless prior arrangements have been made with the student's parents/legal guardians.

SUSPENSION DEFINED

"Suspension" means denial of the right of attendance (other than for the balance of the immediate class for "discipline" purposes) at any single subject or class, or any full schedule of subjects or classes, for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District.

"Short-Term Suspension" means a suspension for all or any portion of a calendar day up to and not exceeding ten (10) consecutive school business days.

- 1) No student in grades kindergarten through four will be subject to a short-term suspension for more than a total of ten (10) school business days during any single semester and no loss of academic grades or credit will be imposed by reason of the suspension of such student.
- 2) No student in the grade five (5) and above program will be subject to short-term suspensions for more than a total of fifteen (15) school business days during any single semester, or ten (10) school business days during any single trimester.
- 3) Any student subject to a short-term suspension will be provided the opportunity upon return to make up assignments and tests if:
 - a) Such assignments or tests have a substantial effect upon the student's semester or trimester grade or grades; or
 - b) Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.
- 4) All short-term suspensions and the reasons therefore will be reported in writing to the superintendent or designee within twenty-four (24) hours after the imposition of the suspension.

"Long-Term Suspension" means a suspension which exceeds ten (10) consecutive school business days to a duration of no more than the length of an academic term as defined by the School Board. Long-Term suspension may not be extended into the subsequent school year. Long-Term suspension may not be used as a disciplinary action in the cases of "discretionary discipline" with the exception of two or more violations within a three-year period of willfully disobeying school administrators or refusing to leave school property or behavior that adversely impacts the health and safety of students or staff.

- 1) No student in grades kindergarten through four will be subject to long-term suspension.
- 2) No single long-term suspension will be imposed upon a student in the grade five (5) and above program in a manner which causes the student to lose academic grades or credit in excess of one semester or trimester during the same school year.
- 3) All long-term suspensions and the reasons therefore must be reported in writing to the superintendent or designee within twenty-four (24) hours after the imposition of the suspension.
- 4) Building administrators will arrange a reentry conference with the student/parent/legal guardian within 20 school business days of a long-term suspension (and no later than five (5) school business days before the student reenrolls), regardless of whether an appeal or request for early reentry was made. The purpose of the reentry conference is to develop a plan to reengage the student in a school program. Further, to create a "reengagement" plan tailored to the student's individual circumstances considering the incident that led to the discipline and aids the student in taking the necessary steps to remedy that situation. Reentry conferences are separate from petitions for readmission. Families will have access to provide meaningful input on, and have the opportunity to participate in a culturally sensitive and culturally responsive reengagement plan.

The nature and circumstances of the violation must be considered and must reasonably warrant a suspension and the length of the suspension imposed. No student is normally to be suspended unless other forms of corrective action or punishment reasonably calculated to modify their conduct have failed. However, a student may be subject to immediate short-term or long-term suspension if the act for which the student is to be suspended has been determined to be one of exceptional misconduct as defined in this section, and if such punishment is set forth in advance by the board as appropriate to the type or seriousness of the infraction committed.

Disciplinarians and hearing officers are expressly granted authority by the board to make judgments and to grant exceptions in exceptional misconduct cases where they feel there are compelling extenuating circumstances.

In addition to the alternative corrective action requirement of paragraph (1) above, the district must, prior to suspending or expelling a student for one, or more, unexcused absences, do the following:

- 1) Following the first unexcused absence, provide written notice to the student's parent/guardian, in English or in the primary language of such parent/legal guardian where possible, that the student has failed to attend school without valid justification;
- 2) After two unexcused absences within any month, hold a conference between the student, parent/legal guardian and principal. At such conference, consideration will be given to: adjusting the student's program, providing more individualized instruction, preparing the student for employment with appropriate Career and Technical Education (vocational) courses or work experience, transferring the student to another school, or assisting the student to obtain supplementary services that might eliminate or lessen the cause or causes for the absence from school.
- 3) Not later than the student's fifth unexcused absence in a month, enter into an agreement with the student and parent/legal guardian that establishes school attendance requirements, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- 4) If such action is not successful, file a petition for a hearing with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/legal guardian, student, or parent/legal guardian and student, upon the seventh unexcused absence within any month or the tenth unexcused absence during the school year.

EXPULSION DEFINED

"Expulsion" means the denial of the right of attendance at any single subject or class or any full schedule of subjects or classes, for a period not to exceed the length of an academic term as defined by the School Board. Expulsion may not extend into the subsequent school year. Building administrators may petition the superintendent to exceed the one-year limitation when "warranted based on public health or safety" under rules developed by OPSI. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned or controlled by the District.

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

All recommendations of expulsion and the reasons therefore must be reported in writing to the superintendent or designee within twenty-four (24) hours after the imposition of the expulsion.

Appropriate local and state authorities, including juvenile authorities, acting pursuant to RCW 13.04 will be notified of any expulsion in order that such authorities may address the student's educational needs.

Building administrators will arrange a reentry conference with the student/parent/legal guardian within 20 school business days of an expulsion (and no later than five (5) school business days before the student re-enrolls), regardless of whether an appeal or request for early reentry was made. The purpose of the reentry conference is to develop a plan to reengage the student in a school program. Further, to create a "reengagement plan tailored to the student's individual circumstances that considers the incident that led to the discipline and aids the student in taking the necessary steps to remedy that situation. Reentry conferences are separate from petitions for readmission.

EMERGENCY EXPULSION

"Emergency Expulsion" means the immediate denial of the right of school attendance and activities for a student prior to the opportunity for a hearing. An emergency expulsion may only be imposed if the expelling authority has good and sufficient reason to believe the student is an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process. Such emergency expulsion must be converted into a different form of discipline within ten (10) school business days of removal. A separate notice must be provided as well as affording due process rights for the conversion action.

DELEGATION OF AUTHORITY TO SUSPEND AND EXPEL

The following District personnel are delegated the authority to suspend, expel or order the emergency expulsion of students subject to the right of any such student to a conference pursuant to the procedures accompanying this policy, procedures for short-term suspension, procedures for long-term suspension/expulsion: Superintendent, principals, assistant principals, deans and any other certificated administrator to whom such authority has been delegated in writing by the Superintendent.

SCHOOL BUSINESS DAY

"School business day" means any calendar day, exclusive of Saturdays, Sundays, and any federal and school holidays upon which the office of the Superintendent of the District is open to the public for the conduct of business. A school business day will be concluded or terminated upon the closure of said office for the calendar day.

PROCEDURES FOR SHORT-TERM SUSPENSION

A short-term suspension may be imposed upon a student by a designated school authority subject to the limitations and conditions set forth below.

Prior to the short-term suspension of any student, a conference will be conducted with the student as follows:

An oral and written notice of the alleged misconduct and violation(s) of District rules will be provided to the student;

- An oral and written explanation of the evidence in support of the allegation(s) will be provided to the student;
- An oral and written explanation of the corrective action or punishment which may be imposed will be provided to the student; and
- The student will be provided the opportunity to present their explanation.

In the event of a short-term suspension, the parent/legal guardian of the student will be notified of the reason for the student's suspension, and its duration, orally and by letter deposited in the United States mail as soon as reasonably possible. The notice will also inform the parent/legal guardian of the right to an informal conference and that the suspension may possibly be reduced as a result of such conference.

PROCEDURES FOR LONG-TERM SUSPENSION AND EXPULSION

Notice: Except in the case of an emergency expulsion, no long-term suspension or expulsion may be imposed on a student until written notice thereof has been delivered in accordance with the following requirements.

District personnel authorized to suspend or expel students will be responsible for the preparation and delivery of notices of suspension or expulsion. Written notice of the suspension or expulsion will be delivered to the student and to their parent/legal guardian by certified mail or in person. Such notice will:

- 1) Be provided in the predominant language of a student and/or a parent/legal guardian who predominantly speaks a language other than English, to the extent feasible;

- 2) Specify the alleged misconduct and the District rule(s) alleged to have been violated;
- 3) Set forth the corrective action or punishment proposed;
- 4) Set forth the right of a student and/or the parent/ legal guardian to a hearing for the purpose of contesting the allegation(s) and/or sanction;
- 5) State that a written request for hearing must be received by the designated school authority on or before the expiration of the third school business day after the receipt of the notice of opportunity for a hearing and further, that the right to a hearing may be deemed waived and the proposed sanction imposed without further opportunity to contest the matter, if such request is not received within the prescribed period of time;
- 6) Require the student and/or the parent/legal guardian to reply in writing to the notice within three (3) school business days of receipt, indicating whether a hearing will be requested.

If a reply is not received within the three (3) school business day period, the student and the parent/legal guardian will be deemed to have waived the right to a hearing and the proposed sanction will take effect.

SPECIFIC PROCEDURES FOR “ALCOHOL AND OTHER DRUGS” VIOLATIONS

These procedures are intended to provide a measure of consistency among all schools, while permitting flexibility to impose alternatives as individual circumstances warrant.

NON-DISCRETIONARY DISCIPLINE

ALCOHOL AND OTHER DRUGS

The district recognizes the dual responsibility to establish specific disciplinary procedures in relation to student alcohol and other drug use and to support alternatives for helping students and their families. The district is a state certified chemical dependency out-patient treatment agency and employs licensed chemical dependency professionals to provide assessments, substance use testing, direct counseling services, support services to those in recovery, and referrals to community agencies for intensive treatment services.

School staff having cause to believe that a student is in possession, being under the influence, shows signs or showing signs/ symptoms of having used, being in possession, distributing or selling any narcotic drug, alcohol or other controlled substance not prescribed for the student, purported controlled substances, marijuana, paraphernalia (or that which purports to be), or other substances intended to alter mood will be grounds for long-term suspension or expulsion must immediately report it to the principal or designee.

District staff having cause to believe a student is under the influence, in possession, is distributing or selling alcohol and/or other drugs shall immediately report the student to their building administrator.

Upon receiving a report that a student may be in possession, under the influence of alcohol or other drugs, shows evidence of having used alcohol or other drug, or is in possession of alcohol or other drug paraphernalia, is involved in distribution or sale, the principal or designee must immediately meet with the student and conduct an initial screening to include:

- 1) Assessment of physical symptoms.
- 2) Questioning of student regarding possible use, and/or possession.
- 3) Request additional screening to be conducted by the District Chemical Dependency Professional, school nurse, and/or law enforcement.

If screening results indicate alcohol or drug use and/or possession, the principal or designee must contact appropriate law enforcement, the District Chemical Dependency Professional and the parent/legal guardian. In implementing this procedure, the principal or designee will coordinate all efforts with law enforcement officials and the District Chemical Dependency Professional.

If possession, and/or use or distribution and/or sale are confirmed, discipline policies and procedures must be followed.

Possession and/or use of alcohol, narcotic drug, controlled substance or paraphernalia (or that which purports to be) during school hours, at school-sponsored events or on school property will be considered a violation of District policy and will result in disciplinary action as follows.

MINIMUM CONSEQUENCES: Level of offenses are considered cumulative within and between educational levels; e.g., first offense occurs at the middle level, the student is found in violation of policy at the high school level—this offense becomes the student’s second offense.

First Offense:

- | | |
|---------------|---|
| Elementary | 1) Notifications.
2) Discipline action handled on an individual basis. |
| Middle School | 1) Emergency Expulsion.
2) Immediate referral to law enforcement.
3) Short-Term Suspension of ten (10) days. |
| High School | 1) Emergency Expulsion.
2) Immediate referral to law enforcement.
3) Long-Term Suspension of fifteen (15) days. |

Second Offense:

- | | |
|---------------|--|
| Elementary | 1) Notifications.
2) Emergency Expulsion.
3) Discipline action handled on an individual basis. |
| Middle School | 1) Emergency Expulsion.
2) Immediate referral to law enforcement.
3) Long-Term Suspension of forty five (45) days. |
| High School | 1) Emergency Expulsion.
2) Immediate referral to law enforcement.
3) Long-Term Suspension of forty-five (45) days. |

Third Offense:

- | | |
|---------------|---|
| Elementary | 1) Notifications.
2) Emergency Expulsion.
3) Additional disciplinary action handled on an individual basis. |
| Middle School | 1) Emergency Expulsion.
2) Immediate referral to law enforcement.
3) Expulsion to ninety (90) days |
| High School | 1) Emergency Expulsion.
2) Immediate referral to law enforcement.
3) Expulsion to ninety (90) days |

Sale, distribution, trade or transfer of alcohol, narcotic drugs, controlled substances, and/or paraphernalia (or that which purports to be) must be referred to the appropriate law enforcement agencies and will result in disciplinary actions up to, and including, immediate expulsion.

At both the high school and middle school levels, the term of the suspension may be reduced to no fewer than five (5) school business days for the first offense and fifteen (15) school business days for the second offense if the student provides evidence of having scheduled and undergone a complete chemical dependency assessment, conducted by a licensed chemical dependency professional, and having complied with all recommendations. Failure to complete a chemical dependency assessment and to comply with all recommendations shall be grounds for reinstating the full term of the initial suspension.

If the student and/or parent/legal guardian chooses to have an assessment, the student and/or parent/legal guardian is responsible for all expenses incurred. The student and/or parent/legal guardian will be responsible for any expenses incurred for any treatment, counseling or laboratory procedures recommended in the assessment or by the district chemical dependency professional.

Sale, distribution, trade or transfer of alcohol, narcotic drugs, controlled substances, and/or paraphernalia (or that which purports to be) must be referred to the appropriate law enforcement agencies and will result in disciplinary actions up to, and including, immediate expulsion.

DUE PROCESS PROCEDURES

GRIEVANCE PROCEDURE FOR DISCIPLINE AND SHORT-TERM SUSPENSION

- 1) Any student, parent/legal guardian who may be aggrieved by any disciplinary action or by the imposition of a short-term suspension, has the right to an informal conference with the principal or designee and any other staff member involved. The employee whose action is being grieved will be notified of the initiation of a grievance as soon as reasonably possible.
- 2) At such informal conference, the student, parent/legal guardian will be subject to questioning by the principal or designee and entitled to question school personnel involved in the matter being grieved.
- 3) Any student, parent/legal guardian who may be aggrieved following the informal conference may, upon two (2) school business days prior notice, present a written and/or oral grievance to the superintendent or their designee. If the grievance is not resolved, the student, parent/ legal guardian, upon two (2) school business days prior notice, may present a written and/or oral grievance to the board of directors at its next regularly scheduled meeting.
- 4) Grievances before the board of directors will be heard in an open meeting unless a closed meeting is specifically requested by the student and/or parent/legal guardian.
- 5) The board of directors will notify the student and the student's parent/legal guardian, in writing, of its decision within ten (10) school business days following the meeting.
- 6) The disciplinary action, or short-term suspension, will continue notwithstanding the implementation of the grievance procedure, unless the principal or designee elects to postpone such action.

HEARING PROCEDURES FOR LONG-TERM SUSPENSION AND EXPULSION

Upon the timely receipt of a written request for hearing, the appropriate school district authority, will schedule the hearing to commence within three (3) school business days after the receipt of such request, unless an emergency expulsion has been imposed on the student, in which event the hearing will be scheduled to commence as soon as reasonably possible, and in no case later than the third (3rd) school business day after receipt of the request. The student and parent/legal guardian will promptly be informed of the time, date and place of the hearing.

The hearing will be conducted by a hearing officer designated for such purposes by the Superintendent. The hearing officer will not be a witness and will determine the facts of each case solely on the evidence presented at the hearing.

The student and parent/legal guardian will be permitted to inspect, in advance of the hearing, any documentary and physical evidence which the District intends to introduce at the hearing. The designated school authority assigned to present the district's case will likewise be permitted to inspect documentary and physical evidence which the student and parent/legal guardian intend to introduce at such hearing.

At any hearing, conducted in accordance with this paragraph, the student has the following rights:

- The student will have the opportunity to be represented by counsel.
- The student will have the opportunity to present their explanation of the alleged misconduct.
- The student will have the opportunity to make a relevant showing by way of witnesses and the introduction of such documentary and physical evidence as they desire.
- The student will have the opportunity to cross-examine witnesses presented by the district.

A recording of the hearing will be made by the district's hearing officer.

A written decision setting forth findings of fact, conclusions and the nature and duration of the suspension or expulsion, or lesser form of corrective action or punishment to be imposed, if any, will be provided to the student's legal counsel, if any, or to the student and parent/legal guardian. If a student is in an emergency expulsion status, the decision will be rendered within one (1) school business day after the date upon which the hearing concludes, and will be communicated to the student's legal counsel or, if none, the student and parent/legal guardian by depositing a certified letter in the United States mail.

If the hearing officer imposes a sanction of a long-term suspension or expulsion, the student, or the student's parent/legal guardian, have the right to appeal such decision to the board of directors by filing a written notice of appeal at either the Superintendent's Office or at the office of the hearing officer within three (3) school business days after the date of receipt of the decision.

A long-term suspension or emergency expulsion may be imposed during the appeal period for no more than ten (10) consecutive school days or until the appeal is decided, whichever is the shortest period.

If the hearing officer imposes a sanction of long-term suspension or expulsion and if, at the time of the hearing, the student is in an emergency expulsion status, the sanction will not be stayed if the decision includes a conclusion that the student continues to pose an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process of the student's school.

If a request for a hearing is not received within the required three (3) school business day period, the school district may determine that the right to a hearing has been waived and the proposed long-term suspension may be imposed.

APPEAL TO THE SCHOOL DISTRICT BOARD OF DIRECTORS

If a notice of appeal is received by the school district board of directors within the required three (3) school business days, the board of directors will schedule and hold a meeting to review the matter within ten (10) school business days from receipt of such appeal. At that time, the student and parent/legal guardian or legal counsel will be granted the opportunity to present such witnesses and testimony as the board of directors deems reasonable. Prior to adjournment, the board of directors will agree to one of the following procedures:

- a) Study the hearing record or other material submitted and render its decision within ten (10) school business days; or
- b) Schedule and hold a special meeting to hear further arguments based on the record and render its decision within fifteen (15) school business days; or
- c) Hear and try the case *de novo* within ten (10) school business days and in accordance with the applicable hearing provision as outlined previously (see "Hearing Procedures for Long-Term Suspension and Expulsion").

SCHOOL DISTRICT BOARD OF DIRECTORS' DECISIONS

Any decision by the School District Board of Directors to impose or to affirm, reverse or modify, the imposition of discipline, suspension or expulsion upon a student will be made:

- a) Only by those board members who have heard or read the evidence.
- b) Only by those board members who have not acted as a witness in the matter.
- c) Only at a meeting at which a quorum of the board is present and by majority vote.

APPEAL TO SUPERIOR COURT

Within thirty (30) school business days of receipt of the school district board of directors' final decision, any student or parent/legal guardian desiring to appeal any decision upon the part of the board of directors to impose, or to affirm, a long-term suspension or an expulsion will be to the courts. Whether or not the decision of the board of directors will be postponed pending an appeal to superior court will be discretionary with the board of directors except as ordered otherwise by a court.

READMISSION

Any student who has been suspended or expelled may apply for readmission at any time by making written request to the superintendent. Any such request should state the reasons therefore and should include such assurances as may be appropriate concerning the non-recurrence of the problem which led to such suspension or expulsion.

The superintendent may designate an individual or committee to consider the application and make recommendations concerning such readmission.

The superintendent will, in writing, advise the student and the student's parent/legal guardian of their or designee's decision within thirty (30) school business days of the receipt of such application.

SCHOOL BUSINESS DAY

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

TEACHERS' AND PRINCIPALS' RIGHTS, RESPONSIBILITIES AND AUTHORITY RELATED TO STUDENT DISCIPLINE

TEACHERS' RESPONSIBILITIES

Teachers have the following responsibilities with respect to the discipline of students:

- 1) Each teacher will enforce the prescribed District rules for student conduct.
- 2) Each teacher will comply with District and building rules and guidelines relating to the discipline of students.
- 3) Each teacher will maintain good order and discipline in the classroom, in the hallways and on the playgrounds or other common areas of the school.
- 4) Each teacher assigned to classroom duties will keep and maintain accurate attendance records of students.

TEACHERS' AUTHORITY

Subject to the limitations of District policy and state rules and regulations, all teachers have the authority to discipline any student for any disruptive or disorderly conduct or other violation of rules for student conduct which may occur in the presence of the teacher or when the student is under the teacher's supervision. Teachers may also recommend the suspension or expulsion of students to the proper school authorities.

TEACHERS' RIGHTS

Teachers have the following rights with respect to the discipline of students:

- 1) Each teacher will be entitled to appropriate assistance and support from building administrators in connection with discipline problems relating to students.
- 2) Each teacher will be promptly advised of any complaint made to the principal or other district administrator regarding the teacher's discipline of students. The teacher will be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference with the complaining party is arranged.
- 3) Teachers have access to a student's records in determining disciplinary action.

PRINCIPALS' RESPONSIBILITIES

Principals have the following responsibilities with respect to the discipline of students:

- 1) Each principal will be responsible for the enforcement of the prescribed district rules for student conduct and for the compliance with district and building guidelines relating to the discipline of students.

- 2) Each principal may develop such building guidelines relating to student discipline as may be appropriate. Such building guidelines will be consistent with district rules relating to student discipline.
- 3) At the beginning of each school year, principals will make available to each certificated staff member, students and parent/legal guardian of students a copy of this policy (or summary thereof, together with any building guidelines developed pursuant to paragraph 2.a.(2) hereof.
- 4) Each principal will provide appropriate assistance and support to teachers in connection with discipline problems relating to students.

PRINCIPALS' AUTHORITY

Subject to the limitations of district policy and state rules and regulations, all principals or their designees have the authority to discipline, suspend, or expel any student for any violation of rules for student conduct.

PRINCIPALS' RIGHTS

Each principal or designee will be promptly advised of any complaint made to any other district administrator regarding their discipline of students. The principal or designee will be given the opportunity to present their version of the incident and to meet with the complaining party in the event a conference with the complaining party is arranged.

NONDISCRIMINATION

At least annually, the district will review data on corrective and disciplinary actions taken against students at each school building to ensure that the school is administering student discipline without discriminating on the basis of sex, race, limited-English proficiency, or disability. This data review and analysis must include, at a minimum, expulsions, emergency expulsions, short-term suspension, and long-term suspensions disaggregated by sex, race, limited-English proficiency and disability.

SECTION 2

ABSENCES

NOTE:

Board policies and procedures revised after the printing date of this handbook supersede any policies printed herein. Policies are kept updated, as changes are approved, on the Olympia School District website: <http://osd.wednet.edu>

POLICY 3122 EXCUSED AND UNEXCUSED ABSENCES

EXCUSED ABSENCES

Regular school attendance is necessary for mastery of the educational program provided to students of the District.

The following are valid excuses for excused absences:

1. Participation in a District or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent/legal guardian or emancipated youth mutually agreed upon approved activity.

PRE-ARRANGED ABSENCES

For an extended absence to be excused, a parent must make a request in writing to the principal prior to the absence. If the principal deems that the absence will be approved, it will be recorded as a pre-arranged excused absence. Any absence from class may affect a student's grade.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. In participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.

An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. An absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult.

UNEXCUSED ABSENCES

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year.
- D. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does

not attend the conference, the parent will be notified of the steps the District has decided to take to reduce the student's absences.

- E. Not later than the student's fifth unexcused absence in a month the District will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- F. If such action is not successful, the District will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the fifth unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
- G. All suspensions and/or expulsions will be reported in writing to the Superintendent within 24 hours after imposition.

POLICY 3122 PROCEDURES FOR EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend all assigned classes each day. Teachers and school staff will keep a record of absence and tardiness, including documentation of students' excused absences.

EXCUSED ABSENCES

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher.

- A. Participation in school-approved activity or instructional program. To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. Absence due to illness; health condition; pregnant/parenting teens; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State-recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status. When possible, the parent/legal guardian is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon their return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absence(s) with a signed note of explanation. Students 14 years old or older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school of their absence with a signed note of explanation, which will be kept confidential. Students thirteen years and older may do the same for mental health, drug or alcohol treatment; and all students have that right for family planning and abortion.

After three (3) continuous days of illness a note from a certified Health Care Provider is required.

A parent/legal guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of their parent/legal guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property.

Pre-Arranged Absences. This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent or guardian approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

- C. **Absence resulting from disciplinary actions — or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.
- D. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.
- E. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian will apply to the principal or counselor, and a limited program may be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

UNEXCUSED ABSENCES

Unexcused absences fall into two categories:

- A. Submitting a signed excuse which does not constitute an excused absence as defined previously; or
- B. Failing to submit any type of excuse by the parent, guardian or adult student.
 - 1. Each unexcused absence will be followed by a warning letter or electronic communication to the parent/guardian of the student. Each notice will be in writing in English or in the primary language of the parent.
 - 2. After two unexcused absences within any month a conference will be held between the parent, student and principal or designee. At such a conference the principal, student and parent will consider:
 - a. Adjusting the student's program;
 - b. Providing more individualized instruction; preparing the student for employment with specific vocational experience or both;
 - c. Transferring the student to another school;
 - d. Assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence; or,
 - e. Imposing other corrective actions that are deemed to be appropriate.

Not later than the student's fifth unexcused absence in a month the District will enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

- 3. If the above action fails to correct the attendance problem, the student will be declared an habitual absentee. The principal will interview the student and his/her family and prescribe corrective action, which may include suspension for the current semester and expulsion.

No later than the seventh unexcused absence within any month during the current school year, or upon the tenth unexcused absence during the current school year, the District will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The petition consists of written notification to the court alleging that:

- a. The student has unexcused absences in the current school year. While petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, but a petition may be filed earlier. In addition, unexcused absences accumulated in another school or school District will be counted when preparing the petition.
 - b. Attesting that actions taken by the school District have not been successful in substantially reducing the student's absences from school; and
 - c. Court intervention and supervision are necessary to assist the school District to reduce the student's absences from school. The petition must include facts that support the allegations made in the petition, must generally request relief available under the statute, and must describe what the court might order.
4. A student who has been expelled for attendance violations may petition the Superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.
 5. Students six or seven years of age, who have been enrolled in the District are required to attend school and their parents are responsible for ensuring that they attend. Parents who wish to withdraw their children before the age of eight, and against whom no truancy petition has been filed, may withdraw the students from school. When a six or seven year old student has unexcused absences, the District will do the following:
 - a. Notify the parent or guardian in writing or by telephone after one unexcused absence in any month.
 - b. Request a conference with the parent or guardian and child to analyze the causes of the student's absences after two unexcused absences in any month (a regularly scheduled teacher-parent conference held within thirty days may substitute).
 - c. Take steps to eliminate or reduce the student's absences, including: adjusting the school program, school or course assignment; providing more individualized or remedial instruction; offering enrollment in alternative schools or programs; or assisting in obtaining supplementary services.
 - d. After five unexcused absences in a month, or ten in a school year, the District will file a truancy petition.

Students are expected to be in class on time. When a student's tardiness becomes frequent or disruptive, the student will be referred to the principal or counselor. If counseling, parent conferencing or disciplinary action is ineffective in changing the student's attendance behavior, they may be suspended from the class.

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and District regulations regarding corrective action or punishment.

In addition to the alternative corrective action requirement of paragraph (1) above, the District must, prior to suspending or expelling a student for one, or more, unexcused absence(s), do the following:

- 1) Following the first unexcused absence, provide written notice to the student's parent or guardian, in English or in the primary language of such parent or guardian where possible, that the student has failed to attend school without valid justification;
- 2) After two unexcused absences within any month, hold a conference between the student, parent or guardian and principal. At such conference, consideration will be given to: adjusting the student's program, providing more individualized instruction, preparing the student for employment with appropriate Career and Technical Education (vocational) courses or work experience, transferring the student to another school, or assisting the student to obtain supplementary services that might eliminate or lessen the cause or causes for the absence from school.

- 3) Not later than the student's fifth unexcused absence in a month, enter into an agreement with the student and parent(s)/legal guardian that establishes school attendance requirements, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- 4) If such action is not successful, file a petition for a hearing with the juvenile court alleging a violation of RCW 28A.225.010 by the parent/legal guardian, student, or parent/legal guardian and student, upon the seventh unexcused absence within any month or the tenth unexcused absence during the school year.

SECTION 3

RELATED POLICIES AND PROCEDURES

- Truancy and Unauthorized Absence from Class
- Harassment, Intimidation, and Bullying
- Sexual Harassment
- Nondiscrimination
- District Compliance Officers
- Release of Directory Information
- Family Access
- OSD Net Electronic Information System
--Acceptable Use Procedures
- Students and Telecommunication Devices

NOTE:

Board policies and procedures revised after the printing date of this handbook supersede any policies printed herein. Policies are kept updated, as changes are approved, on the Olympia School District website: <http://osd.wednet.edu>

POLICY 3200 STUDENTS RIGHTS AND RESPONSIBILITIES

TRUANCY AND UNAUTHORIZED ABSENCE FROM CLASS

Students enrolled in the district must comply with rules of conduct regarding truancy set forth in this policy and as set forth in individual school building attendance procedures. No student subject to compulsory attendance will be suspended by reason of one or more unexcused absences unless the district has first imposed an alternative corrective action or punishment reasonably calculated to modify their conduct. Corrective action and punishment for truanancies will be progressive and include a verbal warning to the student, written notification to student and parent/legal guardian, and student/parent/legal guardian conferences. Should such measures fail to eliminate the truant behavior, the student may be subject to referral to court disciplinary action. When the district determines that enough unexcused class periods have been missed to equal seven (7) school business days (thirty-six (36) class periods) in a month or ten (10) school business days (fifty-four 54 class periods) in a school year, the district may proceed to file a truancy (BECCA) petition. When a student reaches twenty (20) or more excused absences during the school year, the district may file a truancy (BECCA) petition. The administrators may cease to excuse absences and require written documentation of illness from a licensed health care provider.

TARDIES

Olympia School District defines a “tardy” as:

Elementary - 30 minutes at the start of the day or 30 minutes at the end of the day. More than 30 minutes tardy constitutes a half-day absence.

Secondary - Up to 10 minutes late to class. More than 10 minutes late constitutes an absence from the class. More than 30 minutes at the end of the day constitutes an absence for that period.

POLICY 3207 PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members free from any form of harassment, intimidation and bullying (hereinafter referred to as “HIB”). District employees, in particular, and students are expected to support the dignity and safety of all members of the school community. The district recognizes that any form of HIB can have an adverse effect on school climate in general and that victims of HIB, as well as those who engage in acts of HIB, cannot give full attention to their educational success. The district’s primary goal is to prevent HIB from occurring and to respond to acts of HIB through interventions that may include discipline, education and/or counseling to ensure that those acts end and do not reoccur.

“Harassment, intimidation and bullying” means any intentional 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 any characteristic in RCW 9A.36.080(3)—race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability, or other distinguishing characteristics—when the intentional written message, electronic message or image, 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 environment that limits or denies a student’s ability to benefit from or participate in the schools education and/or activity programs; or,
- Has the effect of substantially disrupting the orderly operation of the school.

A student affected by HIB does not need to actually possess a characteristic that is a basis for the harassment, intimidation, and bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. It can take many forms including: slurs, rumors, jokes, innuendos, demeaning

comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical or electronically transmitted messages or images. “Intentional acts” of HIB refers to the individual’s choice to engage in the act, not the ultimate impact of the act(s).

The Olympia School District will not tolerate any form of HIB anywhere on district property to include any district facility, at district-sponsored events and activities on or off campuses, on school district-provided transportation, or at school bus stops. Falsely reporting acts of HIB or retaliation against another for reporting acts of HIB also constitute violations of this policy. Staff members who observe, or become aware of, acts of HIB must take immediate and appropriate steps to intervene in such situations, or seek assistance as is necessary to intervene. Such interventions, whether resulting in resolution or not, will be followed by a prompt verbal or written report to the school administration for recording and for further investigation and resolution, if necessary. When given notice, the administration must take prompt and appropriate action to investigate and address the reported actions.

Students and volunteers, who observe or become aware of acts of HIB, must report such acts to school staff. Such reports must also be made to the school administration for recording and for further investigation and resolution, if necessary. Parents/legal guardians and visitors who become aware of acts of HIB should report those acts to the school administration for investigation and resolution.

Acts of HIB, and retaliation against those who report HIB, will result in disciplinary action that may include suspension or expulsion and/or referral to law enforcement. Those who falsely report acts of HIB will also be subject to disciplinary action. Other interventions, such as educational training, mediation, and counseling, may also be required in an effort to further remediate the impact on the victim and the general school climate, and to change the behavior of the perpetrator. Factors to be considered in determining the appropriate disciplinary action and/or other course of intervention include, but are not limited to, the severity and frequency of the harassment, the age of the harasser and the victim, the harasser’s attitude and intent, the effect it has on other students and/or staff, the relationship of the harasser to the victim, and the student’s general disciplinary history.

This policy is implemented in conjunction with all district policies related to harassment of any kind. It serves as a component of the district’s efforts to create and maintain a safe, civil, respectful, and inclusive learning community and is implemented in conjunction with the district’s comprehensive staff development program for staff and volunteers, including the education of students in partnership with families and the community. On an annual basis all students in the district will receive written and verbal orientation to the policy and its related procedures as part of the communication and distribution of student rules and regulations. Parents/legal guardians of students will receive written information related to the policy and its related procedures. This policy will be one component in the annual orientation of new district employees. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation and bullying may still be prohibited by other district policies or building, classroom or program rules.

The superintendent is authorized to appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation and to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedures addressing the elements of this policy.



Cross References:

Special Education and Related Services for Eligible Students	Policy 2161
Student Rights and Responsibilities	Policy 3200
Nondiscrimination	Policy 3210
Transgender Students	Policy 3211
Student Conduct	Policy 3240
Sexual Harassment	Policy 6590

Legal References:

Harassment, intimidation and bullying prevention policies and procedures.....	RCW 28A.300.285
Harassment, intimidation and bullying prevention policy and procedure.....	WAC 392-190-059
Regulations, guidelines to eliminate discrimination—Scope—Sexual harassment policies
.....	RCW 28A.640.020

Management Resources:

Responding to Bullying of Students with Disabilities.....	OCR Dear Colleague Letter, October 2014
Nondiscrimination in schools addressed in revised WACs.....	<i>Policy and Legal News</i> , December 2014
Harassment, Intimidation and Bullying Policy Strengthened.....	<i>Policy News</i> , December 2010
Cyberbullying Policy Required	<i>Policy News</i> , April 2008
Legislature Passes Anti-Bullying Bill	<i>Policy News</i> , April 2002

Policy Adopted.....	May 27, 2003
Revised	June 24, 2008
Revised	June 20, 2011
Revised	May 4, 2015

PROCEDURE 3207 PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation and bullying (HIB) means any intentional electronic, written, 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, sensory, or physical disability or other distinguishing characteristics, when the intentional electronic, written, verbal or physical 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, embarrassing or threatening educational environment; or
- Has the impact of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation and bullying.

“Other distinguishing characteristics” may include, but are not limited to: physical appearance, clothing or other apparel, socio-economic status and weight.

“Intentional” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

BEHAVIORS/EXPECTATIONS

Harassment, intimidation and bullying can take many forms, including but not limited to, slurs, name calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, hazing, physical attacks, threats or other written, oral or physical acts or electronically transmitted messages or images.

A. DEFINITIONS

Perpetrator – is a student, staff member, or other member of the school community who engages in the harassment, intimidation and bullying of a student.

HIB Incident Reporting Form – may be used by students, families or staff to report incidents of harassment, intimidation and bullying.

Retaliation – when a student, staff member, or other member of the school community takes adverse action or reprisal against a student because the student has reported incidents of harassment, intimidation and bullying, or because the student has participated in an

investigation of harassment, intimidation and bullying.

School Community – includes, but is not limited to, students, parents/guardians, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, paraprofessionals, volunteers, school board members, vendors, contractors or other visitors.

Targeted Student – is a student against whom harassment, intimidation and bullying has allegedly been perpetrated.

B. PREVENTION

1. Dissemination

In each school and on the district's website the district will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer.

Annually, the superintendent or designee will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer and parent/legal guardian handbooks, is available in school and district offices and/or hallways, or is posted on the district's website.

2. Education

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation and bullying at student orientation sessions and on other appropriate occasions. The information will include a process to report HIB via the internet, email, text message, phone or by submission of a written form.

3. Training

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common areas, and use of the district's *HIB Incident Reporting Form*.

4. Prevention Strategies

The district will provide assistance to schools in the development and implementation of school-based prevention strategies including individual, classroom and school-wide approaches. Whenever possible, these efforts will include evidence-based prevention programs designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools. On an annual basis, schools will report on the implementation of these programs to the superintendent or designee.

C. COMPLIANCE OFFICER

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all *HIB Incident Reporting Forms*, discipline referral forms related to HIB, and letters to parents/legal guardians providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and procedures by overseeing the investigative processes, including ensuring that investigations are prompt, impartial and thorough.
6. Assess the training needs of staff and students to ensure successful implementation throughout the district and ensure staff receives annual fall training. Building principals will maintain records of staff training and report to the compliance officer no later than November 1 of each year, ensuring staff training has been completed.
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student experiences harassment,

intimidation and bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the student's parents/guardians to develop a safety plan to protect the student.

D. STAFF INTERVENTION

Any staff member who observes, overhears, or otherwise witnesses harassment, intimidation and bullying or to whom such actions have been reported, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence. Minor incidents that staff are able to resolve immediately or incidents that do not meet the definition of harassment, intimidation and bullying may require no further action under this procedure.

E. INCIDENT REPORTING

Any student who believes they have been the target of unresolved, severe or persistent harassment, intimidation and bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe or persistent harassment, intimidation and bullying, may report incidents verbally or in writing to any staff member.

If the *HIB Incident Reporting Form* alleges discriminatory harassment under Procedure 3210P (such as race, sex, or disability-based harassment) or if allegations arise during the course of the district's investigation, the principal will promptly notify the district's Title IX Compliance Officer and the complaint will be investigated under Procedure 3210, as well as the HIB complaint procedure. The Title IX Compliance Officer will notify the complainant that their complaint will also proceed under Procedure 3210P in a language that the complainant understands.

F. ADDRESSING BULLYING REPORTS

Step 1: Filing an HIB Incident Reporting Form

A student need not reveal their identity on an *HIB Incident Reporting Form*. The form may be filed anonymously or confidentially, or the student may choose to disclose their identity (non-confidential).

Status of Reporter

a. Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged perpetrator based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. (*Example: An unsigned HIB Incident Reporting Form dropped on a teacher's desk led to the increased monitoring of the boys' locker room in 5th period.*)

b. Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged perpetrator based solely on a confidential report. (*Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, "I won't be able to punish the bullies unless you or someone else who saw it is willing to let me use their name, but I can start hanging out near the basketball court, if that would help."*)

c. Non-confidential

Individuals may agree to file a report non-confidentially. Complainants who file non-confidentially will be informed that under due process the district may be required to release all information regarding the complaint to any individuals involved in the incident, but all information will continue to be restricted to those with a need to know basis both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect targeted students

and witnesses.

Step 2: Receiving an Harassment, Intimidation and Bullying (HIB) Incident Reporting Form

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation and bullying will attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation and bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe or persistent harassment, intimidation and bullying will be recorded on a district *Harassment, Intimidation and Bullying (HIB) Incident Reporting Form* and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

Step 3: Investigations of Unresolved, Severe or Persistent Harassment, Intimidation and Bullying

All reports of unresolved, severe or persistent harassment, intimidation and bullying will be investigated with reasonable promptness. To aid in the investigation in the case of alleged cyberbullying, a request may be made to the reporter to allow access to the social media or internet site(s) on which the cyberbullying is occurring. Any student may have a trusted adult with them throughout the report and investigation process.

- a. Upon receipt of a *Harassment, Intimidation and Bullying (HIB) Incident Reporting Form* that alleges unresolved, severe or persistent harassment, intimidation and bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the targeted student the district will immediately contact law enforcement and inform the parent/guardian.
- b. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation and bullying occur between the targeted student and the alleged perpetrator. If necessary, the district will implement a safety plan for the students involved. The plan may include changing seating arrangements for the targeted student and/or the alleged perpetrator in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the targeted student; altering the alleged perpetrator's schedule and access to the targeted student, and other measures.
- c. Within two (2) school business days after receiving the *Harassment, Intimidation and Bullying (HIB) Incident Reporting Form*, the school designee will notify the families of the students involved that a complaint was received, and direct the families to the district's policy and procedure on harassment, intimidation and bullying.
- d. In rare cases where, after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker), the district has evidence that it would threaten the health and safety of the targeted student or the alleged perpetrator to involve their parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel have reasonable cause to believe that a student is subject to child abuse and neglect, they must follow district policy for reporting such cases to Child Protective Services or the police.
- e. The investigation will include, at a minimum:
 - An interview with the targeted student.
 - An interview with the alleged perpetrator.
 - A review of any previous complaints involving either the targeted student or the alleged perpetrator.
 - Interviews with other students or staff members who may have knowledge of the alleged incident.

- f. The principal or designee may determine that other steps must be taken before the investigation is complete.
- g. The investigation will be completed as soon as possible but generally no later than five (5) school business days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and the student with weekly updates.
- h. No later than two (2) school business days after the investigation has been completed and submitted to the compliance officer, the principal or designee will respond in writing to the targeted student, the parent/guardian of the targeted student and the alleged perpetrator, stating:
 - The results of the investigation;
 - Whether the allegations were found to be factual;
 - Whether there was a violation of policy; and
 - The process for the targeted student to file an appeal if the targeted student disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a district chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the targeted student and alleged perpetrator by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker) that it could endanger the targeted student or the alleged perpetrator to involve their family.

If the incident is unable to be resolved at the school level, the principal or designee will request assistance from the district compliance officer.

Step 4: Corrective Measures for the Perpetrator

- a. After completion of the investigation, the school or district designee will institute any corrective measures necessary.
- b. Corrective measures will be instituted as soon as possible, but in no event more than five (5) school business days after contact has been made with parents/guardians regarding the outcome of the investigation.
- c. Corrective measures that involve student discipline will be implemented according to Policy 3240, Student Conduct. If the accused perpetrator is appealing the imposition of discipline, the district may be prevented by law and policy from imposing the discipline until the appeal process is concluded.
- d. If a principal or designee found that a student, staff member or other member of the school community knowingly made a false allegation of harassment, intimidation and bullying, that individual may be subject to corrective measures, including discipline.

Step 5: Targeted Student's Right to Appeal

- a. If the targeted student or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or designee by filing a written notice of appeal with the superintendent within five (5) school business days of receiving the written decision. The superintendent or designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school business days of receiving the notice of appeal.
- b. If the targeted student or parent/guardian remains dissatisfied after the initial appeal to the superintendent, the student or parent/guardian may appeal to the school board by filing a written notice of appeal with the secretary of the school board within five (5)

school business days of receiving the superintendent's written decision.

- c. An appeal to the school board must be heard within ten (10) school business days of receipt of the written notice of appeal to the school board. The school board will review the record and render a written decision on the merits of the appeal within five (5) school business days following the termination of the hearing, and will provide a copy of the decision to all parties involved. The board's decision will be the final district decision.

Step 6: Discipline/Corrective Action

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation and bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation and bullying will be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to Policy 3200, Student Rights and Responsibilities.

If the conduct was of a public nature or involved groups of students or bystanders, the district or school will consider school-wide training or other activities to address the incident.

If staff have been found to be in violation of this policy and procedure, the district may impose disciplinary action, up to and including termination of employment. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the "Code of Conduct for Professional Educators", OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may result in loss of contracts.

Step 7: Support for the Targeted Student

Students found to have been subjected to harassment, intimidation and bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student will be addressed and remedied as appropriate. In addition, the safety plan, if any, will be reviewed and modified as appropriate.

G. Immunity/Retaliation

A staff member, student, or other member of the school community who promptly reports an incident of harassment, intimidation and bullying to an appropriate school official, and who makes this report in compliance with the district's policy and procedures relating to harassment, intimidation and bullying is immune from a cause of action for damages arising from any failure to remedy the reported incident.

No staff member, student or other member of the school community may engage in reprisal or retaliation against a student, witness or other person who brings forward information about an alleged act of harassment, intimidation and bullying. Retaliation is prohibited and will result in appropriate discipline.

H. Other Resources

Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation and bullying.

Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. A complaint of harassment, intimidation and bullying may also be reported to:

- OSPI Equity and Civil Rights Office
(360) 725-6162
Email: equity@k12.wa.us
www.k12.wa.us/Equity

- Washington State Human Rights Commission
800-233-3247
www.hum.wa.gov
- OSPI Safety Center
360-725-6044
www.k12.wa.us/Safety_Center/BullyingHarassment
- Office for Civil Rights
Seattle Office
US Department of Education
206-607-1600
Email: OCR.Seattle@ed.gov
www.ed.gov/ocr
- Office of the Education Ombudsman
866-297-2597
Email: OEOinfo@gov.wa.gov
www.oeo.wa.gov
- Department of Justice
Community Relations Service
202-305-2935
Email: askcrs@usdoj.gov
www.justice.gov/crs

I. Other District Policies and Procedures

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation and bullying as defined herein, but which are prohibited by other district or school rules.

PROCEDURE ESTABLISHED June 30, 2011
REVISED..... August 30, 2016

**Olympia School District
Harassment, Intimidation and Bullying (HIB) Incident Reporting Form**

TARGETED STUDENT		REPORTING DATE	
REPORTING PERSON (OPTIONAL)		EMAIL ADDRESS (OPTIONAL)	PHONE (OPTIONAL)
DATE(S) OF INCIDENT (IF KNOWN)	NAME(S) OF SCHOOL ADULT(S) YOU'VE ALREADY CONTACTED		
NAMES OF BULLIES (IF KNOWN)			
WHERE DID IT HAPPEN? (CHECK ALL THAT APPLY)	<input type="checkbox"/> CLASSROOM	<input type="checkbox"/> HALLWAY	<input type="checkbox"/> RESTROOM
<input type="checkbox"/> PLAYGROUND	<input type="checkbox"/> LOCKER ROOM	<input type="checkbox"/> LUNCH ROOM	<input type="checkbox"/> SPORT FIELD
<input type="checkbox"/> PARKING LOT	<input type="checkbox"/> SCHOOL BUS	<input type="checkbox"/> CELL PHONE	<input type="checkbox"/> INTERNET

PLEASE CHECK THE BOXES THAT BEST DESCRIBE WHAT THE BULLY DID.

- HITTING, KICKING, SHOVING, SPITTING, HAIR PULLING OR THROWING SOMETHING AT THE STUDENT
- GETTING ANOTHER PERSON TO HIT OR HARM THE STUDENT
- TEASING, NAME CALLING, MAKING CRITICAL REMARKS OR THREATENING IN PERSON, BY PHONE, BY E-MAIL, ETC.
- PUTTING THE STUDENT DOWN AND MAKING THE STUDENT A TARGET OF JOKES
- MAKING RUDE AND/OR THREATENING GESTURES
- EXCLUDING OR REJECTING THE STUDENT
- MAKING THE STUDENT FEARFUL, DEMANDING MONEY OR EXPLOITING
- SPREADING HARMFUL RUMORS OR GOSSIP
- CYBER BULLYING (BULLYING BY CALLING, TEXTING, EMAILING, WEB POSTING, ETC.)
- HAZING

OTHER – PLEASE DESCRIBE
WHY DO YOU THINK THE HARASSMENT, INTIMIDATION AND BULLYING OCCURRED?
WERE THERE ANY WITNESSES? PLEASE PROVIDE NAMES AND CONTACT INFORMATION
DID A PHYSICAL INJURY RESULT FROM THIS INCIDENT? PLEASE DESCRIBE
WAS THE TARGETED STUDENT ABSENT FROM SCHOOL AS A RESULT OF THE INCIDENT? PLEASE DESCRIBE
CAN YOU PROVIDE ANY ADDITIONAL INFORMATION?

POLICY 6590 SEXUAL HARASSMENT

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in district activities.

This policy is intended to provide notice to students, employees and others of the district's expectations for their behavior or conduct, to warn them that disciplinary sanctions may be imposed, to provide a prompt and effective means for persons to report behavior or conduct in violation of this policy, and to ensure that such reports are handled in a manner that furthers an educational and work environment free from sexual harassment as required by state and federal law. This policy and procedure does not and is not intended to confer any rights upon alleged violators of the standards of conduct or behavior described herein or to create any expectations for alleged violators on how complaints concerning their conduct will be investigated or processed. The rights of alleged violators concerning the district's investigation and any disciplinary actions stemming from any complaints of sexual harassment shall be governed solely by any applicable collective bargaining agreement or contracts, and applicable statutory or constitutional due process obligations.

Sexual harassment occurs when:

- 1) Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- 2) Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- 3) Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female. Contact of a sexual nature between a district employee and a student is forbidden in all circumstances.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline.

The district will take appropriate actions to protect involved persons from retaliation. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents/legal guardians and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition

and prevention and the elements of this policy will be included in staff, student and regular volunteer orientations. This policy shall be posted in each district building in a place available to staff, students, parents/legal guardians, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent/legal guardian's handbook.

SEXUAL HARASSMENT COMPLAINT

INFORMAL COMPLAINT

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant to explain to the alleged harasser that their conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent/legal guardian, or because the district believes the complaint needs to be more thoroughly investigated.

FORMAL COMPLAINT

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- 1) The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.
- 2) All formal complaints shall be in writing, shall be signed by the complainant, and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- 3) When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.
- 4) The superintendent shall respond, in writing, to the complainant and the accused within thirty (30) school business days stating:
 - a) That the district does not have adequate evidence to conclude that harassment occurred,
 - b) Corrective actions that the district intends to take, and/or
 - c) That the investigation is incomplete to date and will be continuing.
- 5) Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) school business days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If a student remains aggrieved by the superintendent's response, they may pursue the complaint as one of sexual discrimination pursuant to Policy No. 4111.4, *Compliance with Rules and Regulations*

Regarding Sex Discrimination. Similarly, staff may pursue complaints further through the appropriate collective bargaining agreement process or anti-discrimination policy.

A fixed component of all district orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents/legal guardians. Parents/legal guardians shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

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

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

Annually the superintendent or designee will convene an Ad Hoc Committee composed of representatives of certificated and classified staff, volunteers, students and parents/legal guardians to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent shall prepare a report to the school board including, if necessary, any recommended policy changes. The superintendent shall consider adopting changes to this procedure if recommended by the committee.

POLICY 3210 NONDISCRIMINATION

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

As required by law to ensure that there is equal opportunity for all students, the district will provide continuous notice of nondiscrimination, and will provide annual notice of the district's discrimination complaint procedures to students, parents/legal guardians and employees. In addition, the district will conduct annual athletic evaluations, and will conduct student athletic interest surveys once every three years to ensure the provision of equal athletic opportunities for male and female athletes.

The superintendent will designate staff members to serve as compliance officers for this policy.



Cross References:

Instructional Materials	Policy 2020
Harassment, Intimidation and Bullying	Policy 3207

Legal References:

Sexual Equality Mandated for Public Schools.....	RCW 28A.640
Law Against Discrimination.....	RCW 49.60
Americans with Disabilities Act	42 USC § 12101-12213
Students Rights	WAC 180-40-215
Equal Educational Opportunity—Sex Discrimination Prohibited	WAC 392-190

Policy Adopted..... June 24, 2003

RevisedOctober 10, 2011

Revised July 15, 2013

Revised August 15, 2016

POLICY 3210 PROCEDURES FOR NONDISCRIMINATION

To ensure consistency, the following procedure is to be used in the process of resolution of an alleged violation of issues covered by state and federal equal educational opportunity laws, including Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Civil Rights Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, RCW 28A.640.010 governing sexual equality in public schools, and RCW 28A.642 prohibiting discrimination. The complaint procedure applies to complaints alleging discrimination or discriminatory harassment by employees, other students, or third parties against students based on race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, veteran or military status, the presence of any sensory, mental or physical disability or the use of a trained guide or service animal by a student with a disability.

Anyone may file a complaint alleging specific acts, conditions or circumstances which are in violation of the anti-discrimination laws. This complaint procedure is designed to assure that the resolution of such complaints is directed toward a just resolution that is satisfactory to the complainant, the administration and the Board of Directors. As used in this procedure:

Complaints may be submitted by mail, fax, email or hand-delivery to any district or school administrator, or to an employee designated under WAC 392.190.060, or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a complaint under this policy and procedure and from retaliating against an individual for filing such a complaint.

INFORMAL PROCESS FOR RESOLUTION

Anyone with an allegation of discrimination or discriminatory harassment may request an informal meeting at the closest point of administrative responsibility to the alleged offense. Informal complaints of discrimination or discriminatory harassment of students will be reported to the building principal/designee. The building principal or designee will be responsible for the investigation and resolution of informal complaints and may seek guidance from the district’s Title IX Compliance Officer. The building principal or designee must notify the complainant of their right to file a formal complaint under this policy. Notice will be provided in a language the complainant can understand in accordance with Title VI of the Civil Rights Act of 1964.

FORMAL COMPLAINTS

Level One—Complaint to the District

- A. The district's Title IX Compliance Officer, Director of Human Resources or designee will be responsible for monitoring and coordinating the district's compliance with WAC 392.190 and related procedures and ensuring that all complaints communicated to the district are promptly investigated and resolved.

The Title IX Compliance Officer is:

Jeff Carpenter
Olympia School District
1113 Legion Way
Olympia, WA 98501
jcarpenter@osd.wednet.edu
360-596-8544

The Director of Human Resources is:

Scott Niemann
Olympia School District
1113 Legion Way
Olympia, WA 98501
sniemann@osd.wednet.edu
360-596-6193

The Title IX Compliance Officer or designee will receive and investigate formal complaints that involve only students. The Director of Human Resources or designee will receive and investigate formal complaints when allegations of discrimination are brought against employees or other adults. School or district administrators who receive formal complaints of discrimination or discriminatory harassment will promptly notify the Title IX Compliance Officer or Director of Human Resources and forward a copy of the complaint.

- B. The allegations of discrimination or discriminatory harassment will:
- Be written;
 - Be signed by the complainant;
 - Describe the specific acts, conditions, or circumstances alleged to violate district policies or obligations with regard to discrimination; and
 - Be filed with the Title IX Compliance Officer or Director of Human Resources within one (1) year from the date of the occurrence that is the subject of the complaint, unless the delay is due to specific misrepresentations by the district that it had resolved the problem or the district withheld information that was required to be provided under WAC 392-190 or related guidelines.
- C. Upon receipt of the complaint, the district's Title IX Compliance Officer or Director of Human Resources will provide the complainant with a copy of these procedures in a language they can understand. The district will promptly and thoroughly investigate the complaint. Following completion of the investigation the Title IX Compliance Officer or Director of Human Resources will provide the Superintendent with a full written report of the complaint and the results of the investigation, unless the matter is resolved to the satisfaction of the complainant without an investigation or prior to the submission of a written report.
- D. The Superintendent will respond in writing to the complainant within thirty (30) calendar days after the district receives the written complaint, unless otherwise agreed to by the complainant, or if exceptional circumstances related to the complaint require an extension of the time limit. If an extension is needed, the district will notify the complainant in writing of the reasons for the extension and the anticipated response date in a language the complainant can understand. At the time the district responds to the complainant, the

district will send a copy of the response to the Office of the Superintendent of Public Instruction (OSPI).

- E. The response by the superintendent, provided in a language the complainant can understand, will include:
- A summary of the results of the investigation;
 - Whether the district failed to comply with WAC 392-190 or related guidelines, the corrective measures deemed necessary to correct the noncompliance; and
 - Notice of the complainant's right to appeal under WAC 392-190-005, including where and with whom the appeal should be filed.
- F. Any corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than thirty (30) calendar days following the Superintendent's mailing of a written response to the complainant, unless otherwise agreed to by the complainant.

Level Two – Appeal to the Board of Directors

If a complainant disagrees with the superintendent's written decision, the complainant may appeal the decision to the district board of directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will provide a written decision to the complainant in a timely manner, not to exceed thirty (30) calendar following the filing of the notice to appeal, unless otherwise agreed to by the complainant. The appeal decision will include notice of the complainant's right to file a complaint with the Superintendent of Public Instruction ("OSPI") under WAC 392-190-075. The decision of the board will be provided in a language the complainant can understand.

The district will send a copy of the board's decision to OSPI.

Level Three – Complaint to the Superintendent of Public Instruction

If a complainant disagrees with the district's decision or if the district fails to comply with the procedures in WAC 392-190-065 or WAC 392-190-070, the complainant may file a complaint with OSPI. A complaint must be received by OSPI within twenty (20) calendar days after the complainant received the board of directors' written response, unless OSPI grants an extension for good cause. Complaints may be submitted by mail, fax, email or hand delivery.

- A. A complaint must be in writing and include:
- A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws;
 - The complainant's name and contact information, including address;
 - The name and address of the district subject to the complainant;
 - A copy of the district complaint and appeal decisions; and
 - A proposed resolution of the complaint or relief requested.
- B. If the allegations involve a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Level Four – Administrative Hearing

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

MEDIATION OF COMPLAINANTS

- A. At any time during the complaint procedure the district may, at its own expense, offer mediation to resolve the complaint. The complainant and the district must mutually agree to

the mediation which may be terminated at any time, by either party, during the mediation process.

- B. The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator.
- C. The complainant and the district may agree to extend the complaint timelines to pursue mediation.
- D. Mediation must be conducted by a qualified and impartial mediator who may not:
 - Be an employee of any school district, public charter school, or other public or private agency providing education related services to a student who is the subject of the complaint being mediated; or
 - Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because they serves as a mediator.
- E. If the parties resolve the complaint through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of the mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative with authority to bind the district.

PRESERVATION OF RECORDS

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the Compliance Officer for a period of six (6) years.



Procedure Established.....October 10, 2011
Revised August 22, 2016

NOTICE OF NONDISCRIMINATION

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

The Olympia School District offers classes in many Career and Technical Education (CTE) program areas under its open admissions policy. These program areas include: Agriculture; Foods & Natural Resources; Architecture & Construction; Arts; A/V Technology & Communications; Business, Management & Administration; Education & Training; Finance; Government & Public Administration; Health Science; Human Services; Information Technology; Law, Public Safety, Corrections & Security; Manufacturing; Marketing; and STEM (Science, Technology, Engineering & Mathematics). For more information about CTE course offerings and admissions criteria, contact CTE Director Chris Johnson, 1113 Legion Way S.E., Olympia, WA 98501, (360) 596-6109. Lack of English language proficiency will not be a barrier to admission and participation in CTE programs.

The following people have been designated to handle inquiries regarding the nondiscrimination policies, reports of alleged sexual harassment, concerns about compliance, and/or grievance procedures:

Jeff Carpenter, Olympia School District Title IX RCW 28A.640 Officer

Knox Administrative Center, 1113 Legion Way SE, Olympia, WA 98501
(360) 596-8544; jcarpenter@osd.wednet.edu

Kari Lewinsohn, Section 504 and ADA Coordinator

Knox Administrative Center, 1113 Legion Way SE, Olympia, WA 98501
(360) 596-7538; klewinsohn@osd.wednet.edu

Scott Niemann, Affirmative Action Officer and Civil Rights Compliance Coordinator

Knox Administrative Center, 1113 Legion Way SE, Olympia, WA 98501
(360) 596-6193; sniemann@osd.wednet.edu

Chris Johnson, Director of Career and Technical Education

Knox Administrative Center, 1113 Legion Way SE, Olympia, WA 98501
(360) 596-6109; cjohnson@osd.wednet.edu

**Grievance Procedures Relating to
Title IX / RCW 28A.640
Section 504 of the Educational Rehabilitation Act of 1973
Affirmative Action – Civil Rights Act of 1964**

**Calandra Sechrist, Director
Equity & Civil Rights Office**

P.O. Box 47200
Olympia WA 98504-7200
360-725-6162 Phone
360-664-2967 Fax
360-664-3631 TTY
equity@k12.wa.us

RELEASE OF DIRECTORY INFORMATION

The federal Family Education Rights and Privacy Act (FERPA) authorizes school districts to identify certain information as "directory information" which may be released publicly unless a parent/legal guardian indicates, in writing, they do not want such information released.

The Olympia School District's Policy 3231 defines directory information as:

- Student name, photograph, address, and telephone number (unless unlisted)
- Date and place of birth
- Course/field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Diplomas and awards received
- Schools attended and dates of attendance
- Grade Level

The directory information may be used in printed and electronic forms such as student directories, school yearbooks and newspapers, and newsletters.

Section 9528 of the federal No Child Left Behind Act, 2001 (NCLB) grants military recruiters and higher education institutions access to personal student information upon request. **Parents/Legal Guardians may request of the school that they do not want such information released.** See the OSD Release of Directory Information Form on page 57, to opt out of releasing your child's information to these groups.

Photographs, or other visual and written communication tools such as school/district videos or websites, may include students in communication materials about the District or for other non-profit, education-related purposes. **Parent/Legal guardians may request that their student not be included in such visual or written communication.** (See the form on page 54 to opt out.)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal or his/her designee, a written request that identifies the record(s) they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District 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.
3. 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. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel, SRO); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, hearing officer, 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. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave SW
Washington, D.C. 20202-4605

OLYMPIA SCHOOL DISTRICT AUTOMATED NOTIFICATION SYSTEM

The Olympia School District uses the School Messenger automated notification system to provide families with school-related emergency alerts, unexcused absence notifications and general school-related announcements via phone, email and/or SMS (text message).

The district sends an automated call, email, and/or text message, for example, when schools are closed or starting late due to inclement weather or other factors. Families are also notified in the event of a natural disaster or other time-sensitive information.

The district and individual schools may also send automated calls, emails and/or text messages from time to time to announce school-related activities or events. Similarly, notifications may be sent to notify parents/legal guardians of general information such as bus route announcements, surveys on topics related to a school or the district, a student's food service balances and calendar reminders.

Parents/guardians automatically receive these types of emergency and non-emergency notifications by enrolling a student in the Olympia School District and providing the district with a phone number. The phone numbers and emails parents/legal guardians provide when they enroll their children, and update anytime thereafter, are the numbers/emails contacted by the district through its School Messenger Automated Notification System.

It is important that parents/guardians keep their contact information up-to-date, especially phone numbers and email addresses. Please remember to include an email address on your child's enrollment information, as often the district sends parents/legal guardians email communication only pertaining to general information announcements.

Skyward, the district's student information software, allows parents/legal guardians access to student record information through a feature called "Family Access." Please contact your child's school if you have changes to phone numbers listed in your Skyward Family Access account. If you have questions or problems regarding Family Access, contact the district's Technology Help Desk at 360-596-6172. You may also email familyaccess@osd.wednet.edu

Parents/legal guardians can control how they receive non-emergency automated messages and may opt-out of these messages altogether. Options are available on the Family Access "Skylert" page. Parents/legal guardians may, for example, request notification of their child's food services balance, but may opt out of receiving notification of school-related surveys. Parents/legal guardians may also select how they wish to receive notifications (phone, SMS text messages and/or email).

A guide to managing communication preferences is on the district website Parent Resources page at http://osd.wednet.edu/media/managing_skylert_notifications.pdf

WHAT IS FAMILY ACCESS?

Olympia School District provides student information to all parents/legal guardians who want to be more involved with their child's education. You can review your child's progress with just a "point and click" from your home, office, or mobile device. The only requirement is a valid email address provided to your student's school. If you do not have an email address please contact your school office.

Your *Family Access* password and user name will be activated once enrollment for your student is complete. This account will work for all active students who live in your household. Each parent/legal guardian may have their own login and password. Parents/legal guardians have access to a variety of student information, such as attendance, class schedules, food service balance and history, vaccinations, and student and family demographics. It is important that you keep your contact information up to date via this site.

To access the Family Access website, visit: <http://family.olympia-wa-k12.net>

If you have questions or problems regarding *Family Access*, contact the Technology Help Desk at 360-596-6172. You may also email: familyaccess@osd.wednet.edu. If you forget your password or feel it has been compromised, let us know and a new one will be issued.

DISCLAIMER:

Please note: the Olympia School District does not support off-site technology. For equipment, system, or browser support, please consult your computer dealer or software vendor.

We welcome you to *Family Access*, and hope you will find this application an important part of your ongoing relationship with Olympia School District.

OSDNET ELECTRONIC INFORMATION SYSTEM

POLICY 2022 ELECTRONIC RESOURCES

The Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The Board also believes that students need to be proficient users of information, media and technology to succeed in a digital world.

Therefore, the District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the District's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The District's technology resources will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, and to manage their work.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

The Board directs the Superintendent to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

OSDNET ACCEPTABLE USE PROCEDURES

These procedures are written to support Policy 2022, Electronic Resources, and to promote positive and effective digital citizenship among students. Digital citizenship represents more than technology literacy: successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student behavior online are no different than face-to-face interactions.

NETWORK USE

- 1) The District's electronic network (OSDNet) includes wired and wireless computers and peripheral equipment, files and storage, e-mail and internet content (blogs, websites, web mail, web groups, Moodle, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network.
- 2) All use of the network must support education and research and be consistent with the mission of the District.
- 3) Access to this network includes the services provided to the District by the Washington State K-20 Educational Network to access public networks such as the internet. **All students will be provided access** to OSDNet services, including the internet, unless the parent/legal guardian notifies the District by contacting their school principal by the last school day in September, or within ten (10) school business days of enrollment, that they do not wish their child to have access.
- 4) **Acceptable network use** by District students includes:
 - a. Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
 - b. Participation in blogs, wikis, bulletin boards, social networking sites and groups, and the creation of content for podcasts, email and web pages that support educational research;
 - c. 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;
- 5) **Unacceptable network use** by District students includes but is not limited to:
 - a. Personal gain, commercial solicitation and compensation of any kind;
 - b. Liability or cost incurred by the District;
 - c. Support or opposition for ballot measures, candidates and any other political activity;
 - d. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
 - e. Unauthorized access to other District computers, networks and information systems;
 - f. Cyber-bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks, posts, files or comments on social media sites. The District reserves the right to remove any user-generated content from its sites at any time.
 - g. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture); The District reserves the right to remove any user-generated content from its sites at any time.
 - h. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
 - i. Attaching unauthorized equipment to the District network. Any such equipment will be confiscated and destroyed.
- 6) The District will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, missed-deliveries or

service interruptions caused by its own negligence or any other errors or omissions. The District will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the District's computer network or the internet.

INTERNET SAFETY: PERSONAL INFORMATION AND INAPPROPRIATE CONTENT

- 1) Students should not reveal personal information, including a home address and phone number, on websites, blogs, podcasts, videos, wikis, email or as content on any other electronic medium.
- 2) Students should not reveal personal information about another individual on any electronic medium.
- 3) No student pictures or names can be published on any class, school or District website unless the appropriate permission has been verified according to District policy.
- 4) If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

FILTERING AND MONITORING

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). The District will determine and set levels of filtering for other objectionable materials.

- 1) Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a complete solution. Every user must take responsibility for their use of the network and internet and avoid objectionable sites;
- 2) Any attempts to defeat or bypass the District's internet filter or conceal internet activity are prohibited including proxies, https, special ports, modifications to District browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- 3) Email inconsistent with the educational and research mission of the District will be considered "SPAM" and blocked from entering District email boxes;
- 4) The District will provide appropriate adult supervision of internet use. The first line of defense in controlling access by minors to inappropriate material on the internet is deliberate and consistent monitoring of student access to District computers.

INTERNET SAFETY INSTRUCTION

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

- a. Age appropriate materials will be made available for use across grade levels
- b. Training on online safety issues and materials implementation will be made available for administration, staff and families.

COPYRIGHT

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately. All users of OSDNet shall comply with current copyright laws and Policy 2025, Copyright Compliance.

Permission to publish any student work requires permission from the parent/legal guardian.

NETWORK SECURITY AND PRIVACY

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized District purposes. Students are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- 1) Change passwords according to District policy;
- 2) Do not use another user's account;
- 3) Do not insert passwords into email or other communications;
- 4) If you write down your account password, keep it out of sight;
- 5) Do not store passwords in a file without encryption;
- 6) Do not use the "remember password" feature of internet browsers; and
- 7) Lock the screen, or log off, if leaving the computer.

NO EXPECTATION OF PRIVACY

The District provides the network system, e-mail and internet access as a tool for education and research in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- 1) The network;
- 2) User files and disk space utilization;
- 3) User applications and bandwidth utilization;
- 4) User document files, folders and electronic communications;
- 5) Email;
- 6) Internet access; and
- 7) Any and all information transmitted or received in connection with network and email use.

No student user should have any expectation of privacy when using the District's network. The District reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

DISCIPLINARY ACTION

All users of the District's electronic resources are required to comply with the District's policy and procedures.

Violation of any of the conditions of use explained in the *Electronic Resources Policy* or in these procedures by students could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Violation of any of the conditions of use explained in the *Electronic Resources Policy* or in these procedures by District employees could be cause for disciplinary action up to and including termination of employment.

USERS RIGHT TO APPEAL

A user of OSDNet services who has violated their agreement to follow the *OSDNet Acceptable Use Procedures* and has been subjected to disciplinary action may appeal their case to: (1) the building's administrator, (2) the District Technology Director and/or (3) the Board of Directors.

POLICY 3245 STUDENTS AND TELECOMMUNICATION DEVICES

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities shall observe the following conditions:

- a. Telecommunication devices shall be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.
- b. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others.

- c. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the District.
- d. Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property or to school-sponsored events.
- e. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
- f. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

POLICY 4215 USE OF TOBACCO AND NICOTINE SUBSTANCES

The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the District, and all members of the community, have an obligation as role models to refrain from tobacco use on school property. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, electronic smoking/vapor devices and vapor products, non-prescribed inhalers, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation.

Any use of such products and delivery devices by staff, students, visitors and community members shall be prohibited on school district property including all district buildings, grounds and district-owned vehicles and within five hundred feet of schools. Possession or distribution of tobacco products by minors is prohibited. This shall include all district buildings, grounds and district-owned vehicles.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy is permitted. However, students must have a physician’s prescription for the FDA-approved nicotine replacement therapy and must follow applicable policies regarding use of medication by students.

Notices advising students, district employees and community members of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and shall be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.



Cross References:

- Student Rights and Responsibilities Policy 3200
- Termination of Employment..... Policy 5280

Legal References:

- Prohibition on use of tobacco products on school property RCW 28A.210.310
- Purchasing, obtaining or possessing tobacco by minors—civil infractionRCW 70.155.080
- Tobacco—Access to Minors RCW 70.155

Management Resources.....

- *Policy News*, July 2016
- Addressing the Use of “Electronic” Cigarettes*Policy News*, December 2010
- Electronic Cigarettes*Policy News*, October 2010

- Policy Adopted.....November 13, 1990
- Revised..... February 12, 1996
- Revised.....August 11, 1997
- Revised..... February 11, 2002
- RenumberedMay 12, 2003
- Revised.....September 13, 2004
- Revised.....August 8, 2011
- Revised.....August 15, 2016

SECTION 4

2016–17 SCHOOL YEAR CALENDAR

NOTE:

Board policies and procedures revised after the printing date of this handbook supersede any policies printed herein. Policies are kept updated, as changes are approved, on the Olympia School District website: <http://osd.wednet.edu>

OLYMPIA SCHOOL DISTRICT 2016-2017 School Year Calendar

6/06/2016

September 2016				
MON	TUE	WED	THU	FRI
			1	2
5	H	P		9
12	B		15	16
19			22	23
26	B		29	30
Boston Harbor ES (18)				

October 2016				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14 NS
17	B	18	19	20
Olympia HS				
24		26	27	28
31				
ES & MS Conferences - Oct 25-28 (20)				

November 2016				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	B	8	9	10
14		16	17	18
21	B	22	23	24
Madison ES				
28	29	30		
(18)				

December 2016				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	B	13	14	15
(12)				
19	20	21	22	23
***** Winter Break *****				
26	27	28	29	30

January 2017				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	H	10	11	12
16		17	18	19
23	B	24	25	26
Capital HS				
30	31			
(20)				

February 2017				
MON	TUE	WED	THU	FRI
		1	2	3
6	B	7	8	9
13		14	15	16
20		21	22	23
H MW				
27	B	28		
Lincoln ES (18)				

March 2017				
MON	TUE	WED	THU	FRI
		1	2	3
6	B	7	8	9
13		14	15	16
20	B	21	22	23
Jefferson MS				
27		28	29	30
Elementary Conferences - Mar 28-31 (16)				

April 2017				
MON	TUE	WED	THU	FRI
3	4	5	6	7
Spring Break				
10	11	12	13	14
17	B	18	19	20
24	25	26	27	28
(15)				

May 2017				
MON	TUE	WED	THU	FRI
1	B	2	3	4
8		9	10	11
15	B	16	17	18
Hansen ES				
22		23	24	25
29	H	30	31	
(22)				

June 2017				
MON	TUE	WED	THU	FRI
			1	2
5	B	6	7	8
12		13	14	15
19		20	21	22
26		27	28	29
(14)				

July 2017				
MON	TUE	WED	THU	FRI
3	4	5	6	7
		H		
10	11	12	13	14
17	B	18	19	20
24		25	26	27
31				

August 2017				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	B	8	9	10
14		15	16	17
21	B	22	23	24
28		29	30	31

B = BOARD MEETINGS

HIGH SCHOOL GRADUATIONS: AHS June 8 - CHS June 13 - OHS June 14 - ORLA June 15 - Transition Program June 9

September 2017				
MON	TUE	WED	THU	FRI
				1
4	H	P		8
11	B	12	13	14
18		19	20	21
25	B	26	27	28
LP Brown ES (18)				

Key Dates		
H	Labor Day	September 5
P	Professional Day	September 6
	1 st Day of School	September 7
	1 st Day Pre & Kinder	Sept 12
NS	Teacher In-Service	October 14
H	Veterans Day	Nov 11
H	Thanksgiving	Nov 23-25
H	Winter Break	Dec 19-Jan 2
H	New Year's Day	January 2
H	Martin L. King, Jr.	January 16
H	Presidents' Day	February 20
H	Mid-winter Break	February 21
---	Spring Break	April 3-7
H	Memorial Day	May 29
	Last Day of School	June 20

Academic Periods		
Q1	Nov 4	42 days
Q2	Jan 27	44 days
Q3	Mar 31	43 days
Q4	Jun 20	51 days
S1	Jan 27	86 days
S2	Jun 20	94 days

Half Days	
September 28	ES ELA Implementation
October 5	ES/MS Collaboration
October 25-28	ES & MS Confs
November 2	ES/MS Collaboration
November 10	MS Grading
November 16	ES ELA Implementation
December 7	ES/MS Collaboration
January 18	ES ELA Implementation
January 26	HS Grading
January 27	ES/MS/HS Grading
January 4	ES/MS Collaboration
February 1	ES/MS Collaboration
March 1	ES/MS Collaboration
Mar 28-31	ES Conferences
May 3	ES/MS Collaboration
June 9	ES Grading
June 20	Last Day of School

SECTION 5

FORMS TO BE

READ,

SIGNED

AND RETURNED

BY

OCTOBER 3, 2016

OPTIONAL:

- **2016-2017 Release of Directory Information Form**
(Page 57)
Return only if you check box(es) indicating you DO NOT want your student's information released.

REQUIRED:

- **2016-2017 Military Parent/Legal Guardian Affiliation Form**
(Page 55)
Required to return
- **Student/Parent/Legal Guardian's Rights and Responsibilities Handbook Acknowledgment Form**
(Page 59)
Required to return

Olympia School District
**MILITARY PARENT/LEGAL GUARDIAN
AFFILIATION FORM 2016-17**

Student's Legal Name: _____ School: _____
Grade: _____

Washington State Legislature has mandated that data on students from military families must be collected as stated in RCW 28A.300.507.

For the purpose of collecting the data, please mark all that apply:

NO Parent/legal guardian of the above named student is **currently** serving as a member of the U.S. Armed Forces, Reserves of the U.S. Armed Forces or Washington National Guard.

If you checked "NO" above, please skip to the bottom of the page to print and sign your name and date.

YES
The parent/legal guardian of the above named student is **currently** serving as a member on active duty of the U.S. Armed Forces, Reserves of the U.S. Armed Forces or Washington National Guard.

If you checked 'YES' please indicate which branch(es) you are serving in:

- Active duty** U.S. Armed Forces
- Reserves** of the U.S. Armed Forces
- Washington National Guard**

No Response/refused to state.

Parent/Legal Guardian's Name (please print): _____

Parent/Legal Guardian's Signature: _____

Date: _____

Note: If at any time throughout the school year your military status changes, please contact the Olympia School District office or your child's school to report the change.

Return to your school by October 3, 2016

8.8.16

OSD RELEASE OF DIRECTORY INFORMATION (2016-17 School Year)

Under the federal Family Educational Rights and Privacy Act (FERPA), individuals and organizations may request directory information about students. Directory information includes a student's name, photograph, address, telephone number (unless unlisted), date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, grade level, diplomas and awards received, course, field of study and the most recent previous school attended. Families have the right to restrict the release of this directory information. **If you DO NOT want directory information regarding your student released, please check the appropriate box(es) below and return the form to your student's school by October 3, 2016. Check and return this form only if you DO NOT want directory information released.** If no documentation is on file, it will be assumed that the parent/legal guardian has granted permission for release of directory information.

HIGH SCHOOL STUDENTS ONLY:

Under federal law, the military may request contact information for high school juniors and seniors. If you **DO NOT** want your student's information released to the military, check the box below and return the form by October 3, 2016 to ensure your preferences are registered before the military files its request for information, typically in October.

Note: *Checking the box below does not prohibit the military from gathering student information from other non-school district sources or from having military recruiters speak with your student while on campus.*

- MILITARY USE:** Please **DO NOT** release my student's directory information to the U.S. Military.

FOR ALL FAMILIES:

If you **DO NOT** want directory information regarding your child released, please check the appropriate box(es) below and return it to your school office by October 3, 2016.

- HIGHER EDUCATION:**
Please **DO NOT** release my student's directory information to institutions of higher learning.
- DISTRICT/SCHOOL USE:**
Please **DO NOT** release my child's visual image or other directory information for Olympia School District use (i.e. publications, websites, school- or district-related social media).
- OUTSIDE MEDIA USE:**
Please **DO NOT** release my child's visual image or other directory information to outside print, broadcast or online news media (i.e. newspapers, radio, television, etc.).
- OUTSIDE GROUP/INDIVIDUAL USE:**
Please **DO NOT** release my child's visual image or other directory information to outside groups/individuals (i.e. parent groups, individuals or vendors). This does **NOT** include yearbook or activity rosters. See below.
- YEARBOOK/ACTIVITY ROSTER USE:**
Please **DO NOT** publish my child's visual image or other directory information in the school yearbook or activity roster(s). **Note:** *These documents are often prepared by outside vendors/parent groups.*

Student's Legal Name: _____ School: _____ Grade: _____
(Please Print)

Signature of Parent/Legal Guardian or Student (if 18 years of age or older) Date: _____

Please use one form per student

If you require additional forms, please make copies, contact your school or download at:
http://osd.wednet.edu/media/2016-17_stu_privacy_form.pdf

Return to your school by October 3, 2016
IF you DO NOT want your child's directory information released

Olympia School District
Student/Parent/Legal Guardian's
Rights and Responsibilities Handbook

Below,
please **SIGN**, and **RETURN**
this sheet to your child's school,
by
October 3, 2016

STUDENT/PARENT/LEGAL GUARDIAN
ACKNOWLEDGMENT FORM

I acknowledge that I have read and understand the Olympia School District Student/Parent/Legal Guardian's Rights and Responsibilities Handbook and I agree to comply with all requirements contained within this handbook.

Student's Name (Printed)

Parent/Legal Guardian's Name (Printed)

Student's Signature

Parent/Legal Guardian's Signature

Date

Date

Return to your school by October 3, 2016

Notice of Nondiscrimination 2016-17 School Year

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

The following people have been designated to handle inquiries regarding the nondiscrimination policies, reports of alleged sexual harassment, concerns about compliance, and/or grievance procedures: Jeff Carpenter, Title IX Officer, (360) 596-8544; Kari Lewinsohn, Section 504 and ADA Coordinator, (360) 596-7538; and Scott Niemann, Affirmative Action Officer and Civil Rights Compliance Coordinator, (360) 596-6193. All three individuals may also be contacted at 1113 Legion Way S.E., Olympia, WA, 98501.

