



Bellingham
Public Schools

...where *every* student learns

**Student Rights and Responsibilities
Handbook
Policies and Procedures
2011-2012**

Bellingham Public Schools

1306 Dupont Street

Bellingham, Washington 98225

2011-12 School Year PREAMBLE

The recommended policies and rules in this handbook have been adopted by the Board of Directors on the recommendation of the administration to foster a learning environment that promotes respect for the rights of all. These policies are subject to change during the year based on legislative and policy changes.

NOTICE

Pursuant to State law, students who possess or carry onto school premises, school-provided transportation, or areas of facilities being used exclusively by public or private schools any firearms, other dangerous weapons, nun-chu-ka sticks, throwing stars, air guns, or other projectiles **shall be subject to expulsion**. Students who with malice display what appears to be a firearm **shall be subject to suspension or expulsion** of up to one year. Students carrying or possessing a firearm **shall be subject to a one-year mandatory expulsion**. The parent/guardian and appropriate law enforcement agencies will be contacted when there are firearms/dangerous weapons involved. The chief school officer may modify the expulsion of a student on a case-by-case basis. The parent/guardian has the right to appeal a suspension or expulsion.

Pursuant to State law, the District has adopted policy and procedures prohibiting harassment, intimidation and bullying. Students committing acts of bullying will be subject to discipline up to and including expulsion. The policy and procedures are contained within this handbook.

Student use of tobacco products is prohibited in District facilities or vehicles or on District property. Students will be subject to progressive discipline for violations of this policy.

The *Student Rights and Responsibilities Handbook* is published annually in accordance with state law by the Office of Teaching and Learning, Tom Venable, Deputy Superintendent. For information regarding this handbook, please contact the Student Services Office.

It is the policy of the Bellingham School District to provide an educational environment free from discrimination on the basis of gender, race, religion, creed, color, national origin, non-program-related physical, sensory, mental disabilities, or any other basis prohibited by law.

Inquiries regarding compliance and grievance procedures may be directed to the District's Affirmative Action Officer, Nora Klewiada, Executive Director of Human Resources; or Title IX Officer, Section 504 Coordinator, and American Disabilities Act (ADA) District Coordinator, Kenn Robinson, Student Services Program Administrator; at Bellingham School District, 1306 Dupont Street, Bellingham, WA 98225, (360) 676-6400.

PLEASE READ – NEW THIS YEAR!

The Bellingham School District is committed to creating a balance between honoring a student’s due process rights with the need for safe and orderly schools.

To meet this goal, the District is making available this comprehensive Student Rights and Responsibilities Policies and Procedures Handbook to families.

For questions regarding the contents of this handbook, please contact your student’s building principal or the Student Services Office.

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Policy and Procedure 3210 – Equal Educational Opportunity: Nondiscrimination, was revised during the 2010-11 school year to reflect legislative changes.

Policy and Procedure 3207 – Prohibition of Harassment, Intimidation and Bullying, was revised during the 2010-11 school year to reflect the Washington State School Directors’ Association recommended changes.

Procedure 3211 – Implementation of Section 504 of the Rehabilitation Act of 1973, was revised during the 2010-11 school year to ensure compliance with the Office of Civil Rights.

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No Child Left Behind (NCLB) act, in part, requires districts to inform families each year of their rights to review, amend and consent to records according to FERPA and PPRA.

Protection of Pupil Rights Amendment (PPRA) gives parents rights about the district’s surveys, collection and use of information for marketing purposes, and certain physical exams.

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years old, certain rights about the student’s education records.

These rights are:

1. The right to inspect and review student’s education records.
2. The right to request an amendment of the student’s education records.
3. The right to opt-out of release of “directory information” as defined in FERPA law.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA requirements.

Complete details and information are available at: www.ed.gov/policy/gen/guid/fpc

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Bellingham Public Schools does not release student “directory information” for commercial purposes. A release form may be used to deny publication of the student’s name or photo in district publications or by the news media; prevent releasing information to military recruiters or colleges; or to withhold permission of Internet access to the student for learning at school. The release form is published and available in our 2011-12 Family Handbook that is distributed annually to all families.

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PART I

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights and Responsibilities

Policy 3200

BELLINGHAM MISSION STATEMENT

The mission of the Bellingham School District, in partnership with the community, is to provide students with the knowledge, skills, and qualities required to be successful in a diverse society.

OVERVIEW

The District is a community, and the rules and regulations of the District are the laws of that community. The District has the responsibility of protecting the rights of all individuals in the District community and all those enjoying the rights of citizenship in the District community must accept the responsibilities of their citizenship by complying with the regulations.

Parents and the District have rights and duties. Parents share with the District the responsibility of establishing the best possible environment for learning.

It is the responsibility of the District to adopt, publish and make available to all students and parents or guardians written rules that state with reasonable clarity the types of misconduct for which discipline, suspension, and expulsion may be imposed.

The rights, responsibilities, and regulations delineated in this document are designed to protect all District constituents in the exercise of their freedoms.

STUDENT RIGHTS

Students, as citizens, have certain constitutional rights that cannot be denied by the District. The District may, however, set reasonable limits on those rights in order to meet the District's obligation to educate.

Students have the right to:

- **FREEDOM OF SPEECH** and expression of their personal opinions. That freedom of speech and expression of opinion shall not interfere or disrupt the educational process through the use of slander, obscenity or personal attack, or demean any race, religion, sex, or ethnic group in a classroom or any school setting, or violate any other limitation imposed by law.
- **ASSEMBLE PEACEABLY** so long as the gathering does not interfere with the operation of the school, classroom, or orderly and efficient educational process.
- **PETITION** appropriate District authorities when they feel that they have been treated unfairly.
- **FREEDOM OF THE PRESS** and expression of their personal opinions in writing. Students must take full responsibility for the content of their publications by identifying themselves as authors and editors of the publication. Materials may not be libelous, obscene or profane; cause substantial disruption of the school; invade the privacy of others; demean any race, religion, sex or ethnic group; advocate the violation of the law; advertise tobacco products, liquor, illicit drugs, or drug paraphernalia; or violate any other limitation imposed by law
- **FREEDOM FROM UNREASONABLE SEARCH AND SEIZURE** while at school. For the protection of all, however, general searches of school property, including lockers and desks, may be conducted and items that are a threat to safety or security, or disruptive to the educational process may be seized and removed from a student's possession. Students shall be free from searches of their persons, clothing, personal belongings, and other property unless reasonable grounds exist to suspect that the search will yield evidence of a student's violation of the law, regulations, or District or school rules.
- **COPYRIGHT COMPLIANCE** shall be enforced. Federal law makes it illegal to duplicate copyrighted materials without the authorization of the holder of the copyright, except for certain exempt purposes as found in Policy 2025.
- **EQUAL EDUCATIONAL OPPORTUNITY** and the right to be free from unlawful discrimination because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or physical, mental or sensory handicap.

STUDENT RESPONSIBILITIES

The District's goal is to provide students the opportunity to learn skills, acquire knowledge, and develops attitudes that will allow them to function as responsible and contributing adults.

Students have the responsibility to:

- Attend all classes every day on time ready to work and with the necessary learning materials, books, pencils, etc.
- Respect the rights of others and exercise self-discipline.
- Refrain from expressing personal prejudices against any individual or group.
- Conduct themselves in a manner which will not disrupt their education or disrupt or deprive others of their education.
- Know and obey the rules of the District, individual schools, and co-curricular activities when applicable.
- Accept reasonable consequences for breaking school or District rules.
- Identify him or herself if asked to by District employees.
- Dress appropriately for school and school activities in a manner that neither disrupts the educational process nor threatens the health and safety of themselves or others.
- Respect the property of others, of the school, and the District, and be willing to make restitution for property that they have damaged.

Students may be disciplined if they fail to fulfill any of these responsibilities while at school; on the school grounds; on District-sponsored transportation; at any school-sponsored event; or in any other setting having a real and substantial relationship to the operation of the District. Disciplinary action may include oral or written reprimands; written notification to parents, suspension; expulsion; losing the privilege of attending District-sponsored activities; loss of riding privileges on District-sponsored transportation; loss of computer and network resources and loss of privileges to publicly represent the District.

I. CORRECTIVE ACTIONS - GENERAL

The purpose of these procedures is to provide information concerning the due process rights of students served by any program or activity conducted by or on behalf of the District. The District may impose a range of disciplinary sanctions for the violation of school rules. Sanctions for offenses may vary depending on the severity of the misconduct, the nature and circumstances of the violation, the disciplinary record of the student, and other relevant factors. In addition to any sanction imposed by the District, a student may be asked to provide restitution, be referred to a law enforcement or non-school agency, be denied the use of district computer or network resources and/or be denied participation in District activities. Subject to the provisions of this procedure, emergency expulsion may be imposed in appropriate circumstances. Students who are in violation of the rules outlined in this document may be denied the opportunity to publicly represent the District.

A. DEFINITION OF TERMS

1. School Discipline: Any form of corrective action other than suspension or expulsion. May include the exclusion of a student from a class.
 - a. Detention: Detaining a student during or after school by a school employee.
 - b. Removal - Non Emergency: Excluding a student from a class or activity by a teacher or administrator.
 - c. Removal - Emergency: Excluding a student from the classroom if there is good and sufficient reason to believe that the student's presence in the immediate area poses an immediate or substantial danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school.
 - d. School Service: Performing jobs around the school such as picking up litter, cleaning desks, working with a custodian, removing graffiti, etc.
 - e. Saturday School: Quiet study time held on Saturday under the supervision of a staff member.

2. Exceptional Misconduct: A violation of District rules other than absenteeism that is so serious in nature that short-term suspension, long-term suspension or expulsion may be imposed without prior alternative corrective action or consequences.
3. In-School Suspension/Time-out: Suspending a student from class or school activities but allowing the student to serve the suspension under supervision at school.
4. Short-Term Suspension: Suspending a student for any portion of a calendar day up to, but not exceeding, ten (10) consecutive school days.
5. Long-Term Suspension: Suspending a student for a period of time exceeding ten (10) consecutive school days up to or through the end of a semester (90 days).
6. Expulsion: Denying the right of attendance at any single class or full schedule of subjects for an indefinite time period. An expulsion may include a denial of admission to or entry upon District property.
7. Emergency Expulsion: Denying immediately the right of school attendance prior to the opportunity for a hearing if there is good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.
8. Grievance: An informal conference with the principal/designee and the student and/or parent(s) or guardian(s) involved.
9. Appeal Hearing: A formal meeting conducted by a hearing officer designated by the superintendent.
10. Appeal (to the appeal hearing decision): Requesting that the results of the appeal hearing imposing a long-term suspension, expulsion, or emergency expulsion be reviewed by the Board of Directors or a district disciplinary appeal council.
11. Readmission Conference: A meeting scheduled with the District Readmissions Officer for the purpose of requesting readmission to the district's schools and discussing the conditions for a student reentering the district following a long-term suspension, expulsion or emergency expulsion.
12. School Days: Days which students are required to be in school as per the Board of Directors' adopted school calendar.
13. School Business Days: Days which the District Office is open to the public for conducting business.
14. Restitution: To give something back or "make right" that which has been damaged, lost or taken away; reimbursement.
15. Loss of Eligibility: To be denied eligibility or the right to participate in a school or district activity or represent the district on a team.
16. School Agency Referral: To be referred to a school agency such as a District Prevention Specialist, School Psychologist, School Resource Officer, Truancy Board, Counselor, etc.
17. Non-School Agency Referral: To be referred to a non-school agency such as Law Enforcement Agencies, Court of Law, Fire Marshall, etc.

B. SCHOOL RESPONSIBILITIES

1. Rules:

It is the responsibility of each school in the District to establish, publish, and make available to all students, schools, parents and guardians, written rules which state with reasonable clarity the types of misconduct for which discipline, suspension, and expulsion may be imposed. School rules must comply with the rules, regulations and range of sanctions for the school district.

2. Records:

Copies of any suspension letters, including in-school suspensions, should be placed in the student's cumulative file.

3. Annual Discipline Review:

A committee of certificated staff, classified staff, and the principal or designee shall meet annually for the purpose of reviewing school disciplinary rules, procedures and disciplinary data. The review is to be conducted in the late spring for the following year.

By June 30 of each school year, the building principal will inform the Student Services office, in writing, that the required annual review has been completed including the review date(s), process, individuals involved, etc.

C. GENERAL NATURE AND RANGE OF SANCTIONS

1. The Bellingham School District will normally use one or more of the following forms of corrective action:

- a. Contact parents or guardian by phone or letter
- b. Conference/counseling session
- c. Restitution/school service work
- d. School discipline
- e. In-school suspension/time-out
- f. Saturday School
- g. Short-term suspension
- h. Long-term suspension
- i. Expulsion
- j. Emergency expulsion
- k. Loss of eligibility
- l. School agency referral
- m. Non-school agency referral

2. The requirement of fairness in disciplinary actions necessitates some uniform application of sanctions. The following chart provides a general range for various sanctions. Not every situation can be anticipated and each must be judged on an individual basis.

D. GUIDELINES FOR DISTRICT SANCTIONS - RANGE OF SANCTIONS CHART

This is a sanction guideline. It shows a "range" of sanction options. Administrators and hearing officers may grant exceptions in cases involving extenuating or exceptional circumstances, or after considering the background of the individual student and the nature and circumstances of the violation. Items identified as "Exceptional Misconduct" have been marked with an Asterisk (*).

Offense	School Discipline	Short-Term Suspension (1-10)	Long-Term Suspension (11-90)	Expulsion/Emergency Expulsion	Notification of Non-School Agency
*1. Arson: Intentional setting of a fire or causing an explosion.					
*2. Assault/Battery: Physical threats or violence					
*3. Burglary: Entering or remaining unlawfully in a District building with intent to commit a crime.					
4. Cheating: For example, copying, copyright violation, computer software violations, plagiarism, using "crib notes," falsifying records or scores, etc.					
*5. Criminal Acts as Defined by Law as a felony or gross misdemeanor: Refer to State and Federal criminal codes and Washington Administrative Code					
6. Cumulative Violations: The frequency with which students violate District or school policies, rules, and regulations may be of equal or greater concern than single violations. The cumulative effects of these forms of discipline.					
*7. Defiance of School Authority (Willful Disobedience): Refusal to obey reasonable directions or requests of any staff member, including volunteers, aides, substitutes, secretaries, custodians, food service workers, bus drivers, etc.					

Offense	School Discipline	Short-term Suspension	Long-term Suspension	Expulsion/ Emerg.Exp.	Notification of Agency
*8. Disruptive Behavior: Conduct which substantially or materially interferes with the educational process, e.g. disruptive behavior in school, assemblies, school activities, classrooms or on school transportation.					
*9. Extortion, Intimidation, Blackmail, Coercion, Threats: Obtaining money or property by violence or threat of violence. Forcing or attempting to force another to do something against his or her will by threat of force.					
*10. Fighting: The act of quarreling involving bodily contact.					
*11. Forgery: Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data.					
12. Gang or Gang Like Activity [See RCW 28A.600.455] A student is a member of a gang and knowingly engages in gang activity on school grounds.					
*13. Harassment: Intimidating or harassing another person because of that person's race, color, sex, religious beliefs, sexual orientation, ancestry, national origin, or for any other reason. A threat to cause injury, property damage, or physical confinement or restraint of the person threatened, or any other act intended to substantially harm the physical or mental health of the person threatened.					
*14. Illegal Substances: Possessing, using, selling, distributing, or being under the influence of alcohol, drugs, inhalants, or controlled substances, or in possession of drug paraphernalia.					
15. Inappropriate Display of Affection: Inappropriate sexually oriented actions at school or school-sponsored activities.					
16. Inappropriate Dress: Dress or appearance that is either obscene, presents a health or safety problem, causes a disruption of the educational process, or otherwise violates the District dress code.					
*17. Interference with or Intimidation of School Authorities: Interfering with the discharge of the official duties of district personnel by intimidation, force, violence, or passive resistance; failure to give name or the correct name.					

Offense	School Discipline	Short-term Suspension	Long-term Suspension	Expulsion/ Emerg.Exp.	Notification of Agency
*18. Lewd Conduct/Indecent Exposure: Behavior that is indecent or obscene, e.g., mooning, exposing oneself, sexual misconduct, etc.					
*19. Malicious Mischief: Intentionally causing damage to any equipment or property, creating graffiti, or damaging computer systems or the computer network.					
*20. Possession of Stolen Property: Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.					
*21. Robbery: Taking another's property by force or threat of force.					
22. Tardiness: Being late to class or school without a valid excuse					
*23. Theft: Stealing					
*24. Tobacco - Use or possession: Use or possession of any tobacco products including storing or maintaining such products in lockers or other property of the District or at school-sponsored events.					
25. Transportation Sanctions: See Section VIII – Transportation Rules and Sanctions					
*26. Trespass: Entering or remaining unlawfully in school buildings, property, grounds, or at school-sponsored events or refusing to leave when asked to do so.					
27. Truancy: Unexcused absence(s)					

Offense	School Discipline	Short-term Suspension	Long-term Suspension	Expulsion/ Emerg.Exp.	Notification of Agency
28. Use of Obscenity or Profanity: (Oral, written, gestures, or on computer networks)					
*29. Vandalism: Destroying or damaging property, e.g. breaking windows, graffiti, defacing desks or lockers, damaging or destroying other peoples' belongings, interfering with or damaging electronic information systems, etc.					
*30. Weapons and Explosives: The District has a no-tolerance policy for weapons. Possessing or using weapons, explosives, or any other items capable of causing bodily harm, including "fake" weapons that are represented as "real" weapons.					

K-5
 6-8
 9-12

Sanction Grade Bands

E. DISCIPLINE

Discipline consists of forms of corrective action other than suspension and expulsion. Discipline may include exclusion of a student from a classroom by a teacher or the principal's designee for the remainder of the immediate class or activity, or up to the following two days, or until the principal or designee and teacher have conferred provided that the student is in the custody of a school district employee during the disciplinary period. Discipline may also mean the exclusion of a student from other types of activities conducted by or in behalf of the District.

No form of discipline shall be administered in such a way as to prevent a student from accomplishing a specific academic grade, grade level, or graduation requirements, or adversely affect a student's academic grade or credit in a subject or course because of tardiness or absences, except to the extent that the student's attendance and/or participation has been identified by a teacher, based on District policy, as a basis for grading.

1. Detention

Teachers and other school employees have the authority to detain students under their supervision with prior parental notification or notification to a student's guardian. Detention will not extend past the departure of the last bus that the student can ride unless prior arrangements have been made with the student's parent(s) or guardian(s).

2. Removal - Non-Emergency

A teacher or principal/designee may remove a student from a class or activity for the balance of the immediate class or activity, or up to the following two days, or until the principal or designee and teacher have conferred, provided that the student is in the custody of a District employee during the disciplinary period.

A teacher must have attempted one or more corrective actions before the student is removed from a class or activity.

3. Removal - Emergency

A student may be removed immediately from a class, subject, or activity by a teacher or an administrator and sent to the building principal or designee, provided that the teacher or administrator has a good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process. Removal will continue only until the danger or threat ceases or the principal or designee acts to impose a sanction. The principal or designee will meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such a meeting be delayed beyond the beginning of the next school day. Prior to, or at the time any student is returned to the class or activity, the principal or designee must notify the teacher or administrator who removed the student from the class, subject, or activity of the action that was taken or initiated.

4. Corporal Punishment

Corporal punishment is not authorized as a means of disciplining students in the District.

5. School Service

School service is a means of discipline in which a student works around the school doing jobs such as picking up litter, washing desks, washing cafeteria tables, removing graffiti, etc.

6. Saturday School

Saturday School is a quiet study hall held on Saturdays under the supervision of a staff member. Students are expected to have work to do and to follow the rules and regulations set forth by the Saturday School supervisor. Students who do not follow the rules and who are dismissed from Saturday School for misbehaving are subject to additional discipline that may include suspension.

F. EXCEPTIONAL MISCONDUCT

If a violation of the District rules of student conduct constitutes "exceptional misconduct," a short-term suspension or long-term suspension may be imposed without prior alternative corrective action or consequences. Administrators, District Readmission Officer, and District Hearing Officer s may grant exceptions to the short-term suspension or, long-term suspension of students who are guilty of "exceptional misconduct" in cases involving extenuating and/or exceptional circumstances.

"Exceptional Misconduct" is a violation of District rules of student conduct that is so serious in nature and/or is serious in terms of the disruptive effect upon the operation of the school as to warrant an immediate short-term suspension or long-term suspension. Examples of "Exceptional Misconduct" are:

1. Possession, use or being under the influence of illegal substances; sale or delivery of any controlled substance not prescribed by a physician; possession of drug paraphernalia.
2. Consumption, possession, sale, delivery, or being under the influence of alcoholic beverages; presence on school property or at a school sponsored activity following the consumption or use of an alcoholic beverage or controlled substance.
3. Use or possession of tobacco.
4. Profane or vulgar language directed to and in the presence of a staff member.
5. Commission of any criminal act classified as a felony or gross misdemeanor under the laws of the State of Washington, including but not limited to, the following: arson, assault/battery, harassment, possession of a weapon, theft.
6. Any behavior that materially or substantially disrupts or interferes with the educational process.

G. SHORT-TERM SUSPENSION

A short-term suspension occurs when a student is denied attendance (other than for the balance of the immediate class period for "discipline" purposes) at any single subject or class, or at any full schedule of subjects or classes, for any portion of a calendar day up to and not exceeding ten (10) consecutive school days. It shall also mean that the student shall be denied participation in, or attendance at, any school-sponsored activities, either in the District or activities hosted by another school district for students, from the time that the student is placed on suspension until his or her suspension has been completed. A short-term suspension shall also include denial of admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the District. Each principal or designee shall have the authority to impose short-term suspension according to the following procedures.

1. Implementation Procedures:

- a. The principal/designee will determine whether a short-term suspension is warranted.
- b. In kindergarten through grade 4 short-term suspensions cannot exceed five (5) school days in a single semester or trimester and no loss of academic grades or credit shall be imposed by reason of the suspension of such student. Grades 5-12 suspensions cannot exceed fifteen (15) school days in a single semester or ten (10) school days during any single trimester.
- c. The principal/designee will take the following actions:
 - 1) Inform the student orally or by written notice of the alleged misconduct and rule violated, of the evidence against him or her, and the number of days of the short-term suspension.
 - 2) Provide the student an opportunity to explain his or her behavior.
 - 3) If the short-term suspension is to be for more than one day, provide the student and his/her parent(s) or guardian(s), or an adult student:
 - a) In writing, the reason for and the length of the short-term suspension.
 - b) In writing, information about the informal grievance procedure and information about a possible reduction in the length of the short-term suspension resulting from the grievance procedure.

- 4) Report the short-term suspension in writing, including the reasons for the short-term suspension, to the Student Services Administrator within twenty-four (24) hours.
 - 5) Provide the student with an opportunity to make up tests or assignments, if the missed tests or assignments may have a substantial effect on grades or course credits.
2. Grievances - Short-Term Suspension
- a) Any student, parent or guardian who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference, the student, parent, or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved.
 - b) Subsequent to the building level grievance meeting, the student, parent or guardian upon two (2) school business days prior notice, shall have the right to present a written and/or oral grievance to the Student Services Administrator.
 - c) If the grievance is not resolved, the student, parent, or guardian, upon two (2) school business days prior notice, shall have the right to present a written grievance to the Board of Directors for consideration at the next regular Board meeting. Upon review, the Board may request additional information and/or argument for consideration, either in writing or to be presented orally to the Board. The Board shall notify the student, parent, or guardian of its response to the grievance within ten (10) school business days after the date of the meeting.
 - d) The short-term suspension shall continue, notwithstanding the implementation of the grievance procedure set forth above, unless the principal or his or her designee elects to postpone such action.
3. Readmission from Short-Term Suspension
- Any student who has been suspended may apply for readmission at any time by submitting a written application to the Student Services Administrator. A request for a readmit hearing shall be in writing.
- a. When a request for a readmit hearing is received, the District shall schedule a readmit hearing in a timely manner with the District's Readmission Officer.

H. LONG-TERM SUSPENSION

A long-term suspension occurs when a student is denied class attendance for a definite time in excess of ten (10) school days, and up to or through the end of a semester. It shall also mean that the student shall be denied participation in, or attendance at, any school-sponsored activities, either in the district or activities hosted by another school district for District students, from the time that the student is placed on long-term suspension until his or her long-term suspension has been completed. A long-term suspension shall also include denial of admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the District. Each principal or designee shall have the authority to impose a long-term suspension according to the following procedures.

A long-term suspension may not be imposed until the adult student or the student and his/her parent(s) or guardian(s) have had written notice of an opportunity for a hearing. Administrators should inform parents as early as possible but in no case later than one school day. The student, parent, or guardian must notify the school district, in writing, of any request for a hearing within three (3) school business days from the receipt of the written notice of the long-term suspension from the District.

1. Implementation Procedures:

- a. The principal/designee will determine whether a long-term suspension is warranted.

- b. In grades kindergarten through grade 4, no student shall be subject to a long-term suspension during any single semester or trimester and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student. In grades 5-12, long-term suspensions cannot be imposed in a manner that causes the student to lose academic grades or credit for in excess of one (1) semester or trimester during the same school year.
- c. The principal/designee will take the following actions:
- 1) Inform the student orally or by written notice of the alleged misconduct and rule violated, of the evidence against him or her, and the number of days of the long-term suspension.
 - 2) Give the student an opportunity to explain his or her behavior.
 - 3) Provide written notice that:
 - a) Is hand delivered by designated messenger or mailed by certified mail to the adult student or to the student and his/her parent(s) or guardian(s).
 - b) Is provided in the predominant language of the adult student or the student and his/her parent(s) or guardian(s) if they speak a language other than English, to the extent feasible.
 - c) Specifies the alleged misconduct and the District rule(s) that have been violated.
 - d) Explains the corrective action or punishment proposed.
 - e) Explains the right of the adult student, or the student and his/her parent(s) or guardian(s), to an appeal hearing for the purpose of contesting the allegation(s).
 - f) States that if a written request for an appeal hearing is not received within three (3) school business days after the receipt of notice, the right to an appeal hearing will be waived and the proposed sanction will be imposed by the school district without any further opportunities for the adult student or the student and his/her parent(s) or guardian(s) to contest the matter. A schedule of "school business days" must be included with the notice.
 - 4) Provide a copy of the letter to the Student Services Administrator within twenty-four (24) hours of imposition of the long-term suspension.

2. Readmission from Long-Term Suspension

Any student who has been suspended may apply for readmission at any time by submitting a written application to the Student Services Administrator.

A request for a readmit hearing shall be in writing.

- a. When a request for a readmit hearing is received, the District shall schedule a readmit hearing in a timely manner with the District's Readmission Officer.

The adult student or student and his/her parent(s) or guardian(s) will:

- 1) Submit to the District Readmission Officer the reason the student wants to return and why the request should be considered, including any evidence in support of the request.
- 2) Attend a readmission conference to be scheduled at a time when the student, parent(s) or guardian and the school administrator who imposed the suspension can meet with the District Readmission Officer to review the request to be readmitted to school.
- 3) Receive the District Readmission Officer's decision on readmission within ten (10) school business days after the conference.
- 4) The decision of the District Readmission Officer is final.

3. Appeal Procedures for Long-Term Suspension

The student and his/her parent(s) or guardian(s) shall reply to the notice of opportunity for an appeal hearing and request an appeal hearing within three (3) school business days after the date of receipt of notice. A request for an appeal hearing shall be provided to the Student Services Administrator. A request for an appeal hearing must be made in writing.

- a. If a request for an appeal hearing is received within the required three (3) school business days, the District shall immediately schedule and give notice of an appeal hearing to commence as soon as reasonably possible, and in no case later than the third (3) school business day after the receipt of the request for an appeal hearing unless mutually agreed upon by all parties otherwise.
- b. Within one (1) school business day after the date upon which the hearing concludes, a decision as to whether or not the long-term suspension shall be continued shall be given.
 - 1) The student's legal counsel or, if none, the student and his/her parent(s) or guardian(s) shall be notified by certified letter.
 - 2) The decision shall give the findings of fact, the conclusions (including a conclusion as to whether or not the situation giving rise to the long-term suspension continues), and whether or not the long-term suspension shall be continued or a lesser form of corrective action or punishment is to be imposed.
- c. A long-term suspension may be continued following the hearing on the basis that the situation continues and/or as corrective action for the conduct giving rise to the long-term suspension in the first instance.

At the hearing, the student and his/her parent(s) or guardian(s) have the right to:

- 1) Inspect, in advance of the hearing, any documentary and other physical evidence that the District intends to introduce at the hearing;
 - 2) Be represented by legal counsel;
 - 3) Question and confront witnesses within the guidelines specified by Washington Administrative Code 392-400-270;
 - 4) Present his/her explanation of the alleged misconduct; and
 - 5) Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he/she desires.
- d. The designee(s) of the District assigned to present the District's case shall have the right to inspect, in advance of the hearing, any documentary and other physical evidence that the student and his/her parent(s) or guardian(s) intend to introduce at the hearing.
 - e. The person(s) hearing the case shall not be witnesses and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.
 - f. Either a tape-recorded or verbatim record of the hearing shall be made at the option of the District.
 - g. A written decision setting forth the findings of fact, conclusions, and the nature and duration of the long-term suspension shall be provided to the student's legal counsel, or if none, to the student and his/her parent(s) or guardian(s).

I. EXPULSION

Expulsion is the denial of attendance at any single subject or class or at any schedule of subjects or classes for an indefinite period of time. An expulsion also includes a denial of admission to, or entry upon, any real and personal property that is owned, leased, rented or controlled by the District. No student shall be expelled unless other forms of corrective action reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action would fail if employed.

1. Expulsion for Weapons

The District has “no-tolerance” for weapons and expulsion is the presumptive appropriate sanction for violating this policy. Students in possession of a firearm as defined in RCW 28A.600.420, regardless of age, shall be subject to a mandatory expulsion for one year unless subsequently modified by the

superintendent or designee. Law enforcement officials shall be notified of the action taken against a student found in possession of a weapon. Administrators should inform parents as early as possible but in no case later than one school day. The student's parents or guardians shall be notified in accordance with these procedures.

It is unlawful for anyone to carry, exhibit, display or draw any firearm, dagger, sword, knife, or other cutting or stabbing instrument, club, or any other weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons.

It is unlawful for an elementary or secondary school student knowingly to carry onto public school property, transportation, or other facilities when being used exclusively by the public schools any firearm or dangerous weapon including, but not limited to: sling shot; sand club; metal knuckles; spring bladed knife or any knife having a blade which opens or falls or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement (butterfly knife); dagger; dirk; pistol; any contrivance or device for suppressing the noise of any firearm; "nun-chu-ka" sticks (consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means); throwing stars; air guns (including any air pistol or air rifle) designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide or any other gas; any explosive devices such as pipe bombs, dynamite caps, small arms ammunition, small arms ammunition primer, black powder, pyrotechnics, incendiary devices or illegal fireworks; or any other dangerous weapon. In the District this also includes a "fake" weapon that is being displayed or represented as a "real" weapon.

Students over eighteen years of age and students between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices. They may only be used in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances will result in expulsion.

2. Implementation Procedures:

- a. The principal or designee will determine whether expulsion is warranted.
- b. The principal or designee will take the following actions:
 - 1) Deliver written notice in person or by certified mail to the adult student or the student and his/her parent(s) or guardian(s).
 - 2) Ensure that the written notice:
 - a) Is provided in the predominant language of the adult student or the student and his/her parent(s) or guardian(s), if they speak a language other than English, to the extent feasible.
 - b) Specifies the alleged misconduct and the District rule(s) or policy that has been violated.
 - c) Explains the corrective action or punishment proposed.
 - d) Explains the right of the adult student or the student and his/her parent(s) or guardian(s) to an appeal hearing for the purpose of contesting the allegations.
 - e) States that if a written request for an appeal hearing is not received within three (3) school business days after the receipt of notice, the right to an appeal hearing will be waived and the proposed sanction will be imposed by the school district without any further opportunities for the adult student or the student and his/her parent(s) or guardian(s) to contest the matter. A schedule of "school business days" must be included with the notice.
 - 3) Notify, in writing, the Student Services Administrator within twenty-four (24) hours after the imposition of the expulsion.

3. Readmission from Expulsion

Any student who has been expelled may apply for readmission at any time, by submitting a written application to the Student Services Administrator. A request for a readmit hearing shall be in writing.

- a. When a request for a readmit hearing is received, the District shall schedule a readmit hearing in a timely manner

The adult student or student and his/her parent(s) or guardian(s) will:

- 1) Submit to the District Readmission Officer the reason the student wants to return and why the request should be considered, including any evidence in support of the request.
- 2) Attend a readmission conference to be scheduled at a time when the student, parent(s) or guardian and the school administrator who imposed the suspension can meet with the District Readmission Officer to review the request to be readmitted to school.
- 3) Receive the District Readmission Officer's decision on readmission within ten (10) school business days after the conference.
- 4) The decision of the District Readmission Officer is final.

4. Appeal Procedures for Expulsion

The student and his/her parent(s) or guardian(s) shall reply to the notice of opportunity for an appeal hearing and request an appeal hearing within three (3) school business days after the date of receipt of notice. A request for an appeal hearing shall be provided to the Student Services Administrator. A request for an appeal hearing must be made in writing.

- a. If a request for an appeal hearing is received within the required three (3) school business days, the District shall immediately schedule and give notice of an appeal hearing to commence as soon as reasonably possible, and in no case later than the third (3) school business day after the receipt of the request for an appeal hearing.
- b. Within one (1) school business day after the date upon which the hearing concludes, a decision as to whether or not the expulsion shall be continued shall be given.
 - 1) The student's legal counsel or, if none, the student and his/her parent(s) or guardian(s) shall be notified by certified letter.
 - 2) The decision shall give the findings of fact, the conclusions (including a conclusion as to whether or not the situation giving rise to the expulsion continues), and whether or not the expulsion shall be continued or a lesser form of corrective action or punishment is to be imposed.
- c. An expulsion may be continued following the hearing on the basis that the situation continues and/or as corrective action for the conduct giving rise to the expulsion in the first instance.

At the hearing, the student and his/her parent(s) or guardian(s) have the right to:

- 1) Inspect, in advance of the hearing, any documentary and other physical evidence that the District intends to introduce at the hearing;
 - 2) Be represented by legal counsel;
 - 3) Question and confront witnesses within the guidelines specified by Washington Administrative Code 392-400-270;
 - 4) Present his/her explanation of the alleged misconduct; and
 - 5) Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he/she desires.
- d. The designee(s) of the District assigned to present the District's case shall have the right to inspect, in advance of the hearing, any documentary and other physical evidence that the student and his/her parent(s) or guardian(s) intend to introduce at the hearing.
 - e. The person(s) hearing the case shall not be witnesses and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.
 - f. Either a tape-recorded or verbatim record of the hearing shall be made at the option of the District.

- g. A written decision setting forth the findings of fact, conclusions, and the nature and duration of the expulsion shall be provided to the student's legal counsel, or if none, to the student and his/her parent(s) or guardian(s).

J. EMERGENCY EXPULSION

A student may be emergency expelled immediately by the superintendent, building principal or other designee of the superintendent in emergency situations where the student is considered an immediate and continuing danger to him/herself, other students, or school personnel or is causing an immediate and continuing threat of substantial disruption to the educational process.

1. Implementation Procedures

- a. The superintendent, principal, or other superintendent's designee must determine that emergency expulsion is warranted.
- b. The superintendent, principal, or other superintendent's designee will take the following action:

Within one school business day the adult student or the student and his/her parent(s) or guardian(s) shall be notified of the emergency expulsion and of their opportunity for a hearing. The notice must be hand delivered or mailed by certified mail. Delivery must be documented by obtaining the adult student or the student's parent(s) or guardian(s) signature acknowledging receipt or by the written certification of the person making the delivery. If the notice is by certified mail, it must be deposited within twenty-four (24) hours and the mailing must be documented with the mailing receipt. Reasonable attempts shall be made to notify the adult student or the student and his/her parent(s) or guardian(s) by telephone or in person as soon as is reasonably possible.

Notify, in writing, the Student Services Administrator within twenty-four (24) hours after the imposition of the emergency expulsion.

- c. The written notice to the adult student or the student and his/her parent or guardian shall:
 - 1) Be provided in the predominant language of the adult student or the student and his/her parent(s) or guardian(s), if they speak a language other than English, to the extent feasible.
 - 2) Specify the alleged misconduct and the District rule(s) or policy that has been violated.
 - 3) Explain the corrective action or punishment proposed.
 - 4) Explain the right of the adult student or the student and his/her parent(s) or guardian(s) to an appeal hearing.
 - 5) State that if a written request for an appeal hearing is not received within ten (10) school business days after the receipt of notice, the right to an appeal hearing will be waived and the proposed sanction will be imposed by the District without any further opportunities for the adult student or the student and his/her parent(s) to contest the matter. A schedule of "school business days" must be included with the notice.

2. Readmission from Emergency Expulsion

Any student who has been emergency expelled may apply for readmission at any time, by submitting a written application to the Student Services Administrator. A request for a readmit hearing shall be in writing.

- a. When a request for a readmittance hearing is received, the District shall schedule a readmittance hearing in a timely manner

The adult student or student and his/her parent(s) or guardian(s) will:

- 1) Attend a readmission conference to be scheduled at a time when the student, parent(s) or guardian and the school administrator who imposed the suspension can meet with the District Readmission Officer to review the request to be readmitted to school.
 - 2) Submit to the District Readmission Officer the reason the student wants to return and why the request should be considered, including any evidence in support of the request.
 - 3) Receive the District Readmission Officer's decision on readmission within ten (10) school business days after the conference.
 - 4) The decision of the District Readmission Officer is final.
3. Appeal Procedures for Emergency Expulsion

The student and his/her parent(s) or guardian(s) shall reply to the notice of opportunity for an appeal hearing and request an appeal hearing within ten (10) school business days after the date of receipt of notice. A request for an appeal hearing shall be provided to the Student Services Administrator. A request for an appeal hearing must be made in writing.

- a. If a request for an appeal hearing is received within the required ten (10) school business days, the District shall immediately schedule and give notice of an appeal hearing to commence as soon as reasonably possible, and in no case later than the third school business day after the receipt of the request for an appeal hearing unless mutually agreed otherwise.
- b. Within one (1) school business day after the date upon which the hearing concludes, a decision as to whether or not the emergency expulsion shall be continued shall be given.
 - 1) The student's legal counsel or, if none, the student and his/her parent(s) or guardian(s) shall be notified by certified letter.
 - 2) The decision shall give the findings of fact, the conclusions (including a conclusion as to whether or not the emergency situation giving rise to the emergency expulsion continues), and whether or not the emergency expulsion shall be continued or a lesser form of corrective action or punishment is to be imposed.
- c. An emergency expulsion may be continued following the hearing on the basis that the emergency situation continues and/or as corrective action for the conduct giving rise to the emergency expulsion in the first instance.

At the hearing, the student and his/her parent(s) or guardian(s) have the right to:

- 1) Inspect, in advance of the hearing, any documentary and other physical evidence that the District intends to introduce at the hearing;
 - 2) Be represented by legal counsel;
 - 3) Question and confront witnesses within the guidelines specified by Washington Administrative Code 392-400-270;
 - 4) Present his/her explanation of the alleged misconduct; and
 - 5) Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he/she desires.
- d. The designee(s) of the District assigned to present the District's case shall have the right to inspect, in advance of the hearing, any documentary and other physical evidence that the student and his/her parent(s) or guardian(s) intend to introduce at the hearing.
 - e. The person(s) hearing the case shall not be witnesses and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.
 - f. Either a tape-recorded or verbatim record of the hearing shall be made at the option of the District.
 - g. A written decision setting forth the findings of fact, conclusions, and the nature and duration of the emergency expulsion shall be provided to the student's legal counsel, or if none, to the student and his/her parent(s) or guardian(s).

K. OVERVIEW OF DISCIPLINE SANCTIONS

Sanction	K-4 Limit	5-12 Limit	Student Notification	Parent Notification	Other
Discipline: <ul style="list-style-type: none"> • Detention • Removal • Emergency Removal • Saturday School • School Service 	Removal is limited to balance of class or activity or until an administrator gives another sanction	Removal is limited to balance of class/ activity or up to the two following days or until an administrator gives another sanction	Oral notification (written sign-off of some type is recommended) <ul style="list-style-type: none"> • Rule Violated • Evidence • Type of Discipline 	Contact by phone or letter Prior notification must be made if student is going to be held after the last departure of the school buses for the day.	None
Short-term Suspension - 1-10 days	5 days/ semester	15 days/ semester 10 days/ trimester	Oral or written notice: <ul style="list-style-type: none"> • Rule violated • Evidence • Number of days (Special Education students require an MDT meeting before they can be suspended if this makes a total of over ten (10) days suspension for the year)	Written notice (in predominant language of family when feasible): <ul style="list-style-type: none"> • Reason for suspension • Length of suspension • Grievance procedure (Suspension letter - Appendix A; Suspension for Tobacco - Appendix B)	Written notice mailed to District Hearing Officer within 24 hours of suspension
Long-term Suspension - More than ten (10) days until the end of the semester		One semester	Oral or written notice: <ul style="list-style-type: none"> • Rule violated • Evidence • Number of days (Special Education students - An MDT meeting must be held within three (3) days to determine action to be taken)	Written notice (in predominant language of family, when feasible): <ul style="list-style-type: none"> • Reason for suspension • Length of suspension • Hearing procedure CERTIFIED MAIL CALENDAR OF SCHOOL DAYS	Written notice to District Hearing Officer within 24 hours of suspension - Mailing or delivery must be documented by signature of parent(s), guardian(s), or adult student or the certified receipt from post office.

K. OVERVIEW OF DISCIPLINE SANCTIONS - continued

Sanction	K-4 Limit	5-12 Limit	Student Notification	Parent Notification	Other
Expulsion	Indefinite	Indefinite	<p>Written Notice:</p> <ul style="list-style-type: none"> • Rule violated • Right to Hearing <p>(Special Education students - An MDT meeting must be held within three (3) days to determine action to be taken)</p>	<p>Written notice (in predominant language of family, when feasible):</p> <ul style="list-style-type: none"> • Reason for Expulsion • Hearing procedure <p>CERTIFIED MAIL CALENDAR OF SCHOOL DAYS</p>	<p>Written notice to District Hearing Officer within 24 hours of suspension - Mailing or delivery must be documented by signature of parent(s), guardian(s), or adult student or the certified receipt from post office.</p>
Emergency Expulsion	Indefinite	Indefinite	<p>Written Notice:</p> <ul style="list-style-type: none"> • Rule violated • Right to Hearing <p>(Special Education students - An MDT meeting must be held within 10 days to determine action to be taken)</p>	<p>Written notice (in predominant language of family when possible):</p> <ul style="list-style-type: none"> • Reason for emergency expulsion • Hearing procedure <p>CERTIFIED MAIL CALENDAR OF SCHOOL DAYS</p>	<p>Written notice to District Hearing Officer within 24 hours of suspension - Mailing or delivery must be documented by signature of parent(s), guardian(s), or adult student or the certified receipt from post office.</p>

L. RIGHT TO APPEAL THE APPEAL HEARING DECISION – LONG-TERM SUSPENSION AND EXPULSION

1. The student and his or her parent(s) or guardian(s) shall have the right to appeal the decision of the hearing officer to the Board of Directors.
2. Notice indicating that the student or his or her parent(s) or guardian(s) desire to appeal the decision shall be provided to the District Superintendent within three (3) school business days after the date of receipt of the decision.
3. The notice of appeal of decision must be made in writing.
4. If a timely appeal is taken to the Board of Directors the suspension or expulsion may be imposed during the appeal of decision period subject to the following conditions and limitations:
 - b. A long-term suspension or nonemergency expulsion may be imposed during the appeal of decision period for no more than ten (10) consecutive school days or until the appeal of decision is decided, whichever is the shortest period; and,
 - c. Any days that a student is temporarily suspended or expelled before the appeal of decision is decided shall be applied to the term of the student's suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.
 - d. An emergency expulsion shall not be interrupted or stayed pending the appeal of decision process if the hearing officer's 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 to the educational process of the student's school.
5. If an appeal of decision is not taken to the Board of Directors within the required three (3) school business day period, the suspension or expulsion decided upon may be imposed as of the calendar day following expiration of the three (3) school business day period.
6. If a written notice of appeal of decision to the Board of Directors is received within the required three (3) school business days, the Board of Directors shall schedule and hold an informal conference to review the matter within ten (10) school business days after the date of receipt of such appeal of decision notice.
 - a. The purpose of the meeting shall be to meet and confer with the parties in order to decide upon the most appropriate means of disposing of the appeal of decision as provided for in this section.
 - b. At that time, the student or the student's parent(s), guardian(s), or legal counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the board deems reasonable.
 - c. The Board of Directors shall agree to one of the following procedures prior to adjournment or recess:
 - 1) Study the hearing record or other material submitted and render its decision within ten (10) school business days after the informal conference; or
 - 2) Schedule and hold a meeting to hear further arguments based on the record before the Board of Directors and render its decision within fifteen (15) school business days after date of the informal conference;
 - 3) Schedule and hold a meeting within ten (10) school business days after the date of the informal conference for the purpose of hearing the case de novo.
 - d. In the event the Board of Directors elects to hear the appeal de novo, the following rights and procedures shall govern the proceedings:
 - 1) Appeals to the Board of Director of disciplinary decisions should be closed meetings.
 - 2) The student and his or her parent(s) or guardian(s) shall have the right to:

- a) Inspect, in advance of the hearing, any documentary and other physical evidence that the school district intends to introduce at the hearing;
 - b) Be represented by legal counsel;
 - c) Question and confront the witnesses;
 - d) Present his/her explanation of the alleged misconduct; and
 - e) Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he/she desires.
- 3) The designee(s) of the District assigned to present the District's case shall have the right to inspect, in advance of the hearing, any documentary and other physical evidence that the student and his or her parent(s) or guardian(s) intend to introduce at the hearing.
 - 4) Either a tape-recorded or a verbatim record of the hearing shall be made at the option of the school district.
- e. Board of Directors Decision:
- Any decision by the Board of Directors to impose or affirm, reverse, or modify the imposition of discipline, suspension, or expulsion upon a student shall be made:
- 1) Only by those Board members who have heard or read the evidence.
 - 2) Only by those Board members who have not acted as a witness in the matter.
 - 3) Only at a meeting at which a quorum of the Board is present and by a majority vote.

An appeal from any decision of the Board of Directors to impose or to affirm the imposition of a long-term suspension or an expulsion shall be to the courts. Whether or not the decision of the Board of Directors shall be postponed pending appeal to Superior Court shall be discretionary with the Board of Directors, except as otherwise ordered by a court.

M. OVERVIEW OF GRIEVANCE/HEARING/APPEAL INFORMATION**IN-SCHOOL DISCIPLINE**

Informal Conference With The Principal – Make request to principal at any time.

Grievance To Student Services Administrator – Make request to the Student Services Administrator two days prior notice.

Grievance To The Board Of Directors – Make a request to the Student Services Administrator two days prior notice for the next regularly scheduled Board Meeting.

SHORT-TERM SUSPENSION

Informal Conference With The Principal – Make request to principal at any time.

Grievance To Student Services Administrator – Make request to Student Services Administrator two days prior notice.

Readmission Conference – Make request to Student Services Administrator at any time.

Grievance To The Board Of Directors – Make a request to the Student Services Administrator two days prior notice for the next regularly scheduled Board Meeting.

LONG-TERM SUSPENSION

Readmission Conference – Make request to Student Services Administrator at any time.

Appeal Hearing – Make request to Student Services Administrator within ten days of notification.

Appeal the Appeal Decision Hearing - Make request to Student Services Administrator within three days of notification.

EXPULSION

Readmission Conference – Make request to Student Services Administrator at any time.

Appeal Hearing – Make request to Student Services Administrator within ten days of notification.

Appeal the Appeal Decision Hearing - Make request to Student Services Administrator within three days of notification.

EMERGENCY EXPULSION

Readmission Conference – Make request to Student Services Administrator at any time.

Appeal Hearing – Make request to Student Services Administrator within ten days of notification.

Appeal the Appeal Decision Hearing - Make request to Student Services Administrator within three days of notification.

N. VIOLATIONS OF THE LAW

A student committing an offense of assault, kidnapping, unlawful imprisonment, custodial interference, harassment, arson, reckless burning, malicious mischief, rape, molestation, or sexual misconduct directed at a teacher shall not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned.

If the offenses are directed toward another student, the student shall be removed from the classroom of the victim for the duration of the student's attendance at the school or any other school where the victim is enrolled.

This section is not intended in any way to limit the authority of the principal or designee under existing law and rules to expel or suspend a student for misconduct or criminal behavior.

II. SEARCHES OF STUDENTS, THEIR PROPERTY, AND SCHOOL LOCKERS**A. GENERAL**

A student, a student's personal possessions, and a student's locker are subject to search by District staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the principal or designee prior to initiating a search, except in emergency situations.

B. ESTABLISHING REASONABLE GROUNDS

The following review of the basis for the search should occur before conducting a search:

1. Identify:
 - a) The student's suspicious conduct, behavior, or activity;
 - b) The source of the information; and
 - c) The reliability of the source of such information.
2. If the suspicion could be confirmed, would such conduct, behavior, or activity be a violation of the law, or District or school rules?
3. Is the student likely to possess or have concealed any item, material or substance which is prohibited or would be evidence of a violation of the law or District or school rule?

C. CONDUCTING THE SEARCH

The principal or principal's designee shall begin by asking that the student consent to the search by removing items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student and the student's personal belongings as follows:

1. Any search of a student or the student's possessions conducted by the principal or principal's designee must be reasonably related to the discovery of evidence of a student's violation of the law or District or school rules.
2. The principal or principal's designee shall conduct searches in a manner that is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. No student shall be subject to a strip search or body cavity search by school officials.
3. The principal or principal's designee shall determine in his/her discretion if a student's parent or guardian should be contacted prior to conducting a search. If not previously notified, a student's parent or guardian shall be contacted following a search.

D. LOCKER SEARCHES

Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school District. No right or expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school.

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

Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or District or school rules.

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

III. COMPUTER TRESPASS, TAMPERING AND MISUSE

Students shall not violate the Bellingham School District's Acceptable Use Procedures. Successful operation of the district network requires all users to conduct themselves in a responsible, decent, ethical, and polite manner. The user is ultimately responsible for his/her actions in accessing network services. Improper use of a school or school district computer, computer system, or database includes, but is not limited to, the following:

- Attempts to defeat content filters
- “Hacking tools”
- Running “.exe” files not approved by the district
- Installing keylogger programs on a computer or the computer network
- Physically altering or damaging a computer or altering the operation of the network
- Use for personal gain
- Downloading, installing or using games, audio files, and video files, including shareware and freeware, without permission from a site administrator
- Cyberbullying, hate mail, defamation, harassment of any kind, or discriminatory jokes or remarks
- Posting sending, or storing information that endangers threatens or intimidates others
- Accessing, uploading, downloading, storing or distributing obscene, pornographic, or sexually explicit material
- Attaching unauthorized equipment to the District network; any such equipment will be confiscated
- Installing viruses or Trojans
- Seeking to gain unauthorized access to information resources, obtaining copies of or modifying files or other data, or obtaining or communicating passwords belonging to others
- Invading the privacy of individuals or entities (e.g. using someone else’s name or account) or misrepresenting other users on the network
- Encrypting files or network communications or altering or deleting log files so as to avoid security reviews

The Bellingham School District has the right to take disciplinary action, remove computer and networking privileges, and/or take legal action for any unacceptable activity that is potentially detrimental to the network or for unethical behavior. The chart below is a guideline for sanctions to be applied for computer or computer network violations.

Offense	High School	Middle School	Elementary
1 st	Short-term suspension 5 days, loss of network use for 3 weeks.	Short-term suspension 5 days, loss of network use for 1-3 weeks	Loss of network use for 1-3 weeks
2 nd	Long-term suspension of 11-15 school days, loss of network use for 3-6 weeks.	Short-term suspension, 5-10 days, loss of network use for 3-6 weeks	Short-term suspension of 3-5 days, loss of network use for 1-3 weeks.
3 rd	Long-term suspension for the duration of the school year.	Long-term suspension of 11-15 school days, loss of network use for duration of the school year.	As above

IV. CORRECTIVE ACTION - ILLEGAL DRUGS/ALCOHOL/TOBACCO

A. DEFINITIONS

1. Illegal Substance: Any drug, alcohol, controlled or mood altering substance, inhalant, or medication which is not prescribed for the student's use by a licensed practitioner according to the district's medication policy.
2. Drug Paraphernalia: Any item, implement, object, or material employed in the use possession, transport, or sale of any controlled or mood-altering substance as defined by law and District policy.
3. School Property: Any school site, facility, building, vehicle, conveyance, or accommodation that is owned, leased, rented, or borrowed in connection with any District activity, event, or function. This includes any location or property over which the District exercises authority or control and specifically includes facilities, activities, or events at which District students are performers, competitors, or spectators, and any location, public or private, in which District students are attending as representatives of the District.

B. CONDITIONS AND LIMITATIONS

1. General

- a. A violation exists when a District student, while on school property, or in reasonable proximity to, or at school-sponsored activities or events:
 - 1) Illegally uses, possesses, sells, or is under the influence of drugs, alcohol, or any controlled or mood altering substances;
 - 2) Illegally uses, possesses, sells, delivers, or is under the influence of medication which is not prescribed for his or her use by a licensed doctor;
 - 3) Possesses any illegal substance (including tobacco), its container, or drug paraphernalia on his/her person, in his/her locker, vehicle, or other property under the student's control;
 - 4) Attempts to sell, or give to another person, any illegal substance, tobacco, or drug paraphernalia;
 - 5) Attempts to possess, or attempts to persuade another student to possess, use or seek out a source of purchase of any illegal substance, tobacco, or drug paraphernalia.

b. Conduct at Off-Campus, School-Sponsored Events:

Students are subject to the policies governing the use/abuse of alcohol, drugs, tobacco, controlled or mood altering substance while in attendance at, or participating in off-campus, evening, and weekend school-sponsored events.

c. Investigation:

In any case where a District employee has reasonable suspicion that a violation has occurred, the school administrator and/or other appropriate authority will be involved in consultative and investigative roles.

2. Implementation Procedures:

- a. The principal or his/her designee will determine to the best of his/her ability if a student is, or is believed to be, in violation of the rules pertaining to illegal substances.
- b. The principal will take the following action:
 - 1) Remove the student from further contact with other students and place him/her under the continuous supervision of a responsible adult staff member;
 - 2) Notify the parents/guardians prior to providing the required written notice and request that they provide necessary medical attention for the student. If the parent is not available, or staff feels that it is advisable, appropriate medical procedures will be followed;
 - 3) Follow the procedures as outlined for disciplinary sanctions as appropriate;
 - 4) Report the violation to the appropriate law enforcement agencies as appropriate.

3. Grades K—8 Recommended Guideline for Sanctions - Illegal Drugs/Alcohol

- a. The following actions are often appropriately imposed for possession, use, or being under the influence of illegal substances, or inhalants, or for possession of drug paraphernalia.
 - 1) First Offense
 - a) Immediate ten (10) day suspension reduced to five (5) day suspension if student completes a drug/alcohol assessment by an approved community agency at the student's expense;
 - b) Referral to law enforcement agency by the administrator.
 - 2) Second Offense

- a) Immediate fifteen (15) day suspension reduced to five (5) day suspension if student completes a drug/alcohol assessment by an approved community agency, at the student's expense, and *complies* with the recommendations of the assessment;
 - b) Referral to law enforcement agency by the administrator.
 - 3) Third Offense
 - a) Expulsion from the Bellingham School District;
 - b) Referral to law enforcement agency by the administrator.
 - b. The following actions are often appropriately imposed for the sale or delivery of illegal substances or paraphernalia:
 - 1) When appropriate, emergency expulsion;
 - 2) Suspension or expulsion;
 - 3) Referral to law enforcement agency by administrator.
4. Grades 9 - 12 Recommended Guidelines for Sanctions - Illegal Drugs/Alcohol
 - a. The following actions are often appropriately imposed for possession, use, or being under the influence of illegal substances, or inhalants, or for possession of drug paraphernalia.
 - 1) First Offense
 - a) Immediate long-term suspension reduced to five (5) day suspension if student completes a drug/alcohol assessment by an approved community agency, at the student's expense, and *complies* with the recommendations of the assessment;
 - b) Referral to law enforcement agency by the administrator.
 - 2) Second Offense
 - a) Suspension of no less than 15 school days or expulsion;
 - b) Referral to law enforcement agency by the administrator.
 - b. The following actions are often appropriately imposed for the sale or delivery of illegal substances or paraphernalia:
 - 1) When appropriate, emergency expulsion;
 - 2) Suspension or expulsion;
 - 3) Referral to law enforcement agency by administrator.
5. Recommended Guidelines for Sanctions - Tobacco
 - a. The following actions are often appropriately imposed for possession or use of tobacco:
 - 1) First and Second Offenses
 - a) Successful completion of tobacco cessation class or five (5) day suspension. The suspension may be held in abeyance until the student shows evidence of registering for the next available smoking cessation class at the student's expense. A list of community agencies that provide smoking cessation classes should be provided with the suspension letter. If the student does not attend the class, a five (5) day suspension may commence starting on the first school day following the scheduled class;
 - b) Referral to law enforcement agency by the administrator.
 - 2) Third and Subsequent Offenses

- a) Follow sanctions guidelines for "Cumulative Violations";
- b) Referral to law enforcement agency by the administrator.

V. SPECIFIC STUDENT OFFENSES

A. CHEATING AND PLAGIARISM

1. Cheating, plagiarizing, or turning in another person's papers, projects, electronic-generated products as one's own work or enabling misrepresentation to occur is a violation of the Bellingham School District rules.
2. The inappropriate use of electronic devices to give/obtain answers or to promote or aid in cheating and/or plagiarism or other forms of dishonesty is prohibited.

B. GAMBLING

1. Gambling (playing cards, dice or games of chance) for money or other things of value is prohibited.

C. DANGEROUS OR DISRUPTIVE ITEMS

1. The possession, use, trade or distribution of any item that is capable of inflicting serious bodily harm or causing disruption is strictly prohibited. Examples include, but are not limited to, the following: toys, tools, lighters, laser pointers, firecrackers, handcuffs, shock pens and matches. Also prohibited are any items that the District or building administrator has identified in writing as being prohibited on school district property.

D. GANG BEHAVIOR AND/OR AFFILIATION

1. Students are prohibited from displaying gang membership or affiliation implied through behavior, apparel, activities, acts or other attributes that lead or reasonably could lead to disrupting the educational process.
2. "Gang" means a group, organization or association that consists of three or more persons, has identifiable leadership, and on an ongoing basis conspires and acts in conduct mainly for criminal or disruptive purposes.
3. Students are prohibited from exhibiting behaviors or gestures that symbolize gang membership or planning, organizing, financing, soliciting or threatening the commission of acts that are in violation of laws or district rules. Further, students are prohibited from causing and/or participating in activities that intimidate, cause harassment or affect the attendance of another student.

VI. CORRECTIVE ACTION - SPECIAL EDUCATION STUDENTS

A. OVERVIEW OF CORRECTIVE ACTIONS

A student eligible for special education may be disciplined consistent with the rules that apply to all students. The District shall determine on a case-by-case basis whether discipline that is permitted under Chapter 392-400 WAC and this procedure should be imposed. At the same time, however, students eligible for special education must not be improperly excluded from school for disciplinary reasons that are related to their disability or related to the District's failure to implement their IEP.

A student who has not yet been officially designated as being eligible for special education may nonetheless assert the protections of a student eligible for special education if the District had knowledge that the student was eligible for special education before the behavior that precipitated disciplinary action occurred. The District is deemed to have had knowledge if:

1. The parent expressed concern in writing (or orally if the parent does not know how to write or has a disability that prevents a written statement) to District supervisory or administrative personnel or a teacher that the student is in need of special education and related services;
2. The parent requested that the student be evaluated for special education services; or
3. The teacher or other school personnel has expressed specific concern about a pattern of behavior demonstrated by the student to the director of the special education department or to other supervisory staff.

B. EMERGENCY REMOVAL AND SHORT-TERM SUSPENSION

The procedures for emergency removal from a classroom and short-term suspension are generally the same for students eligible for special education as they are for all students. No additional procedures need to be followed unless the action taken, when added to any previous removals or suspensions exceeds ten (10) days total for the year. If the ten (10) day limit will be ~~is~~ exceeded, follow the procedures found in Administrative Procedure 2161P.

C. LONG-TERM SUSPENSION/EXPULSION

The imposition of a long-term suspension or expulsion of a student eligible for special education would constitute a change of placement and an IEP Team meeting must be held and the IEP Team should follow the procedures found in Administrative Procedure 2161P.

D. EMERGENCY EXPULSION

If the behavior of a student eligible for special education is such that his/her presence creates an immediate or continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process, the student may be sent home for periods not to exceed ten (10) consecutive school days. If a student is sent home for more than ten (10) consecutive school days, this action would constitute a change in placement and require the convening of the IEP team, which would follow the procedures in Administrative Procedure 2161P. When a student eligible for special education-emergency expelled, the Special Education Department must be notified within twenty-four (24) hours.

E. IEP DISCIPLINE PLANS

Within the IEP development process, a plan may be agreed upon for the discipline of a specific behavior in order to reach behavioral goals. The "Student Rights and Responsibilities Rules" found in the student handbooks of each school are not to be invoked when the action being taken is called for by the behavioral plan in the IEP.

F. CORRECTIVE ACTION FOR STUDENTS WITH 504 PLANS

Corrective action for students with 504 plans (individualized education plans pursuant to Section 504 of the 1973 Rehabilitation Act) should follow the same basic procedures outlined for students eligible for special education. Although Section 504 does not require the provision of an alternative education setting during disciplinary action, it does require review by the 504 team of the plan and determination as to its appropriateness.

G. SPECIAL EDUCATION - CORRECTIVE ACTION CHECKLIST

CHECKLIST	COMMENTS
1. Does this student have an IEP, or has the student been referred or considered for a Special Education evaluation, or is the student suspected of needing special education services? If the answer is no, regular discipline procedures apply and you need go no further with this list.	
2. What is the student's qualifying disability?	
3. What is the behavior for which disciplinary action is being considered?	
4. Are behavioral goals and objectives listed in the student's IEP?	
5. Is the behavior an immediate and continuing danger to the student, other students, or personnel, or does it constitute an immediate and continuing threat of substantial disruption of the educational process? If the answer is yes, refer to the Emergency Expulsion section.	
6. If the misconduct warrants a short-term suspension or lesser discipline, has the special education teacher and the principal/designee determined that the misconduct is not related to, or an element of, the student's qualifying disability? If the answer is yes, short-term suspension or lesser discipline may be imposed.	
7. If the misconduct will result in the student having been removed for more than 10 days in the school year has the principal/designee called an IEP team meeting.	
8. Has the IEP team determined the following: a. Is the student's behavior a manifestation of, or related to, the student's qualifying disability? b. Does the student's behavior indicate the need for a change of placement? c. Does the student's behavior indicate the need for a change of reassessment? d. Would the disciplinary sanction deny the student a free and appropriate education?	
9. If the IEP team determines that the student's behavior is related to the qualifying disability or suggests the need for a reassessment or change in placement, has the IEP team determined the need for: a. Revising the IEP; b. Changing the student's placement; or c. Re-evaluating the student.	
10. Have the parents been sent a written statement with the results of the IEP team meeting?	
11. Have all procedures been documented and recorded for possible use at a later time?	
12. Are there other considerations?	

H. SPECIAL EDUCATION CORRECTIVE ACTIONS SUMMARY

Sanction	Steps to Follow	Special Considerations
Short-Term Suspension	1. May be imposed unless the action taken exceeds ten (10) days total, in which case follow the steps for long-term suspension.	Letter home - Suspension letter in primary language when feasible. Copy to student, parent, file, primary teacher, Student Services Administrator
Long-Term Suspension/ Expulsion	1. Follow Administrative Procedure 2161P	Certified Letter home - Long-term Suspension or Expulsion letters Copy to student, parent, file, primary teacher, Student Services Administrator
Emergency Expulsion	1. Determine if the behavior is an immediate danger to the student, other students, school personnel or an immediate threat of substantial disruption of the educational process. 2. Call the Director of Special Education to notify her or him of the Emergency Expulsion. 3. Follow Administrative Procedure 2161P.	Certified Letter home - Emergency Expulsion letter Copy to student, parent, file, primary teacher, Student Services Administrator

VII. DISTRICT DRESS CODE

A. GENERAL ATTIRE GUIDELINES

Students' choices in matters of dress should be made in consultation with their parents. Student dress shall be regulated when, in the judgment of school administrators, there is reasonable belief that:

1. The student's dress or appearance presents a health or safety hazard;
2. The student's dress or appearance will cause damage to school property; or
3. The student's dress or appearance will cause a material and substantial disruption of the educational process.

For the purpose of this procedure, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes, but is not limited to, the use of attire that has references to sex, drugs, alcohol, violence, racism, sexism, tobacco, or the use of profanity.

B. RECOMMENDED GUIDELINES FOR SANCTIONS

The following sanctions are often appropriately imposed for violations of the District's dress code:

1. First Offense

The student will be asked to change clothes (get clothes from home, change into other clothes they might have at school that are appropriate, turn their shirt inside-out, etc.).

2. Subsequent Offense(s)

Follow sanctions for "Defiance of School Authority" or "Willful Disobedience."

VIII. TRANSPORTATION RULES AND SANCTIONS

A. TRANSPORTATION RULES

1. The bus driver is in full charge of the bus and students.
2. Students crossing roads must do so under the direction of the bus driver and cross only in front of the bus.
3. Students must observe classroom conduct, be courteous, and not use profanity, or engage in teasing, name calling, or physical abuse.
4. Students must keep the bus clean, and may not eat or chew gum on the bus.
5. Students must remain seated at all times, keeping their head, hands and feet inside the bus.
6. Students are not allowed to take pets, animals or hazardous objects on the bus.

B. TRANSPORTATION SANCTIONS

The following sanctions are often appropriately imposed for violations of the District's transportation rules:

1. Verbal Warning
The bus driver reviews behavior expectations with the student and identifies the bus rule that has been violated.
2. First Written Offense
The bus driver assigns the student to a specific seat for one (1) week and writes the first discipline report. The school official contacts parents by phone or mail.
3. Second Written Offense
The bus driver writes the second discipline report; the student is denied riding privileges for *three* (3) days; a conference is held with the parent(s) or guardian(s), as needed (attended by the principal or designee, transportation supervisor, etc.)
4. Third Written Offense
The bus driver writes the third discipline report; the student is denied riding privileges for a period of time ranging from five (5) days to the remainder of the semester.

When disciplinary action has been taken, the principal will transmit the completed *pink copy* of the conduct report to the Transportation Department within *three* (3) school days. In the case of a suspension, the Transportation Department must be notified on the day of the suspension.

Administrators, the Transportation Supervisor, and the District Readmission Officer may modify or grant exceptions to these sanctions in cases involving extenuating or exceptional circumstances, after considering the background of the individual student, or after considering the nature and circumstances of the violation.

C. GRIEVANCES AND APPEALS

Grievances concerning transportation sanctions may be made to the Transportation Manager. The manager will arrange an informal meeting in a timely manner between the parent(s) or guardian(s), the bus driver, the principal, and the student to resolve the grievance. Parent(s) or guardian(s) may appeal the findings of this meeting to the Assistant Superintendent of Business and Operations.

PART II

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

Prohibition of Harassment, Intimidation and Bullying

Policy 3207

The District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. It is the policy of the Bellingham School District to prohibit harassment, intimidation and bullying, by any means, including, but not limited to, electronic, written, oral or physical acts, either direct or indirect, that interfere with a student's education, threaten the overall educational environment, and/or disrupts the operation of the school. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, gender orientation, pregnancy, marital status, mental or physical disability), or other distinguishing characteristics. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status.

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. Other inappropriate behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the educational environment and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive educational environment, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 5013, Sexual Harassment.

Prohibition of Harassment, Intimidation and Bullying

Procedure 3207

A. Introduction

Bellingham School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

B. Definitions

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

Harassment, intimidation or bullying is an intentional electronic, written, verbal, or physical act that:

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

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. A sample form is provided on the Office of Superintendent of Public Instruction's (OSPI) School Safety Center website: www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx.

Retaliation is when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

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

C. Relationship to Other Laws

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 – Harassment, Intimidation and Bullying
- RCW 28A.640.020 – Sexual Harassment
- RCW 28A.642 – Prohibition of Discrimination in Public Schools
- RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

D. 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. The district's policy and procedure will be available in each school in a language that families can understand.

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

Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

2. Education

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a web-based 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 the use of the district's Incident Reporting Form.

4. Prevention Strategies

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.

Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

E. 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 Incident Reporting Forms, discipline Referral Forms, and letters to parents 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 procedure 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 receive annual fall training.
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 or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student. A sample student safety plan is available on the OSPI website: www.k12.wa.us/SafetyCenter/default.aspx.

F. Staff Intervention

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

G. Filing an Incident Reporting Form

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or 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 or bullying may report incidents verbally or in writing to any staff member.

H. Addressing Bullying – Reports**Step 1: Filing an Incident Reporting Form**

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her 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 aggressor 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 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 aggressor 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 names, 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 agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Step 2: Receiving an 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 or bullying shall 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 or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on a district 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 or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

- a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, 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 or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.
- c. Within two (2) school days after receiving the 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 complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.
- e. The investigation shall include, at a minimum:
 - An interview with the complainant;
 - An interview with the alleged aggressor;
 - A review of any previous complaints involving either the complainant or the alleged aggressor; and
 - 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 practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.
- h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor 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 complainant to file an appeal if the complainant 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 complainant and alleged aggressor 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 complainant or the alleged aggressor to involve his or her family. If professional

school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow district policy for reporting suspected cases to Child Protective Services.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

Step 4: Corrective Measures for the Aggressor

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to district policy *3200 Student Rights and Responsibilities*. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

Step 5: Targeted Student's Right to Appeal

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council'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 or 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 or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district policy *3200 Student Rights and Responsibilities*.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider schoolwide training or other activities to address the incident.

If staff have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination. 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 include the loss of contracts.

Step 7: Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

I. Immunity/Retaliation

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

J. 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. However, 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. An harassment, intimidation or bullying complaint may also be reported to the following state or federal agencies:

- OSPI Equity and Civil Rights Office
360.725.6162
Email: equity@k12.wa.us
www.k12.wa.us/Equity/default.aspx
- Washington State Human Rights Commission
800.233.3247
www.hum.wa.gov/index.html
- Office for Civil Rights, U.S. Department of Education, Region IX
206.607.1600
Email: OCR.Seattle@ed.gov
www.ed.gov/about/offices/list/ocr/index.html
- Department of Justice Community Relations Service
877.292.3804
www.justice.gov/crt/
- Office of the Education Ombudsman
866.297-2597
Email: OEOinfo@gov.wa.gov
www.governor.wa.gov/oeo/default.asp
- OSPI Safety Center
360.725-6044
www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx

K. 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 or bullying as defined herein, but which are, or may be, prohibited by other district or school rules.

The Bellingham School District is committed to a safe and productive educational environment for students, free from intimidation and harassment. The District shall provide equal educational opportunities and treatment for students in all aspects of the academic and co-curricular programs. Harassment of any student based upon but not limited to race, color, gender, religious beliefs, creed, ancestry, national origin, or disability is unacceptable. Harassment occurs when these or other student characteristics are: 1) a stated or implied factor affecting an individual's opportunity to obtain an education; 2) a factor in an academic, co-curricular, or other school-related decision affecting an individual; or 3) present in conduct or communication which substantially interferes with an individual's educational performance or creates an intimidating, hostile, or offensive educational environment.

Harassment is characterized by behavior that threatens to cause injury, property damage, physical confinement or restraint of the person threatened, inappropriate physical contact, or any other act which substantially threatens the physical, mental, or educational well being of the person threatened. Such conduct, whether committed in the educational environment by student to student or adult to student, is specifically prohibited.

Engaging in harassment in the educational setting will result in discipline or other appropriate sanctions against offending students, staff, or others. Other persons who engage in harassment on school property or at school activities may have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes a complaint of harassment, or assists or cooperates in the investigation of a harassment complaint, is prohibited and will result in appropriate discipline.

It is a violation of this policy to knowingly report false allegations of 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 harassment.

The intent of these procedures is to secure equitable solutions to justifiable harassment complaints and, whenever possible, to cause harassment to end. The District will take prompt action within its authority on complaints alleging harassment that come to the attention of the District. Allegations of criminal misconduct will be promptly reported to law enforcement, and suspected child abuse will be reported immediately to law enforcement or Child Protective Services. Disciplinary action will be consistent with any District policy, applicable collective bargaining agreement, and state and federal law.

Students, parents, guardians, staff, or other individuals acting on behalf of students of the District are eligible to participate in the harassment complaint procedures. The District will take all complaints of harassment seriously and will act to investigate all complaints. Any student, employee, volunteer, parent, or guardian who believes that a student has been subjected to harassment in the educational environment or in connection with his or her status as a student is strongly encouraged to bring the complaint to the immediate attention of his or her principal or the Director of Student Services.

For the purposes of this policy: 1) a "complaint" shall mean a charge alleging specific acts, conditions or circumstances which are alleged to constitute harassment; 2) a "respondent" shall mean the person alleged to be responsible for the harassing behavior stated in the complaint; and 3) a "complainant" is the person who reports the complaint, either the victim or another party acting on behalf of the victim.

Student-to-Student Harassment Complaints:

Student-to-student harassment in an educational setting usually provides an opportunity for staff to educate the students involved. Whenever possible, it is important to educate the harasser in ways that will lead to elimination of such behavior and to educate the victim to increase his/her ability to deal with harassing behavior effectively. The goal is to eliminate harassment in the educational setting by increasing student awareness and understanding.

When the alleged victim(s) and respondent(s) are students, the complainant should report alleged incidents of harassment orally or in writing to the principal, assistant principal or designated staff member at the alleged victim's school. Staff members shall promptly forward the complaint to the principal or assistant principal and provide him or her with any information that might be germane to the investigation.

- The principal or assistant principal shall investigate the complaint promptly and determine if it is justified. If the complaint is justified, appropriate discipline as defined in Policy 3200 will be administered. If the principal or assistant principal determines that the alleged behavior will result in suspension or expulsion, s/he shall report to the Director of Student Services as soon as possible. If the principal or assistant principal determines the complaint is not justified, it will be dismissed.
- The complainant will be informed by the principal or assistant principal of the decision and rationale, and of the right to appeal to the Assistant Superintendent for School Improvement if s/he disagrees with the decision. The appeal must be filed with the Assistant Superintendent's office in writing within two weeks of the principal's or assistant principal's decision.
- Upon receiving the written appeal, the Assistant Superintendent or designee will review the complaint and the response, and will render the final decision in writing to the complainant.

Adult-to-Student Harassment Complaints

- Adult-to-student harassment complaints shall be made to either the alleged victim's principal or the Administrator for Personnel/Staff Relations. The complaint may be made orally or in writing. If the complaint is initiated with the Administrator for Personnel/Staff Relations s/he shall promptly inform the principal.
- If a staff member, non-staff member, volunteer, or student teacher is the alleged respondent, the principal shall consult promptly with the Administrator for Personnel/Staff Relations to determine the appropriate procedures for processing the complaint in accordance with District policy, any applicable collective bargaining agreement, and state and federal law.
- The principal and/or Administrator for Personnel/Staff Relations shall promptly investigate the complaint. If the complaint is determined to be justified, the principal and/or Administrator for Personnel/Staff Relations shall recommend disciplinary action, if any, which is consistent with District policy, any applicable collective bargaining agreement, and state and federal law. If the principal and/or Administrator for Personnel Services determines the complaint is not justified, it will be dismissed.
- The principal, Administrator for Personnel/Staff Relations or other appropriate District official shall inform the complainant of the decision and rationale and of the right to appeal. The appeal must be filed in accordance with District policy, any applicable collective bargaining agreement, and state and federal law.

PART III

USE OF TECHNOLOGY / ELECTRONIC RESOURCES

Student Electronic Resources

Policy 3022

The Bellingham School District 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 and that access to technology resources and the skills students develop play an important part in the learning process and the success of students in the future.

Therefore, the Bellingham School District will use electronic resources as a means for students to learn core subjects and apply skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for the purpose of advancing the educational mission of the district. The district's technology will enable students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The Superintendent shall develop procedures in support of this policy.

Student Electronic Resources

Procedure 3022

These procedures are written to support the Electronic Resources Policy of the Board of Directors and to promote positive and effective digital citizenship among students and staff. 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 students' behavior with technology are no different than face-to-face interactions.

Network

The district network includes wired and wireless computers and peripheral equipment, servers, document cameras, cameras, video projectors, files and storage, e-mail and Internet content (blogs, Web sites, Web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network and technology equipment must support education and research and be consistent with the mission of the district.

Students are required to follow acceptable practices when using the District's technology resources and the network.

ACCEPTABLE USE OF TECHNOLOGY

Acceptable network use by district students includes:

- The creation of files, projects, videos, Web pages and podcasts using network resources in support of school related work and educational research;
- The participation in blogs, wikis, bulletin boards, social networking sites and groups, and the creation of content for podcasts, e-mail and Web pages that support school related work and/or educational research;
- With parental consent, the online publication of original student work. Sources outside the classroom or school must be cited appropriately;
- The student use of the network for incidental personal use in accordance with all district policies and guidelines;
- The connection of student-owned electronic devices to the district network after checking with a teacher or authorized District employee to confirm that the device is equipped with up-to-date virus software, has a compatible network card, and is configured properly. Students are reminded that the connection of any personal electronic device to the District's network is subject to all guidelines in this document.

UNACCEPTABLE USE OF TECHNOLOGY

Students should not use District technology inappropriately. Some examples of unacceptable technology or network use by students include but are not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- The inappropriate downloading, installation, and use of games, audio files, video files, operating system or applications software (including shareware or freeware);
- Support of, or opposition to, ballot measures, candidates, or any other political activity;
- Engaging in practices that threaten the network such as hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, or time bombs and changes to hardware, software, or monitoring tools;
- Attempts (successful or not) to gain unauthorized access to other district computers, networks, or information systems or servers;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent, or stored online, that could endanger others (e.g., bomb construction, drug manufacture, etc.);
- Promoting, supporting or celebrating religion or religious institutions (i.e. proselytizing of a religious belief);
- Accessing, uploading, downloading, storing or distributing obscene, pornographic or sexually explicit material; and
- Attaching unauthorized and/or unapproved electronic devices to the district network or district electronic devices.

Students using district-provided electronic devices that connect to satellite, Bluetooth, or other networks outside the district are subject to this procedure.

Students may be held responsible for any costs incurred by the district due to inappropriate use and the District reserves the right to contact law enforcement when deemed appropriate to do so.

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, miss-deliveries or service interruptions caused by the user's own negligence, inappropriate use of the district's computer network, 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**

- Students should not reveal their own personal information, including a home address and phone number, on Web sites, blogs, podcasts, videos, wikis, personal home e-mail or as content on any other electronic medium.
- Students shall not reveal the personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or district Web site if the student's parent/guardian has restricted the release of directory information using the Restriction of Release of Directory Information form according to district policy. See Board Policy 3600, Student Records.
- If students encounter dangerous or inappropriate information or messages, they should notify an appropriate school authority.

OPT-OUT PROCEDURE AND FORM 3022F

Parents/guardians may choose to restrict their children's use of district network resources by signing Opt-Out Form 3022F. The Opt-Out Forms are required to be updated annually by the parent/guardian and remain in effect from September 15 – September 15 each year. Completion of this form will affect a child's ability to access electronic instructional resources. Internet access on district/school computers and electronic devices is already restricted to approved instructional Web sites and learning resources.

FILTERING AND MONITORING

Filtering software is used to block or filter access to all child pornography and access to visual depictions that are obscene in accordance with the Children’s Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes “other objectionable” material is a district decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites.
- Any attempts to defeat or bypass the district’s Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings, and any other techniques designed to evade filtering or enable the publication of inappropriate content.
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes.
- The district will provide appropriate adult supervision of Internet use with reasonable consideration given to the age, grade and maturity level of each student.
- Staff members are asked to supervise students, control electronic equipment, or have occasion to observe student use of said equipment online must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district.
- Students should report inappropriate use of technology to the appropriate school authority.
- A staff member is required to report inappropriate use of technology to their administrative supervisor.

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. See Board Policy 2025, Copyright Compliance.

All student work is copyrighted. Permission to publish any student work requires permission from the parent, guardian, or adult student. See Board Policy 3220, Student Publications, Performances, and Media Materials.

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 and staff are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user’s account;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the “remember password” feature of Internet browsers, and
- 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:

- The network;
- User files and disk space utilization;
- User application and bandwidth utilization;

- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail 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 electronic information is subject to the public records disclosure laws of the State of Washington.

USE OF ELECTRONIC DEVICES (E.G., CAMERAS, CELL/SMART PHONES OR HANDS-FREE DEVICES, ETC.)

Schools currently address the appropriate use of electronic devices such as cell phones in student handbooks and code of conducts.

Use of cameras, including those in cell phones or other electronic devices, is prohibited in restrooms and locker rooms.

Use of cameras, including those in cell phones or other electronic devices, to copy tests or copy other protected, sensitive or secure material is prohibited.

A work group of staff is currently reviewing model procedures to determine if a common district procedure is necessary.

DISCIPLINARY ACTION

All users of the district's electronic resources are required to comply with the district's policy and procedures. Parents may restrict access of their children to district e-mail and Internet access by signing an annual "opt-out" form. Students who use district technology and who do not have the "opt-out" form on file are deemed to fully understand these technology and network expectations on the use of electronic resources and accept the conditions for its use. Violation of any of the conditions of use explained in these procedures may result in disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges. See Board Policy 3200, Student Rights and Responsibilities.

Introduction

We are pleased to offer students of the Bellingham Public Schools access to the district computer network resources, electronic mail and the Internet. Parents, please review this document carefully, with your son/daughter. Families have the right to restrict the use of Internet and e-mail by completing this form and returning it to your school. The request for restriction is recorded in the student information system, and the form is kept on file. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's Library Media Specialist.

OPT-OUTS remain in effect for the current school year.
If no documentation is on file, it will be assumed that permission for Internet and e-mail usage has been granted.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege—not a right—and entails responsibility. As such, general school rules for behavior and communications apply and users must comply with district standards. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

District staff may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

Internet / E-mail Access

Access to the Internet and e-mail will enable students to use thousands of libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Bellingham School District supports and respects each family's right to decide whether or not to restrict access (see reverse side).

Publishing to the Internet

Parents, your daughter or son's work may be considered for publication on the Internet, specifically on his/her school's web site. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/guardian.

Photos of students may be published on school/district web sites, illustrating student projects and achievements. In addition, your daughter or son's full name may be considered for publication on his/her school's web site. If published, his/her name will appear on pages with a clear school related purpose and will be included to further instructional and/or co-curricular activities. Permission for such publishing does not grant permission to share any other information about your son/daughter, beyond that implied by their inclusion on the web page(s). **If you do not want your child's work, photo or name to be published on the web site**, please indicate this on the RESTRICTION OF RELEASE OF DIRECTORY INFORMATION, which can be found in the Family Handbook mailing or on the district web site at www.bellinghamschools.org

Unacceptable network use includes but is not limited to:

- Sending, storing or displaying offensive messages or pictures;

- Using obscene language;
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian;
- Cyberbullying, hate mail, harassing, insulting or attacking others, discriminatory jokes and remarks;
- Damaging or modifying computers, computer systems or computer networks: downloading, installing and using games, audio files, video files or other applications including shareware or freeware without permission to do so;
- Violating copyright laws;
- Sharing or using others' logons or passwords or other confidential information;
- Trespassing in others' folders, work or files ;
- Intentionally wasting limited resources;
- Posting information, sent or stored, online that could endanger others;
- Employing the network for nonacademic, personal, commercial, political purposes, financial gain, or fraud;
- Attaching unauthorized equipment to the district network.

Violations may result in a loss of access (Board Policy and Procedures 3200, Student Rights and Responsibilities). Additional disciplinary action may be determined at the building level. When applicable, law enforcement agencies may be involved.

Parent/Guardian Opt-Out:

Check below if you **DO NOT** want your student to have access to one or more of the following:

- E-mail systems
- Internet*

OPT-OUTS remain in effect for the current school year.

If no documentation is on file, it will be assumed that permission has been granted for access to the Internet and e-mail usage.

Student Name _____ School _____ Grade _____

Parent/Guardian Signature _____ Date _____

* The District currently has filters in place consistent with federal regulations like the Children's Internet Protection Act (CIPA) when granting access to any student. (Checking this box would further limit your student's internet access.)

PART IV

OTHER IMPORTANT POLICIES

Equal Educational Opportunity: Nondiscrimination

Policy 3210

It is the policy of the Bellingham School District to provide an educational environment free from discrimination and shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regards to gender, race, religion, creed, color, national origin, sexual orientation including gender expression or identity, the presence of physical, sensory, mental disabilities, or the use of a trained dog guide or service animal by a person with a disability or any other basis prohibited by law. District programs shall be free from sexual harassment.

The Superintendent shall provide for the annual evaluation, periodic surveys, annual notice and complaint procedures as required by law to ensure that there is in fact equal opportunity for all students in the District.

The Superintendent shall designate a staff member to serve as Title IX/Equal Educational Opportunity Officer.

Equal Educational Opportunity: Nondiscrimination

Procedure 3210

To ensure fairness and consistency, the following review procedure shall be used with regard to problems covered by state and federal equal educational opportunity laws.

- A. Unless determined differently by the Superintendent, the District's Title IX Officer shall investigate all written noncompliance allegations of discrimination.
- B. The allegations of discrimination shall:
 - 1. Be in writing.
 - 2. Be signed by the complaining party.
 - 3. Set forth specific acts, conditions or circumstances alleged to be in violation of the District's obligations with regard to discrimination.
 - 4. Be filed with the Superintendent or Title IX Officer as soon as possible, but no later than thirty (30) calendar days following the alleged discrimination.
- C. Upon completion of the investigation, the Title IX-Officer or assigned investigator shall 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 complaining party prior to the submission of a full written report.
- D. The Superintendent shall respond in writing to the complaining party within thirty (30) calendar days following receipt of the written complaint.
- E. The response by the Superintendent shall state either:
 - 1. The School District denies the allegations contained in the complaint received, or
 - 2. The nature of such reasonable corrective measures deemed necessary to eliminate any such act, condition or circumstance within the District.
- F. Any corrective measures deemed necessary shall 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 complaining party.
- G. In the event a complainant remains aggrieved as a result of the action of inaction of the Superintendent, said complainant may appeal to the School District Board of Directors by filing a written notice of appeal with the secretary of the Board of Directors on or before the tenth day following:

Equal Educational Opportunity: Nondiscrimination (Continued)**Procedure 3210**

1. The date upon which the complainant received the Superintendent's response, or
 2. The expiration of the thirty (30) day response period in Section D above, whichever occurs first.
- H. Upon receipt of an appeal, the Board of Directors shall schedule a hearing to commence on or before the twentieth day following the filing of the written notice of appeal.
1. Both parties shall be allowed to present such witnesses and testimony as the Board of Directors deems relevant and material.
 2. The Board of Directors shall render a written decision on or before the tenth day following the termination of the hearing and shall provide a copy to all parties involved.
- I. In the event a complainant remains aggrieved with the decision of the Board of Directors, said complainant may appeal the Board's decision to the Superintendent of Public Instruction. A notice of appeal must be received by the Superintendent of Public Instruction on or before the tenth day following the date upon which the complainant received written notice of the Board's decision.

Implementation of Section 504 of the Rehabilitation Act of 1973**Policy 3211**

It is the policy of the Bellingham School District to identify, evaluate, and provide an appropriate public education to students who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973.

Implementation of Section 504 of the Rehabilitation Act of 1973**Procedure 3211**

It is the purpose of these procedures to provide a framework for the district's compliance with the requirements of Section 504 of the Rehabilitation Act of 1973.

Section 504 of the Rehabilitation Act of 1973 is a civil rights law which protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. A child is a "qualified disabled person" under Section 504 if he or she (1) has a physical or mental impairment that substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working), has a record of such an impairment, or is regarded as having such an impairment; and (2) is (i) of an age during which students without disabilities are provided educational services by the District, (ii) is of any age during which it is mandatory under state law to provide such services to disabled students, or (iii) to whom a state is required to provide a free appropriate public education under the Individuals with Disabilities Education Act.

A physical or mental impairment means (A) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito urinary; hemic and lymphatic; skin; and endocrine; or (B) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication or equipment.

ANNUAL NOTIFICATION

A. All students, parents and employees shall be notified of their right to equal employment and/or educational opportunity and the right to be free from unlawful discrimination because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or physical, mental or sensory handicap.

B. The parents of any student with disabilities as defined by 34 CFR 104.3(j) shall be notified of the district's responsibility under Section 504.

CHILD FIND

Activities shall be conducted annually for the purpose of identifying and locating all qualified children with disabilities in the district's geographic area who are not receiving a public education.

EVALUATION

A. Anyone who suspects that a student may be eligible for services under Section 504 should refer the student to the principal of the school the student attends or, if the student is not in school, to the principal of an appropriate school in the geographic area in which the student lives. Once the referral has been made, the following should be done at the building:

1. Document the referral indicating the source of the referral, date and reason for the concern.
2. Gather all available information on the student including relevant health data.
3. Designate a building team composed of, at minimum, one of the student's teachers (and/or the student's counselor), a building administrator and persons knowledgeable about the student, the meaning of evaluation data and service options.

B. The team should conduct an evaluation meeting which includes; completing an appropriate student file review, determining the need for further assessment and consulting with teachers, parents, professionals and/or the student. One of three decisions can be made:

1. The student does not appear to have a disability under Section 504. The screening results as well as any recommendations will be given to the referral source. The parents shall be given written notice that the student does not qualify.
2. Additional information is needed in order to make a decision. The building eligibility team will document what additional information is required to make its decision. The student may need to be referred to the Department of Special Education for further assessment.
3. The student is a qualified disabled person under Section 504. The team will document this decision. A student accommodation plan shall be developed by the building team plus any additional staff considered appropriate.

When evaluating the student, the team shall ensure that:

- (1) Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer;
- (2) Tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single general intelligence quotient; and
- (3) Tests are selected and administered so as best to ensure that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).

STUDENT ACCOMMODATION PLAN

An accommodation plan is a document developed by a team of district staff with the intent of guiding a building in *accommodating* to the individual needs of an eligible student. The following process should be used in determining eligibility and, if necessary, the development of a student accommodation plan.

A student accommodation plan shall be designed to provide an appropriate education pursuant to Section 504. An appropriate education is the provision of regular or special education and related aids and services that (i) are designed to meet individual educational needs of handicapped persons as adequately as the needs of nonhandicapped persons are met and (ii) are based upon adherence to Section 504's procedures.

In interpreting evaluation data and making placement decisions, the building team shall

1. Draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior
2. Ensure that information obtained from all such sources is documented and carefully considered
3. Ensure that the placement decision is made by a group of persons, including persons knowledgeable about the child, the meaning of the evaluation data, and the placement options.
4. Ensure that the placement decision reflects participation in the least restrictive environment.

C. A case manager shall be designated to monitor the implementation of the plan and the progress of the student, and to assure that the student is periodically reevaluated and the plan is reviewed by those staff responsible for the student's educational process. The case manager shall provide a copy of the accommodation plan to the individuals responsible for implementing the student's related aids and services.

PARTICIPATION IN THE LEAST RESTRICTIVE ENVIRONMENT

1. Academic setting. To the maximum extent appropriate to the needs of disabled students, the District shall educate disabled students with non-disabled students. In order to remove a child from the regular educational environment, the District must demonstrate that education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily for the disabled student. Whenever the District places a student in a setting other than the regular education environment pursuant to this paragraph, it shall take into account the proximity of the alternate setting to the student's home.

2. Non-academic setting. In providing or arranging for the provision of non-academic and extra-curricular services and activities, including meals, recess periods, and the services and activities set forth in 34 CFR 104.37, the District shall ensure that disabled students participate with non-disabled students in such activities and services to the maximum extent appropriate to the needs of the disabled student in question.

PARENTAL INVOLVEMENT

The District shall obtain the consent of parents or guardians before conducting an initial evaluation of a student. The District will notify parents or guardians of the evaluation results and any programming and placement recommendations. The District will notify parents or guardians before initially placing a disabled student, conducting subsequent evaluations of the student, or implementing a significant change in the student's placement. The District shall notify parents or guardians of their right to review and challenge the District's program and placement decisions if they disagree with them. Section 504 does not give parents the right to participate in a meeting during which their child's program is designed and placement is determined, as does the IDEA. However, this practice is strongly recommended.

The District shall provide the following procedural safeguards to parents:

1. Notice of their rights;
2. An opportunity to examine relevant records;
3. An impartial hearing may be initiated by either the parents/guardian or the school district, with opportunity for participation by the student's parents or guardian. The student/parent is entitled to have representation by legal counsel; and
4. A review procedure.

GRIEVANCE PROCEDURE

In order to provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504, the following grievance procedure is established:

A. Filing

A complaint must be filed in writing with the district's compliance officer. The complaint must contain the name and address of the person filing it, briefly describe the alleged discriminatory action, and identify the date the action occurred and the name(s) of the person(s) responsible.

The complaint must be filed within ten working days after the complainant becomes aware of the alleged discrimination.

The Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.

B. Investigation

Unless the matter can be promptly resolved informally, an investigation will be conducted with respect to all timely filed complaints which raise issues under Section 504. The investigation shall be conducted by an impartial person designated by the district. These rules contemplate informal but thorough and impartial investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the person conducting the investigation and a copy forwarded to the complainant no later than twenty working days after its filing.

C. Maintenance of Records

The district's compliance officer shall maintain the files and records relating to the complaints filed.

D. Reconsideration

The complainant can request a reconsideration of the case in instances where he or she dissatisfied with the resolution. The request for reconsideration must be made within five days and submitted in writing to the Office of the Superintendent of the Bellingham School District.

E. Use of Other Remedies

The right of the person to a prompt and equitable resolution of the complaint filed under these procedures shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the responsible federal department or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

COMPLIANCE OFFICER

The superintendent shall appoint a 504 compliance officer to aid in the enforcement of Section 504 and these procedures.

Student Publications, Performances, and Media Materials	Policy 3220
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Expression of student opinion is an important part of education in a democratic society. Students' written expression of opinion on school premises is to be encouraged, consistent with schools' character as limited forums established and operated for defined and required educational purposes.

Publications and distribution of student-produced materials may not cause disruption of, or interference with, school activities, and shall be subject to reasonable time, place, and manner restrictions defined in procedures for this policy. Such publications and materials may not be distributed on school property by non-students or non-employees of the District. Improper distribution, or distribution of inappropriate materials, may be halted and the materials confiscated. In addition, students responsible for the distribution of materials in violation of these provisions will be subject to corrective action or punishment consistent with student discipline policies, as described in Policy 3200/3200P.

Distribution of printed materials that are not written entirely by students or that contain more than 15% of the total publication as commercial advertising shall be governed by Policy 4320, which regulates distribution to students of materials prepared by non-students.

Student performances (e.g. drama productions, dances, etc.), school-sponsored materials, and students' independently prepared materials must meet the following criteria: They may not be defamatory, indecent, vulgar, or invasive of privacy; may not advocate the violation of law; may not advocate or promote tobacco or alcohol products, illegal drugs, drug paraphernalia, or otherwise encourage actions which endanger the health and safety of students; may not demean individuals or groups on the basis of racial, ethnic, religion, disability, or sexual characteristics in a manner likely to cause disruption or amounting to illegal harassment; and may not violate any other limitation imposed by law.

Student publications, performances, and media productions produced as part of the school's official curriculum or with the support of the Associated Student Body (ASB) fund are intended to serve as vehicles for instruction and student communication. They are operated and substantially financed by the District.

Material appearing in such publications, performances and media materials should reflect all areas of student interest, including topics about which there may be controversy and dissent. A variety of viewpoints should be presented in publications or other school sponsored materials. Controversial issues may be presented provided that they are treated in depth. Schools retain editorial control of the content of such materials.

The superintendent is directed to develop procedures that ensure that school-sponsored student publications, performances, and other media productions are subject to review in order to meet these expectations.

Student publications and materials produced entirely by students outside of the school or its official curriculum may be distributed on school premises in accordance with procedures which accompany this policy. Such procedures may impose reasonable restrictions on the time, place, and manner of distribution or circulation of substantial quantities of printed materials or the posting of such materials on school property.

These procedures identify the limits on the content for student performances and productions and distribution of materials. Direction is also given on the time, place, and manner of distribution or circulation of substantial quantities of printed materials or the posting of such material on school property.

Students who create publications or materials which are inappropriate under Policy 3220, or whose distribution of any materials is disruptive or inconsistent with the time, place and manner restrictions herein, shall be subject to student discipline measures, consistent with the level of the violation, as described in Policy 3200/3200P.

Official Student Publications, Performances, or Media Productions

Material appearing in such publications, drama productions, or other media should reflect all areas of student interest, including topics about which there may be controversy and dissent. Controversial issues may be presented provided that they are treated in depth. A variety of viewpoints should be presented in printed or media materials. Such material and performances may not be libelous, obscene, or profane; cause a disruption of the school, or District; invade the privacy of others; demean any race, religion, sex, or ethnic group; advocate the violation of the

law, advertise tobacco products, liquor, illicit drugs, or drug paraphernalia; or violate any other limitation imposed by law.

- Review Guidelines
 - For student publications, performances, or media materials, the instructor or advisor will have the primary responsibility for supervising this student work.
 - The building principal has the authority to regulate expression in keeping with the schools' instructional mission and values. The principal may request to review any copy of a publication, a script or text, a performance program, or other media materials prior to the publication or performance. Such copy normally will be returned to the responsible instructor or advisor with a decision within a school day after it has been submitted for review. Disputes over regulation by the building principal may be taken to the superintendent for further consideration.

Independent Publications or Materials Created by Students

The following guidelines are in effect in each school building. Students may:

- Provide a copy to be placed in the school library with other similar materials (e.g., if the publication is a monthly magazine, it could be available as are other monthly periodicals on display and available for review and checkout in the library.)
- Post a copy on identified student informational bulletin board(s) in public areas of the school where it can be viewed by students. Such bulletin boards are regularly monitored for timely announcements and information and are typically cleared once each month.
- Provide copies to students who are interested in receiving a copy at defined location, times and manner. (e.g., set up a table in the cafeteria or other area, arranged by agreement with school administration on reasonable notice, to which students could come and request a copy or where a box of copies is available for students to take a copy from the student author.) Such distribution may not occur in a manner that interferes with circulation in any hallways, entrances, exits or passages, or to or from school buses, or in a manner that pressures uninterested students to take a copy of said material.

Within the concept of free public education, whereby all children are required to attend school, the district shall provide an educational program for the students as free of costs as possible.

The superintendent may approve fees for supplementary supplies or materials or services for which a charge is made to the student so long as the fee is established at a level to defray actual costs, students are free to purchase them elsewhere, or provide reasonable alternatives, and a proper accounting is made of all moneys received by staff for supplies and materials.

In addition to its free half-day kindergarten program offerings, the District may offer full-day kindergarten programs with variable rate tuition based upon the financial ability of parents/guardians to pay tuition charges. Students whose families are unable according to District criteria to pay the charges for the second half day of full-day kindergarten may receive a reduction or waiver of such charges. In accordance with Chapter 28A.215 RCW and RCS 28A.320.015, the District has determined that this will promote the education of kindergarten students and will promote the effective and efficient operation of the District. Funds from the state basic education appropriation and state school transportation appropriation will not be used to operate the second half day of the full-day program.

The board delegates authority to the superintendent to establish appropriate fees and procedures governing the collection of fees and to make an annual report to the board regarding fee schedules at the time of budget adoption. Arrangements shall be made for the waiver or reduction of fees for students whose families, by reason of their low

income, would have difficulty paying the full fee. The USDA Child Nutrition Program guidelines shall be used to determine qualification for waiver.

A student shall be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student's grades, transcripts or diploma may be withheld until restitution is made by payment or the equivalency through voluntary work. The student or his/her parents may appeal the imposition of a charge for damages to the building principal and to the superintendent.

If a student has transferred to another school district that has requested the student's records, but that student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine has been discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

Student fee schedules for individual buildings must be approved on an annual basis. Each building shall submit a report to the Superintendent at the time of their budget request with a list of all student fees to be collected the following school year. The schedule shall indicate the nature of the fee, the type and number of students affected, the amount of the fee, and any change in the amount from the previous year.

In establishing fees for classes, the following guidelines shall be used:

- A fee may be collected for any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of the materials. The district shall furnish materials for those introductory units of instruction where a student is acquiring the fundamental skills for the course. A student must be able to obtain the highest grade offered for the course without being required to purchase extra materials.
- Class registration literature shall describe fees for each class or activity and the process for obtaining a waiver or fee reduction.
- A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the district may be collected.
- Students may be required to furnish personal or consumable items including pencils, paper, erasers, notebooks.
- A fee may be collected for a unit of instruction where the activity necessitates the use of facilities not available on the school premises, and participation in the course is optional on the part of the student. A waiver or fee reduction need not be offered for such activities.
- A fee may be collected from students and non-students as a condition for attendance at any optional non-credit extracurricular event or activities which are of a cultural, social, recreational, or athletic nature.
- Security deposits for the return of materials or equipment may be collected. Provisions shall be made to return the deposit when the student returns the item at the conclusion of the school term.
- A fee may be collected for personal physical education and athletic equipment, apparel and towels or towel service. However, any student may provide his/her own if it meets reasonable requirements and standards relating to health and safety.

- In addition to its free half-day kindergarten program offerings, the District may offer full-day kindergarten programs with variable rate tuition based upon the financial ability of parents/guardians to pay tuition charges. Students whose families are unable according to District criteria to pay the charges for the second half day of full-day kindergarten may receive a reduction or waiver of such charges.

Fees shall not be levied for:

- Field trips required as part of a basic educational program or course where a student is acquiring the fundamental skills for the course or where a student would not be able to obtain the highest grade offered for the course without participating in the field trip.
- Textbooks (non-consumable) which are designated as basic instructional material for a course of study.
- Instructional costs for necessary staff employed in any course of educational program.

Fee waivers and reductions shall be granted to students whose families would have difficulty paying by reason of their low income. The USDA Child Nutrition Program guidelines shall be used to determine qualification for a fee waiver or reduction.

Fines or damage charges may be levied for lost textbooks, library books or equipment. In the event the student does not make proper restitution, grades, transcripts and/or diplomas will be withheld. A student may make restitution through a voluntary work program. If a student has transferred to another school that has requested the student's records without paying an outstanding fine or fee, only records pertaining to the student's academic performance, special placement, immunization history, and discipline actions shall be sent to the enrolling school. This information shall be communicated to the enrolling district within two days and the confirming records shall be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

A charge for lost or damaged materials or equipment may be appealed to the building principal. The building principal's decision may be appealed to the superintendent. Care shall be exercised by advising students and their parents, in writing, regarding the nature of the damages, how restitution may be made, and how a student or his/her parents may request a hearing.

All fees shall be deposited with the business office on a regular basis. Where determined applicable, the respective departments and school shall be credited by the amount of their deposit.

Within the concept of free public education, whereby all children are required to attend school, the district shall provide an educational program for the students as free of costs as possible.

The superintendent may approve fees for supplementary supplies or materials or services for which a charge is made to the student so long as the fee is established at a level to defray actual costs, students are free to purchase them elsewhere, or provide reasonable alternatives, and a proper accounting is made of all moneys received by staff for supplies and materials.

In addition to its free half-day kindergarten program offerings, the District may offer full-day kindergarten programs with variable rate tuition based upon the financial ability of parents/guardians to pay tuition charges. Students whose families are unable according to District criteria to pay the charges for the second half day of full-day kindergarten may receive a reduction or waiver of such charges. In accordance with Chapter 28A.215 RCW and RCS 28A.320.015, the District has determined that this will promote the education of kindergarten students and will promote the effective and efficient operation of the District. Funds from the state basic education appropriation and state school transportation appropriation will not be used to operate the second half day of the full-day program.

The board delegates authority to the superintendent to establish appropriate fees and procedures governing the collection of fees and to make an annual report to the board regarding fee schedules at the time of budget adoption. Arrangements shall be made for the waiver or reduction of fees for students whose families, by reason of their low income, would have difficulty paying the full fee. The USDA Child Nutrition Program guidelines shall be used to determine qualification for waiver.

A student shall be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student's grades, transcripts or diploma may be withheld until restitution is made by payment or the equivalency through voluntary work. The student or his/her parents may appeal the imposition of a charge for damages to the building principal and to the superintendent.

If a student has transferred to another school district that has requested the student's records, but that student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine has been discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

Guidelines for fundraising activities in the Bellingham Public Schools are as follows:

- Fundraising activities must not interfere with the educational program and shall be of direct benefit to the students, school and/or educational process.
- All parties involved in fundraising activities shall be sensitive to the issue of resource equity, with no school or student body being unreasonably advantaged or disadvantaged in comparison to others, i.e., large expenditures for computer labs, staff, or permanent facilities, etc.
- Student/staff participation must be voluntary.
- All parties involved in fundraising shall be sensitive to the demands placed on the community through a multitude of fundraising efforts. Fundraising activities shall be coordinated through building principals to alleviate over burdening the community and its agencies.
- Fundraisers (raffles, etc.) shall adhere to all Gaming Commission regulations.
- Fundraising activities conducted by Associated Student Bodies or subgroups thereof will involve the ASB Bookkeeper to ensure compliance with ASB accounting requirements.
- Single fundraising activities in excess of \$5,000 and approved by a principal, must be submitted by the principal to the superintendent for approval. Application for approval must include:
 - group(s) involved
 - intended use(s) for the funds
 - purpose of the use(s)
 - manner in which the funds are to be solicited
- All equipment and materials donated from funds raised under these guidelines shall become the property of the Bellingham Public Schools. The District shall make every effort to retain this equipment at the local school.

- Any outside group other than an office school-parent group must have superintendent, or designee, approval before conducting any fundraising activities within a school or schools.

Student fundraising for charitable purposes is permissible when specifically pre-approved by the building principal. Funds raised by students for charitable purposes will be considered private funds and will be subject to all district fundraising policies and procedures. These funds will be held in trust in one or more separate accounts and will be disbursed for the purposes determined by the students group(s) conducting the fundraiser.

The district shall withhold an amount (or otherwise be compensated) for the direct costs of its services when appropriate.

Prior to participation in the fundraiser, supporters must be notified of the intended use of the proceeds and informed that the proceeds are not ASB funds, but will be held in trust by the district exclusively for the specified purpose(s).

As provided by RCW 28A.325.030, charitable purpose does not include any activity related to assisting a campaign for election of a person to an office or for the promotion or opposition to a ballot proposition.

The Superintendent shall establish procedures pertaining to fundraising for charitable purposes.

Student Fundraising for Charitable Purposes**Procedure 3540**

Charitable fundraising can be defined as an official, organized effort by student groups to raise money for donation to a specific group, individual or cause.

Each charitable fundraiser must be pre-approved by the principal or designee.

- Approval of the type of activity must be documented on the Fundraising Activity Form.
- The intended beneficiary must be identified on the Fundraising Activity Form.
- The principal or designee will take reasonable steps to ensure that the proposed beneficiary is a legitimate charitable organization or cause.

The fundraiser must follow all Bellingham School District guidelines for fundraising.

Charitable fundraising is a private activity and district funds cannot be used to offset, front-fund or pre-pay expenses.

- All expenses, including start up costs, must be paid from the proceeds of the fundraiser or by donation.
Note: Reimbursement of items prepaid by individuals is allowed following the event.
- The district shall withhold an amount (or otherwise be compensated) for the direct cost of its services when appropriate.

Supporters of the fundraiser must be notified of the intended use of the proceeds, and informed that the proceeds are not ASB funds, but will be held in trust by the district exclusively for the specified purpose(s).

- Notification can be on a sign, posted in plain view of where the money is exchanged; on preprinted cards that are handed out at the time of a transaction; or affixed to the back of tickets or receipts.
- The following language must be used for notification:
 - "Proceeds from this event will be donated to _____. Funds collected are not Associated Student Body (ASB) funds, but will be held in trust by the Bellingham School District exclusively for the specified purpose."

Funds will be held in trust in one or more separate accounts and will be disbursed for the purposes determined by the student group(s) conducting the fundraiser.

Payment of the donation should be processed by warrant request after completion of the fundraiser.

- A copy of the receipts or deposit should be attached to the warrant request as backup documentation and sent to Accounts Payable.
- The warrant request may not exceed the amount indicated on the backup documents.

PART V

ATHLETICS / ACTIVITIES

Middle School/High School Co-Curricular/Extra Curricular Activities Program

Policy 3700

The Board recognizes the value of the Middle School/High School Co-Curricular/Extra Curricular Program and affirms its importance in assisting students to develop the knowledge, skills, and qualities required to be successful in a diverse society. The co-curricular program shall include activities that are an extension of curriculum and/or the classroom, e.g. performing music groups and performing drama groups. Extra curricular activities program shall include, but not be limited to: all WIAA sanctioned activities, interscholastic athletics, student body officers, cheerleaders, drill/dance team members, and those other activity organizations recognized by the ASB and who represent the school.

The co-curricular/extra curricular activity program is an integral part of the total school program and the opportunity for participation shall be open to all students regardless of individual differences or financial hardship.

Because co-curricular/extra curricular activity participants are representatives of the Bellingham Public Schools when they perform in public, they are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their team, activity group, school and community. As a result, in addition to the “Student Rights and Responsibilities” (Policy 3200), co-curricular/extra curricular activity participants shall also be governed by procedures to be established by the Superintendent (referred to herein as the Co-Curricular/Extra Curricular Activities Code) and the appropriate Code of Behavior Standards established for the specific activity.

DEFINITION OF CO-CURRICULAR ACTIVITY

Co-Curricular activities are those activities which are integral to the classroom and result in a course grade and credit.

DEFINITION OF/EXTRA CURRICULAR ACTIVITY

Extra Curricular activities are those activities which are in addition to or outside of classroom instruction and do not result in a grade nor credit. Students may request to waive up to 1.5 Physical Education credits if they provide proof of participation in extra-curricular activities (Policy 2410). Any activity for which a grade is issued is not considered a extra curricular activity.

SCOPE OF CO-CURRICULAR/EXTRA CURRICULAR ACTIVITY CODE

The rules and regulations contained in the Co-Curricular/Extra Curricular Activities Code shall apply to any violation occurring on school premises, at any school-sponsored activity, or off school grounds during the one calendar year following the date of signing.

Middle School/High School Co-Curricular/Extra Curricular Activities Program

Procedure 3700

CODE OF CONDUCT and VERIFICATION OF UNDERSTANDING

Participation in the middle school/high school activities program is a privilege, not a right. All participants are expected to demonstrate high levels of citizenship and academic performance in order to represent their school as a member of a team or club activity.

To be eligible for participation, a signed verification by the student and parent indicating they have received and read a copy of the Co-Curricular/Extra Curricular Activity Code of Conduct, as well as the specific rules and regulations of an individual co-curricular/extra curricular activity, must be submitted annually by the parent or student and kept on file in the office of the Activities Coordinator of the school.

The Code of Conduct must be signed each year and will be in effect for one calendar year from the date of signing. The appropriate sanctions, as described in this procedure, will be applied for violations that occur during the one calendar year following the date of signing.

GENERAL REGULATIONS

- Washington Interscholastic Activities Association rules must be followed in all cases of eligibility, transfer, insurance coverage, starting dates, use of school equipment, etc.
- Prior to the first practice for participation in interscholastic athletics, a student must undergo a thorough medical examination and be approved for interscholastic athletic competition by a medical authority licensed to perform a physical examination. The physical examination shall be valid for thirteen (13) consecutive months unless the physician indicates the physical is only good for less than thirteen (13) months.
- No athlete may quit one sport and turn out for another after the season has begun without the mutual consent of the coaches.
- Participants must travel to and from contests away from Bellingham in transportation provided by the school. The only exceptions permitted are:
 - Injury to a participant which requires alternate transportation; or
 - Prior arrangement between the participant's parent/guardian and the coach/advisor for the student to ride with parent/guardian.
- A co-curricular/extra curricular activity season shall be one full calendar year from the date the participant signs the extra curricular code, during which regularly scheduled practices, turnouts, rehearsals, meetings, games, events, or contests that are held under the direct supervision of an approved Bellingham School District employee.
- Completion of the co-curricular/extra curricular activity's season is required in order for the student to be eligible for letter or other team or individual awards. (Exception: injury which limits participation.) No awards shall be given to any student suspended for the remainder of the season for Co-Curricular/Extra Curricular Activity Code of Conduct violations.
- An athlete who has been injured and has had medical treatment cannot participate until a signed release from the doctor is presented to the head coach. The release form will be kept on file by the school administration. (Form provided by school.)
- Any display of un-sportsmanlike conduct toward an opponent or official or the use of profane, obscene, or vulgar language or gestures during a practice or contest will result in counseling by the head coach/advisor and/or other corrective action, including possible exclusion.
- School-owned equipment checked out by a participant in any co-curricular/extra curricular activity is his/her responsibility. The participant will be financially responsible for the loss or misuse of this equipment. Participants will not be allowed to continue competing or to receive awards until this obligation is fulfilled.
- Any student representing the school in co-curricular/extra curricular activities must meet the dress standards deemed appropriate by the advisor/coach and school administration. Coaches and advisors of activities will notify participants as to the standards they expect.
- A participant is expected to attend all scheduled practices, meetings, contests and performances, whether or not school is in session. If it is necessary to be absent, prior notification must be provided to the advisor/coach no less than 48 hours prior to the planned absence. Exceptions to the 48-hour requirement may be made at the discretion of the principal for good cause.
- A participant shall not engage in conduct detrimental to the group or to the school.
- A participant shall not steal or use another's property without permission.
- A participant shall not use, consume, possess, transmit or sell alcoholic beverages, drugs, narcotics or tobacco (including smokeless tobacco.) Nor shall a participant use or possess drug paraphernalia.

STUDENT ATTENDANCE REQUIREMENTS

- A student must be in school the entire day in order to participate in a practice or co-curricular/extra curricular activity that day. The only regular exceptions to this requirement are funerals, pre-planned medical/legal appointments, or school sponsored events. A student may appeal to the principal to excuse an absence for a reason other than one of those noted above. The principal may grant an excuse for unusual circumstances.

Middle School/High School Co-Curricular/Extra Curricular Activities Program (Continued) Procedure 3700

- If a student is absent the last school day of the week, and the competition is on a non-school day, the student must bring to the coach/advisor a signed statement from the parent granting permission for the student to participate. It is recommended that the coach/advisor call the parent in regard to the nature of the absence.
- Truancy (unexcused absence from any class, portion of a class or practice) will be dealt with as follows:
 - First Offense: Exclusion for one event.
 - Second Offense: Exclusion for the remainder of the co-curricular/extra curricular activity season.

ACADEMIC STANDARDS

- Participation in a co-curricular/extra curricular activity program requires successful performance in academics. The academic standards place proper emphasis upon student achievement in the classroom to maintain eligibility.
- In order to maintain athletic eligibility, students must be enrolled in five (5) out of six (6) or six (6) out of seven (7) classes in the immediately preceding semester.
- A student must pass five (5) out of six (6) or six (6) out of seven (7) classes in the immediately preceding semester in order to be eligible for competition during the succeeding semester.
- Running Start student eligibility for participation in co-curricular/extra curricular activities is determined at their high school of residence and must be in compliance with WIAA Eligibility Standard 18.27.0.
- Academic eligibility is established at least every three weeks during the extra curricular activity season. In order to be eligible to participate in an activity, a student must be registered, attending and passing all assigned classes. Students who do not have passing grades will be excluded. The participant's parent or guardian will be notified of such exclusion. Students who raise their grades to passing during the ineligible period must receive teacher confirmation of this grade in order to become eligible. Clerical errors made by a teacher may be corrected by mutual agreement between the teacher and the Activities Coordinator.
- Academic eligibility assessments shall begin the third week of the school year and will occur every three weeks throughout the year. Students marked as failing will be ineligible until they are passing all classes. Once passing, they are required to submit an eligibility form to the Activities Office. The ineligibility will begin the Monday following each three-week grade check and continue until the student is passing.
- Eligibility slips will be marked with one of the following:
 - "P" (passing.) - A "P" will mean the participant is eligible for competition the following week.
 - "F" (failing) - An "F" means that the student is not passing a particular class. If a student receives an "F" in any course, s/he will be excluded from participating in the activity for the following week and any subsequent weeks until the academic situation is rectified.
- Students who receive an "F" will have an ineligibility slip circulated at each three week grade check. The student will become eligible when they successfully submit the form with the passing grade signed by the teacher to the Activities Office.
- Forging of a signature or a grade will result in automatic exclusion for the season.

CITIZENSHIP STANDARDS

- All participants must demonstrate good citizenship in the school building, classroom, and co-curricular/extra curricular activity program. Conduct that materially and substantially interferes with the educational process is prohibited.
- Any participant referred to the administration for disruptive behavior will be made aware of the possible consequences of his/her actions and may be subject to appropriate corrective action.
 - Upon a second referral that requires administrative action, the participant will be declared ineligible for the following week.
 - If there is a third referral requiring administrative action, the participant will be excluded from the co-curricular/extra curricular activity for the remainder of the season.

USE OF ALCOHOL, LEGEND DRUGS AND CONTROLLED SUBSTANCES

The Bellingham School District recognizes that chemical dependency is a serious illness and the use of drugs may be a violation of the law. The principal/principal designee and coach/advisor will implement the following

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disciplinary action as a result of a participant's offense for use, consumption, possession, transmittal or sale of alcohol, legend drugs, or controlled substances or for the use, sale, or possession of drug paraphernalia.

The substance abuse offenses/violations described will accumulate through the student's middle school/high school co-curricular/extra curricular career and will trigger the disciplinary action described below.

Determination of Eligibility:

- High School - In order to restore eligibility, the student shall meet with the District Eligibility Board, consisting of the Deputy Superintendent or his/her designee and both an administrator and the Activities/Athletic Coordinators from each of the three comprehensive high schools. The District Eligibility Board shall have the final authority as to the student's participation in the activity/athletic program.
- Middle School - The middle school principal shall have the final authority as to the student's participation in the activity/athletic program.

The following definitions apply:

Definitions:

Proximity Offense - In the absence of physical possession, if there is knowledge that alcohol, tobacco, drugs or other illegal substances are present and/or being used by others who are present-all students have a responsibility to remove themselves from that situation immediately. This rule does not apply to events where alcohol or drug use is permitted by law, such as at religious ceremonies or where alcohol use is restricted to adults.

Exclusion - Athletic/activity exclusion means the complete denial of the privilege to participate in the athletic/activity program for an indefinite or defined period of time.

Self-Referral - Self-referral of a violation means that the student admits to the infraction before an investigation or inquiry by any school staff or legal authority, e.g. police officer.

Self-Admittance - Self-admittance of a violation means that, when questioned as part of an investigation, a student responds honestly and is cooperative.

Sanctions:

- Sale of or Intent to Sell Alcohol
 - First Violation involving Sale of or Intent to Sell Alcohol - Any student who is found to have been engaged in the sale or an effort to sell alcohol will be excluded from all sports or activities in the District. If a high school student completes an alcohol dependency assessment and any subsequent recommendations for treatment, he/she may appeal in writing to the District Eligibility Board to be reinstated for athletics or activities after a one calendar year suspension. (See Determination of Eligibility under USE OF ALCOHOL, LEGEND DRUGS AND CONTROLLED SUBSTANCES above.) Middle school students appeal their eligibility in writing to the middle school principal to be reinstated for athletics or activities after a one calendar year suspension. (See Determination of Eligibility under USE OF ALCOHOL, LEGEND DRUGS AND CONTROLLED SUBSTANCES above.)

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- Use of Alcohol
 - First Offense

Source of Information	Actual Possession/Use	Proximity Offense
Self-referral	Suspension – 20% of schedule, games or events	Suspension – 20% of schedule, games or events
Self-Admission	Suspension –30% of schedule, games or events	Suspension – 30% of schedule, games or events
Administrative Investigation	Exclusion – 60 days or length of current season, whichever is longer	Exclusion – 45 days or length of current season, whichever is longer

- Second Offense

A second violation o will result in expulsion from all sports or activities for one (1) calendar year in the District. If a high school student completes a drug/alcohol dependency assessment and any subsequent recommendations for treatment, he/she may appeal in writing to the District Eligibility Board to reduce the sanction to the first 50% of games/events for the current or next season. (See Determination of Eligibility under USE OF ALCOHOL, LEGEND DRUGS AND CONTROLLED SUBSTANCES above.) Middle school students appeal their eligibility in writing to the middle school principal to reduce the sanction to the first 50% of games/events for the next season. (See Determination of Eligibility under USE OF ALCOHOL, LEGEND DRUGS AND CONTROLLED SUBSTANCES above.)
- Third Offense

A third violation will result in exclusion from all sports or activities in the District. If a high school student completes a drug/alcohol dependency assessment and any subsequent recommendations for treatment, he/she may appeal in writing to the District Eligibility Board to be reinstated for athletics or activities after a one calendar year suspension. (See Determination of Eligibility under USE OF ALCOHOL, LEGEND DRUGS AND CONTROLLED SUBSTANCES above.) Middle school students appeal their eligibility in writing to the middle school principal to be reinstated for athletics or activities after a one calendar year suspension. (See Determination of Eligibility under USE OF ALCOHOL, LEGEND DRUGS AND CONTROLLED SUBSTANCES above.)
- Offenses Occurring at School or a School-Sponsored Event
 - First Offense During Middle School/High School
 - Discipline Sanctions under Policy 3200
 - Athletic/Activity Sanctions as described above for first offense
 - Second Offense During Middle School/High School
 - Discipline Sanctions under Policy 3200
 - Athletic/Activity Sanctions as described above for second offense
 - Third Offense During Middle School/High School
 - Discipline Sanctions under Policy 3200
 - Athletic/Activity Sanctions as described above for third offense

LEGEND DRUGS AND CONTROLLED SUBSTANCES

Definitions

Legend Drugs - Drugs obtained through prescription.

Controlled Substances - Includes all illegal drugs and substances, as defined by state or federal law.

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Controlled Substance Analog - Includes all substances in which the chemical structure is substantially similar to that of a controlled substance.

Sanctions for the possession, use, or sale of legend drugs and controlled substances:

- First Offense
 - A participant shall be immediately ineligible for all activities or athletic competition for the remainder of the season.

 - A participant who seeks and receives help for a problem with use of legend drugs, controlled substances, or controlled substance analogs shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student from subsequent compliance with this regulation. However, successful utilization of such an opportunity by the student may allow him/her to have eligibility restored in the program, pending recommendation by the District Eligibility Board for high school level and by the principal for middle school level.

- Second Offense
 - A participant who commits a second violation shall be ineligible for participation for a period of one (1) calendar year from the date of the second violation.

- Third Offense
 - A participant who commits a third violation shall be permanently ineligible for athletic/activity participation.

USE OF TOBACCO

The Bellingham School District recognizes that the use of tobacco, including smokeless tobacco, is a health hazard and is addictive in nature. The District will not tolerate the use or possession of tobacco by an athlete during the activity season or any student participating in the co-curricular/extra curricular activity program while on school property or at a school co-curricular/extra curricular activity function. Participants who violate this regulation will be subject to the following actions:

- First Offense
 - The student will be restricted from participation in the activity for one game, performance, contest, competition or event.

- Second Offense
 - The student will be restricted from participation in the activity for two games, performances, contests, competition or events.

- Third Offense
 - The student will be excluded for the remainder of the co-curricular/extra curricular activity season.

- Fourth Offense
 - The student will be excluded from all co-curricular/extra curricular activity programs within the Bellingham Public School District for the remainder of his/her middle school/high school year.

OTHER UNACCEPTABLE STUDENT BEHAVIOR

Unacceptable student behavior not covered above, including, but not limited to, violations requiring administrative action as established in the "Rules and Regulations for Students in the Bellingham Public Schools" (Policy 3200), will be dealt with as follows:

Middle School/High School Co-Curricular/Extra Curricular Activities Program (Continued) Procedure 3700

- First Offense

Source of Information	Sanction
Self-referral	Suspension – 20% of schedule, games or events
Self-Admission	Suspension –30% of schedule, games or events
Administrative Investigation	Exclusion – 60 days or length of current season, whichever is longer

- Second Offense – Exclusion for full calendar year from date of violation.

DISCIPLINE/GRIEVANCE PROCEDURE

The grievance procedure for any sanction involving a co-curricular/extra curricular activity program is provided within Bellingham School District Policy 3200.

- Any student, parent or guardian who is aggrieved by the suspension or termination of extra-curricular privileges under these rules shall have the right to an informal conference with the building principal or his/her designee for the purpose of resolving the grievance. During such conference, the student, parent or guardian shall be subject to questioning by the building principal or his/her designee and shall be entitled to question school personnel involved in the matter being grieved.
- If the grievance is not resolved at the informal conference, the student, parent or guardian, upon two (2) school business days’ prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee.
- If the grievance is not resolved at the superintendent’s level, the student, parent or guardian, upon two (2) school business days’ prior notice, shall have the right to present a written and/or oral grievance to the Board of Directors during the Board’s next regular meeting. The Board shall notify the student, parent or guardian of its response to the grievance within ten (10) school business days after the date of the meeting.
- The exclusion or termination of privileges shall continue during the grievance process.

ADVISOR’S/COACH’S STANDARDS

Any additional, specific rules or regulations established by the advisor/coach regarding a specific activity that are not covered within the Co-Curricular/Extra Curricular Activity Code must be consistent with the Code and must be approved by the principal and activities coordinator in advance. Any additional rules and regulations must be in writing and kept on file in the school office of the activities coordinator. Each participant must be informed of such rules and must sign a copy indicating that they have reviewed them. The signed copies will be kept on file in the school office of the activities coordinator for the duration of that athletic or activity season.

Travel Procedures for Athletic Teams

Policy 3702

It shall be the policy of the Bellingham Public Schools to provide adequate, safe, and properly supervised transportation services to student athletes and coaching staffs to and from all athletic events that have been properly sanctioned by the local athletic director and building principal. This policy shall include the following provisions:

- High school athletic events shall be scheduled within a reasonable geographic area so travel distances will not conflict with the students’ normal class schedules.
- Special athletic events that require student absence from regular classes, such as tournament schedules, shall be held to a minimum and shall be granted providing the event does not jeopardize the athletes’ academic progress in any of his/her classes. Student athletes are expected to be in class attendance the days prior to and following an athletic event.

- Athletic events shall be restricted to a geographic area that will permit the student athletes to receive an adequate night's rest prior to his/her classes on the day following the athletic event.
- Maximum travel distance for athletic events shall be confined within the geographic area bounded by the Cascade Mountains on the east and the cities of Auburn, Olympia, Shelton and Port Angeles on the south and west. Exceptions to this provision may be considered for athletic events that might occur prior to Saturdays or holidays. These exceptions must be approved by the athletic director and building principal.



Bellingham
Public Schools

...where *every* student learns

STUDENT SAFETY TIP LINE

360-647-6846

ANONYMOUS

**Help keep our school safe.
Report possible threats or anything that could
harm someone. You can leave a message
without your name.**