

**PUYALLUP SCHOOL DISTRICT
STUDENT RIGHTS AND RESPONSIBILITIES
2011-2012 SCHOOL YEAR**

This document may also be found on-line at
www.puyallup.k12.wa.us

I. INTRODUCTION

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

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

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

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

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

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

II. STUDENT DISCIPLINE TERMS AND PROCEDURES

A. Definitions

Discipline means all forms of corrective action or punishment other than suspension and expulsion. It includes exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class, subject, or activity period. The student shall be under the supervision of a school district employee for the remainder of such period and may be placed in a semi-private, alternative space that can be observed by staff. Discipline also includes the exclusion of a student from any other activity conducted by or on behalf of the District, such as athletics or other non-credit programs.

Suspension means a denial of attendance (other than for the balance of the immediate class, subject or activity period for discipline purposes) at any single subject or class, or full schedule of classes or subjects, and any combination of the foregoing for a stated period of time. The building administrator may elect to suspend a student "in school." In such cases, the student shall be placed in a semi-private, alternative space that can be observed by staff. Suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District.

Short-Term Suspension means a suspension for any portion of a single subject or class or any full schedule of subjects or classes up to ten consecutive school days. Students will have the opportunity to complete work missed while suspended. For students in grades kindergarten through fourth, short-term suspensions may not total more than ten school days in any semester, and for grades five and above, more than fifteen (15) days in any semester. A short-term suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the District.

Long-Term Suspension means a suspension longer than a ten-day short-term suspension as defined above. A long-term suspension may include a loss of credit and opportunities to complete work, provided, however, that students will have the opportunity to complete work missed during the appeal process. A long-term suspension may not be imposed on students in grades kindergarten through fourth. For students in grades fifth and above, a long-term suspension may not affect the opportunity to earn credit or make up work in more than one semester. A long-term suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the District.

Expulsion means a denial of attendance at any single subject or class or any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and

personal property that is owned, leased, rented or controlled by the District.

Emergency Expulsion means an immediate expulsion (as defined above) when the superintendent or his designee believes 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. An emergency expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the District.

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

Emergency Removal from Class means the immediate removal or exclusion of a student from a class, subject, or activity by a teacher or administrator and the student is sent to the building principal or designated school official. The removal may occur when the teacher or administrator has good and sufficient reason to believe that the student has caused a disruption of the educational process in violation of school disciplinary standards. The removal shall continue only until (a) the principal/designee imposes discipline, a short-term or long-term suspension, or an expulsion or emergency expulsion, or (b) the principal/designee and the teacher making the referral have conferred and the principal/designee has determined to return the student to the class, subject or activity. The principal or designated school official to whom the student is sent shall meet with the student as soon as is reasonably possible after removal and take or initiate appropriate corrective action. No emergency removal from a class or school may continue for more than two days without resolution.

Appeals Administrator means the district's employee designated to receive grievance or appeal communications. The Appeals Administrator may be reached at (253) 841-1301 by phone or at the following address:

Puyallup School District
Appeals Administrator
302 2nd Street S.E.
Puyallup, WA 98372

B. Discipline Procedures

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

Students and parents/guardians have certain due process and other rights to have student discipline and other corrective action reviewed. Constitutionally and legally sound procedures of due process as outlined below and specified in Chapter 392-400 WAC will be followed in the administration of discipline.

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

DISCIPLINE AND SHORT-TERM SUSPENSION GRIEVANCES

1. For disciplinary actions (i.e. not a suspension or an expulsion), no prior notice to the parent/guardian is required. Before imposing a short-term suspension, the student shall be provided with oral or written notice of the alleged misconduct and the school rule(s) violated, an explanation of the evidence supporting the allegation, and an oral or written explanation of the corrective action or punishment that may be imposed. For short-term suspensions of more than one day, the student's parent/guardian shall be notified of the reason for the suspension and its duration as soon as reasonably possible either orally or by written notice by United States mail.
2. If the student and parent/guardian desire, they may request an informal grievance conference pursuant to WAC 392-400-255 concerning any discipline action or short-term suspension with the building principal/designee. Should further grievance beyond the building level be desired by the student or his/her parent/guardian, the following procedure will be carried out:

- a. The parent/guardian must provide the District's Appeals Administrator two school business days notice of their request to present a written and/or oral grievance to the superintendent's designee. Upon receipt of such notice, a meeting with the parent/guardian and student will be scheduled.
- b. If the grievance is not resolved after such meeting, the student or his/her parent/guardian, may file a request with the Appeals Administrator for a Board level grievance review at the next regularly scheduled School Board meeting. Such request must be filed at least two

(2) school business days before the Board meeting.

- c. For requests received at least two business days before the next regular Board meeting, the parent/guardian may present the grievance to the Board for consideration at that meeting; provided, the Board may continue any grievance hearing to its next meeting or to a special meeting to accommodate scheduling concerns. The Board will issue a written decision on the grievance within ten school business days after the meeting.

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

LONG-TERM SUSPENSION AND EXPULSION APPEALS

1. In cases where long-term suspension or expulsion is recommended, a written notice shall be sent by certified mail or personally delivered to the student and his/her parent/guardian. The notice shall specify the misconduct involved and rules violated, recommended sanctions to be imposed, and set forth the student's right to a hearing.

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

3. If a request for a hearing is received pursuant to WAC 392-400-265 within the required three school business days, the District shall schedule a hearing to commence within three school business days after the date upon which the request for a hearing was received. The student and his/her parent/guardian shall have the following rights:

1. To inspect in advance of the hearing any documentation and other physical evidence which the District intends to introduce at the hearing.

To be represented by legal counsel.

2. To question and confront witnesses, unless a District witness does not appear and the nonappearance of the witness is excused by the person(s) hearing the case based upon evidence of good reason for doing so submitted by the District. The evidence submitted by the District, must, at a minimum, establish either: (a) that the District made a reasonable effort to produce the witness and is unable to do so; or (b) that it is not advisable for a student witness to appear due to

an expectation and fear on the part of the responsible District official(s) or the student of retaliation against the student if he or she appears as a witness.

3. Either a tape-recorded or verbatim record shall be made of the hearing.
4. The hearing officer shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.
5. The hearing officer shall state, in writing, findings as to the facts, conclusions, and the disposition to be made, if any, by way of disciplinary action.
6. The student and his/her parent/guardian shall be made aware of their right to appeal the decision of the hearing officer within three school business days to the School Board. If the hearing officer upholds a long-term suspension or expulsion, and no appeal is filed within the three day period, the long-term suspension or expulsion will be imposed.
7. If an appeal is filed with the Board of Directors, the student may be excluded from school for up to ten school days during the appeal period or until the Board acts on the appeal, whichever occurs first.

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

EMERGENCY EXPULSION APPEALS

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

2. In accordance with WAC 392-400-300, a certified letter will be mailed within 24 hours of the emergency expulsion to the student and his/her parent/guardian. The letter will explain the reasons for the emergency expulsion. If the student and parent/guardian desire a formal hearing, they shall file a written request for a hearing within ten school business days after receipt of the letter with the District's Appeals Administrator. The student shall remain out of school during the appeal process unless the emergency expulsion action is either rescinded or modified by the hearing officer.

3. If the request for a hearing within the required ten school business days is received pursuant to WAC 392-400-300, the District shall immediately schedule and give notice of the hearing to commence as soon as reasonably possible

and in no case later than the third school business day after receipt of the request for the hearing. At this hearing, the student and his or her parent/guardian have the following rights:

1. To inspect in advance of the hearing any documentary and other physical evidence which the School District intends to introduce at the hearing.
 2. To be represented by legal counsel.
 3. To question and confront witnesses, unless a District witness does not appear and the nonappearance of the witness is excused by the person(s) hearing the case based upon evidence of good reason for doing so submitted by the District. The evidence submitted by the District must, at a minimum, establish either: (a) that the District made a reasonable effort to produce the witness and is unable to do so; or (b) that it is not advisable for the student to appear due to an expectation and fear on the part of the responsible District official(s) or the student of retaliation against the student if he or she appears as a witness.
 4. Either a tape-recorded or verbatim record shall be made of the hearing.
 5. The hearing officer shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.
 6. Within one school business day after the date upon which the hearing concludes, a decision as to whether or not the expulsion shall be continued shall be rendered, and the student's legal counsel or, if none, the student and his or her parent/guardian shall be notified thereof by depositing a certified letter in the United States mail.
 7. The decision shall set forth the findings of fact, the conclusions, and whether or not the emergency expulsion shall be continued or a lesser form of corrective action or punishment will be imposed.
 8. An emergency expulsion may be continued following the hearing on the basis that the emergency situation continues and/or as corrective action or punishment for the action(s) giving rise to the emergency expulsion in the first instance.
4. The student and his/her parent/guardian shall be made aware of their right to appeal the decision of the hearing officer within three school business days to the School Board. A request for a School Board hearing is made in writing to the Appeals Administrator.
5. Any student who has been placed on an emergency

expulsion may submit at any time written application for readmission to school. The application is made to the Appeals Administrator.

SCHOOL BOARD APPEALS

1. A student and his/her parent/guardian may appeal decisions imposing a long-term suspension, expulsion or emergency expulsion to the District's Board of Directors. Any such appeal must be filed in writing within three school business days of receipt of the decision with the District's Appeals Administrator.

2. If an appeal is timely filed, the Board of Directors shall schedule and hold an informal conference within ten school business days after receipt of the appeal. At the conference, the Board shall meet and confer with the parties to decide the best way to hear the appeal. At the meeting the student or the parent/guardian or their attorney, and the principal/designee or their legal counsel, shall have the right to be heard and to present such argument and witnesses as the Board deems reasonable. At the meeting, the Board shall decide upon one of the following actions: (a) to study the record of the hearing and any information presented at the informal conference and render a decision within ten business days; (b) to schedule and conduct a meeting within fifteen (15) school business days to listen to additional arguments of the parties based on the record and render its decision; or (c) to schedule and conduct a de novo (new) trial or hearing on the case within ten school business days. If the Board conducts a de novo hearing, the procedures applicable to a long-term suspension or expulsion hearing shall apply to the conduct of the hearing.

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

READMISSION PROCESS

A student and/or parent/guardian may request readmission at any time while on suspension or expulsion. The request shall be made in writing to the District's Appeals Administrator. The request shall state: (1) the reasons why the student should be readmitted notwithstanding the imposition of the suspension or expulsion; (2) what the student has learned from the incident in question, including any counseling or other efforts to mitigate any harm caused to others; (3) any information tending to show whether or not the student is likely to engage in further misconduct if readmitted; (4) any change in circumstances that may impact the student's behavior at school; and (5) any additional information that may assist the District in reviewing the request. The Appeals Administrator shall issue a written response to the request and may first conduct, at the District's option, a conference with the student and parent/guardian. A parent/guardian may grieve the decision under the informal grievance process for discipline actions and short-term suspensions outlined above, commencing with superintendent's designee level.

III. STUDENT CONDUCT EXPECTATIONS AND RULES

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

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

B. STUDENT CONDUCT RULES

Under School Board Policy 3240, the following conduct rules apply to students while they are in school, on school grounds or District property, at school-sponsored events, in district vehicles or in other circumstances that have a real and substantial relationship to the lawful maintenance and operation of the District. Any student who violates the conduct rules listed below is, depending upon the individual circumstances involved, subject to discipline, suspension, or expulsion. Students are also subject to emergency expulsion for violations of these rules or in any other situation when the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

Unless otherwise specified, violations of these rules are cumulative throughout the student's secondary school years regardless of which school within the District or schools in other districts the student attended.

Offenses marked with an asterisk (*) are exceptional misconduct offenses, defined in Section II, that allow a short-term or long-term suspension to be imposed regardless of a student's past disciplinary record.

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

AGGRESSIVE OR DANGEROUS BEHAVIORS

These rules prohibit behavior that causes or threatens harm to others. These offenses are cumulative at secondary level and progressive discipline will be applied. Legal authorities may be notified.

1. (*) AGGRESSIVE OR RECKLESS BEHAVIOR:

Behavior, including horseplay, that disregards a risk of harm to others or property.

2. (*) ASSAULT:

Intentionally injuring another or attempting to or threatening to do so. An assault may be committed without actually striking or injuring another person if a threat or action reasonably places the other person in fear of harm. An assault may be considered more serious misconduct than fighting and normally warrants a long-term suspension or more serious consequences for a first offense.

3. (*) FIGHTING:

Any physical altercation with another, or promoting or encouraging an assault or altercation between others.

Secondary --

First offense: Short-term suspension (1-10 days)

Second offense: Long-term suspension (11 or more days)

Third offense: Long-term suspension (up to 90 days)

Elementary -- Fights at Elementary may lead to discipline and/or suspension.

4. (*) THREATS:

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

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

ALCOHOLIC BEVERAGES AND DRUGS

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

Out of concern for student health, no pills or other medication including over-the-counter medications are allowed at school unless under the direction of the school nurse.

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

1. (*) SELLING AND/OR DISTRIBUTING:

Selling, distributing or intending to sell or distribute any alcoholic beverages, marijuana, hallucinogens, amphetamines, inhalants ("huffing"), barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs (any drug requiring a prescription), any dangerous or controlled substance, non-prescription and/or over-the-counter medications such as, but not limited to, diet pills, caffeine pills/supplements, pain killers, cold medicines and herbal supplements, or any "look-alike" substances purported to be any of the above.

Students who violate this rule will receive at least a long-term suspension of up to ninety (90) school days or emergency expulsion with loss of credit. Legal authorities

will be notified. Subsequent violations will result in emergency expulsion from school.

In addition, starting with the first violation and continuing with subsequent violations, the student may be denied participation and attendance at all District activities, including but not limited to athletic activities, and/or placed on probation for a period of up to ninety (90) school days.

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

Use, possession or being under the influence of any alcoholic beverages, marijuana, hallucinogens, amphetamines, inhalants ("huffing"), barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs (any drug requiring a prescription), any dangerous or controlled substances, non-prescription and/or over-the-counter medications such as, but not limited to, diet pills, caffeine pills/supplements, pain killers, cold medicines and herbal supplements (unless such possession or use at school has been approved in advance by the school nurse and, if required, a physician), or any "look-alike" substances purported to be any of the above.

Students who violate this rule will receive a long-term suspension of up to ninety (90) school days or emergency expulsion with loss of credit, subject to modification as explained below. Legal authorities will be notified. Subsequent violations will result in expulsion from school.

In addition, starting with the first violation and continuing with subsequent violations, the student may be denied participation and attendance at all District activities, which include athletic activities, and/or placed on probation for a period of up to ninety (90) school days.

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

Possessing, selling, or distributing materials used in connection with the ingestion or preparation of drugs such as pipes, rolling papers, syringes and other such items.

A first violation will result in a short-term suspension or expulsion. Subsequent violations will result in long-term suspension or expulsion. In addition, starting with the first violation and continuing with subsequent violations, the student may be denied participation and attendance at all activities/athletics and/or placed on probation for a period of up to ninety (90) school days.

MODIFICATIONS OF SUSPENSIONS FOR DRUG OR ALCOHOL RELATED OFFENSES

Students given a school suspension under Sections 1, 2 or 3 above may have the suspension period reduced or eliminated, if they agree to waive any appeal rights and provide evidence of having successfully completed, or of having scheduled at the earliest possible date, a drug and alcohol use assessment (at parent/guardian and/or student

expense) by a state-certified drug and alcohol agency which meets the Puyallup School District's criteria for assessment. The reduction for the suspension will be contingent upon the student following all treatment recommendations based on the assessment. Full cooperation with the assessment and recommendations is mandatory.

Under certain circumstances, the administration may eliminate the requirement of a drug and alcohol assessment. The student may be readmitted on a probationary basis for the balance of the suspension period or the student's educational opportunities may be continued in some other appropriate way.

To return to school, students may also be required to state where and how they obtained the drug or alcohol. Failure to cooperate or follow through with all recommendations of the assessment will result in reinstatement of the suspension.

ASSEMBLIES

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

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

ATHLETICS

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

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

ATTENDANCE

All students are expected to be regular in attendance. At Elementary an absence is defined as missing more than 75 minutes of either an a.m. or p.m. session. Any Secondary student who misses ten (10) minutes or more of a class period is considered absent for that period.

Absenteeism may adversely affect the student's academic performance (report card, student assessments, etc.) regardless of whether the absences are excused or not pursuant to PSD Board Policy 2420. A pattern of

absenteeism is cause for disciplinary action and/or suspension. The parental/guardian notice, conference, and intervention requirements of WAC 392-400-245(3) and 260(3) will be followed whenever it is determined a student will be suspended for attendance problems.

1. EXCUSED ABSENCES:

Permission to be absent from school for reason(s) other than illness may be granted when requested by the parent/guardian and agreed upon by the school authorities. Absences will be excused if they are for illness, medical/dental appointments, bereavement, religious observance, family emergency, court appearances, or if the student has received an approval by the school for a personal planned absence. School related activities, which require a student to miss class, count as excused absences.

Upon returning to school following an absence, students must clear their absence with either a note or phone call by a parent/guardian stating the time and reason for the absence. Failure to clear this absence may result in the appropriate level of discipline. These excuses become a part of the student's attendance record. School officials may request additional verification for an absence whenever they have reasonable grounds to believe the reasons stated in an excuse are not legitimate, or a doctor's note may be required if a student develops a pattern of excessive absences.

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

2. UNEXCUSED ABSENCES:

Absences are considered unexcused if (a) no parental phone call or written note is received by the office within a reasonable time, (b) the reason given does not meet the condition of an excused absence, or (c) in secondary, when a student misses ten minutes or more of a class period without teacher or office permission or fails to report to where he/she is directed. Unexcused absences will result in disciplinary action.

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

3. WESTERN WASHINGTON FAIR

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

4. LEAVING THE SCHOOL GROUNDS:

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

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

5. CONSEQUENCES FOR UNEXCUSED ABSENCES:

Under the State's mandatory "BECCA" attendance laws and District attendance policies, if a student is absent without legitimate excuse for one-half of the student's educational program day on either five or six occasions in a calendar month the District may file a petition with the juvenile court seeking the Court's jurisdiction over the student's attendance in school. At five - seven occasions in a calendar month and/or ten occasions in a school year, the District must file a petition with the juvenile court seeking the Court's jurisdiction over the student's attendance in school. (RCW 28A.225.030).

Any student or parent/guardian found to have violated the law by the juvenile court may have sanctions imposed by the court and the student will be ordered to attend school. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the Court.

Prior to suspension or expulsion of students subject to the Compulsory Attendance Law, school authorities will confer with the parent/guardian of the student to analyze the student's absenteeism. (WAC 392.400.245 and -260).

To deter students from missing school, all attendance violations are cumulative for one school year.

For unexcused absences of more than one-half of the student's educational program day, the following consequences shall occur:

First violation: The parent/guardian will be notified and the student will be subject to discipline.

Second through sixth violation: The parent/guardian will be notified and the student will be subject to progressive discipline. Supplemental aids and services will be provided by this process:

1. Scheduling a parent/guardian conference at 2nd unexcused absence;

2. Taking steps to reduce the student's absence;
3. Adjusting the student's school program or school course assignment, if appropriate;
4. Assisting parent/guardian and/or student in obtaining services that might reduce/eliminate the cause of absences, if appropriate; and
5. Providing the parent/guardian and student a copy of the BECCA Law (Chapter 28A.225 RCW).

Seventh violation: For students subject to the State Compulsory Attendance Law, RCW 28A.225, the parent/guardian will be notified that a BECCA Petition with the Pierce County Prosecutor's Office will be filed. If the allegations in the fact-finding hearings are established by a preponderance of the evidence, the court shall assume jurisdiction until the end of the current school year and may extend jurisdiction longer. The District is responsible for reporting any additional unexcused absence to the court. The student will be subject to discipline which may include long-term suspension from one or more classes. Supplemental aids and services will be provided by following this process:

1. Scheduling a parent/guardian conference;
2. Taking steps to reduce the student's absence;
3. Adjusting the student's school program or school course assignment, if appropriate; and
4. Providing the parent/guardian and student a copy of the BECCA Law (RCW 28A.225).

Academic Impact:

In addition to disciplinary action for nonattendance, absences may adversely affect a student's grade in an individual class if the teacher: (a) has shown a relationship in writing between attendance and instructional goals and objectives of the course; (b) advised the student and parent/guardian in writing and by posting at the beginning of the year; and (c) obtained approval from principal/designee for guidelines to be used in classes in which attendance may adversely affect grades or credits.

6. SKIP DAY:

Any "school skip day" or "senior skip day" is prohibited. Students involved in such an act will be regarded as unexcused from the school and may be excluded from Commencement exercises or other school-related activities.

7. TARDIES:

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

The only excuse accepted for tardiness to school will be when there has been an unusual circumstance or an emergency and the school has been notified by the parent/guardian. Circumstances such as over-sleeping, missing the bus, traffic conditions, weather conditions, or car problems are not considered excused tardiness. Tardies

are subject to progressive school discipline including BECCA.

Secondary -- Any student who arrives up to ten minutes late to a class without legitimate reason, as determined by the principal/designee, is considered tardy for that period. A student who demonstrates a pattern of tardies to multiple classes may be disciplined or suspended.

Elementary -- Any student who arrives up to 75 minutes late to the a.m. or p.m. session without legitimate reason, as determined by the principal/designee, is considered tardy.

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

After the fifth tardy during a semester/ trimester, the student may be assigned appropriate discipline and a conference with parent/guardian may be held. All tardies are cumulative over a semester/trimester.

Subsequent tardies may result in appropriate progressive discipline which may include suspension from school and/or be applied to BECCA.

8. EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS:

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

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

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

9. EARLY DISMISSAL AND RE-ADMITTANCE:

Students will be excused for early dismissal if the reason is for illness, medical/dental appointments, bereavement, family emergency, court appearances, or if the student has received approval by the school for a personal planned absence. Verification of appointments may be required if the student has excessive absences.

The parent/guardian is asked to make written requests for early dismissal of students. Parents of elementary students are requested to make arrangements through the school office and to physically sign out their child(ren); secondary students are to come to the Attendance office to check out

and an early dismissal slip will be issued. Students will be expected to make up all class work missed as determined by his/her teacher.

Upon re-entering school on the same day as an early dismissal, the student must report to the Office to notify that he/she has returned.

10. PLANNED ABSENCE:

Students who are aware that they will be absent from school due to non-school related activities, religious observance, or a parent/guardian request, need to complete a *Planned Absence Form* which is available in the Attendance Office. This should be completed by the end of the school day--prior to the student's absence--or the absence may be considered unexcused. Any student excused for a personal planned absence must make up all work missed as determined by his/her teacher.

Unapproved absences (family vacations, etc.) may adversely affect the student's academic progress and/or be applied to BECCA.

BICYCLES

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

- Elementary students must obtain a release of liability permission form, renewed annually and on file in the school office. This form may be picked up in the office.
- Students are required to wear approved head protection bicycle helmets. They must be buckled appropriately.
- Students must provide their own security chain, cable, lock, etc. Bicycles should be chained to parking racks.
- Bicycles are not to be ridden on the school grounds or on the sidewalks in the school block. Students must walk their bicycles in these areas to the parking racks. Bicycles should be chained to parking racks.

Each school has the discretion to restrict students from riding bicycles to school due to safety concerns. The school assumes no responsibility for loss or damage of bicycles.

BUS REGULATIONS

All school rules and regulations apply to conduct on a school bus. School bus drivers have the authority to discipline students for misconduct related to District rules (WAC 392-400-230). Misconduct may result in removal of bus riding privileges as well as other forms of corrective action appropriate to the situation.

The "Rules and Regulations for Students Riding Puyallup School Buses" pamphlet will be handed out to students on the bus during the first week of school. If you would like additional copies, please contact the Director of Transportation at (253) 841-8775, or one may be obtained through the Main Office in your school.

1. Students are not to change bus routes for any reason other than an emergency. In case of an emergency, parent/guardian is asked to call the school to make arrangements for their child to ride a different bus.
2. No student shall be permitted to leave the bus except at his or her regular stop, unless by written permission of school authorities.
3. Bus students are expected to ride the bus home unless the school has been notified by the parent/guardian specifying other transportation arrangements.
4. To ride a bus other than the one assigned to, students will need a bus pass from the main office.

See "Rules and Regulations for Students Riding Puyallup School Buses" pamphlet or the Puyallup School District website for more specific information.

Any questions related to bus misconduct should be directed to the Director of Transportation at (253) 841-8775 or the school administrator.

CHEATING/PLAGIARISM

Plagiarism is the taking of language, ideas or thoughts of another person or source and representing them as a student's own work. Cheating is using unfair means to gain an advantage in coursework or other school activities.

Students who use plagiarized materials, in whole or in part, in papers or projects, provide work to be plagiarized or are involved in any other form of academic cheating, shall be subject to disciplinary action and be required to re-do the assignment. Progressive discipline will be applied for subsequent offenses.

(*) CRIMINAL ACTS

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

CYBERBULLYING

Students engaging in harassment in any electronic form (i.e., My Space, Formspring, Facebook or other online postings, texting, "sexting", or the transmission of photos), *that disrupts the educational process* will be subject to discipline or suspension. Electronic harassment that invades the privacy or endangers the safety of another

student while at school will be subject to discipline in accordance with the Harassment, Intimidation or Bullying guidelines. (See HIB)

(*) DISRUPTION OF THE EDUCATIONAL PROCESS

Students must comply with the reasonable instructions of District personnel. Conduct of any type that interferes with or threatens to interfere with the educational process is prohibited and may result in disciplinary action.

Students who willfully create a disturbance on school premises during school hours or at school activities shall be guilty of a misdemeanor RCW 28.635.030. Multiple offenses of a less serious nature by themselves often have a greater impact on the educational process than a single major offense.

DRESS AND APPEARANCE

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

Clothing styles that create conflict or an atmosphere of intimidation are prohibited. Dress that creates disruption or tends to create a degrading, harassing, hostile, intimidating, offensive or otherwise discriminatory environment is also prohibited. Individual teachers, in consultation with the school administrator, may restrict appearance and attire, including footwear, with special consideration for safety and health issues.

Specific standards include:

1. No clothing with words, depictions or themes related to alcohol, tobacco, drug use or gang affiliations;
2. No sexually oriented text, themes or depictions;
3. Except for t-shirts, undergarments must be covered at all times;
4. Pants are not to be sagging;
5. Skirts and shorts must not be any higher than the middle of the thigh;
6. Holes in jeans, pants, etc. are not to be higher than mid-thigh;
7. Blouses/shirts and tops must not expose the waist, hips, midriff; or shoulders;
8. No low cut, tube, one-shouldered, halter, spaghetti strap, see-through or bareback tops;
9. No jewelry that presents safety hazards, such as safety pins, chains, spikes, dog leashes, etc.;
10. All students must wear shoes. Elementary only - Sandals providing adequate support may be worn. Flip-flops are not allowed.
11. Sunglasses must not be worn unless for medical reasons;
12. No pajamas or slippers, except for school authorized special event;
13. Leggings or tights are not to be worn alone.

Appropriate shorts or skirt, which extend to mid-thigh, are to be worn over leggings or tights;

14. Elementary & Junior High --

No hats or head covering may be worn in the building during school hours, except for school authorized special events; such items must be stored in lockers or book bags in the building once a student arrives on campus.

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

The administration has the authority to make changes or provide more specific examples of prohibited apparel at any time based on safety, health or disruption issues. Students not complying with dress standards may be given school-issued clothing or may be sent home to correct the situation and/or be subject to discipline or suspension.

DRIVING TO SCHOOL

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

EMERGENCY PROCEDURES

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

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

(*) EXPLOSIVE DEVICES

Students who possess, traffic in, or detonate any explosive device or incendiary components such as explosive materials, bullets, blasting caps, fireworks, gasoline, other flammable liquids, ammunition or any combination of these items – generally referred to as a bomb or look-alike explosive device, which by themselves or in conjunction with other items can result in an explosion or fire on school property or at school sponsored activities, will be subject to suspension or expulsion. Students who are involved with or threaten to use a look-alike explosive device will be subject to suspension or expulsion. Law enforcement agencies may be notified.

(*) FALSE ALARMS

Triggering a fire alarm or reporting a fire or other emergency without reasonable grounds for such action is prohibited. Students who are involved may be disciplined, suspended or expelled, depending on each individual situation. Law enforcement agencies may be notified.

FALSE ALLEGATIONS/MISINFORMATION

Knowingly reporting to school officials, or causing the reporting of, false facts regarding misconduct or other information likely to cause an official response, or corroboration of such information, is prohibited. The student may be subject to disciplinary action.

Lying to a school official or omitting relevant information during the course of an investigation may also be cause for discipline.

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

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

1. Any firearm;
2. Any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, sand club, blackjack, billy club, metal knuckles, any double-sided knife, any spring or mechanically loaded knife such as a switch-blade, any knife having a blade which opens by force of gravity or centrifugal thrust such as a butterfly knife, any knife with a fixed blade of any length, or any saber-sword dagger or dirk, any disabled knife or tool that could be labeled as a shank;
3. Any device commonly known as "Nunchaku sticks" consisting of a length of wood, metal, plastic, or similar substance attached to wire, rope, or other means;
4. Any device commonly known as "throwing stars" which are multi-pointed objects designed to embed upon impact from any aspect;
5. Any air or spring-activated gun including any pistol or rifle designed to propel a BB, pellet, paintball, or other projectile by the discharge of compressed air, carbon dioxide or other gas;
6. Any disabling or incapacitating items such as electronic stunning/shocking devices; or any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun,

cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor, or other disabling agents; or

7. Any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade.

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

If any person has information of a gun on school property and wishes to remain anonymous, call the Gun Hotline number (800) 862-GUNS (4867).

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

Other Types of Weapons

In cases involving other weapons, students will be subject to discipline or suspension up to and including emergency expulsion for weapons brought to school that are not specifically addressed in the RCW i.e., pocket knife, box cutters, razor blades, hand-made items.

(*) FIRE/ARSON

Setting or attempting to set a fire on school premises or while under the authority of the District is prohibited. Police and/or fire department officials will be notified. The student will be subject to disciplinary action and/or restitution.

FITNESS EXPECTATIONS

1. All students are expected to participate in fitness activities. Failure to suit up and participate for activities may adversely affect the final grade a student receives in the class.
2. Any student needing to be excused from fitness due to illness or injury must bring a written excuse from his/her parent/guardian to the fitness teacher. If it is necessary for the excusal from participation to extend several days, a licensed prescriber's note should be brought to the school office.
3. Secondary only -- Gym shoes, socks, athletic shirts and athletic shorts are a required part of the fitness uniform. Students are responsible to provide their own locking device. The school will not be held responsible for lost or stolen personal items.

Elementary only -- Appropriate shoes (athletic shoes) and clothing that allows for movement and modesty are required.

4. Secondary only -- In the interest of good health, special clothing and showering are an important part of the program and are strongly encouraged. Gym clothes must be taken home regularly for washing.
5. Junior High only -- A physical examination is strongly recommended for all seventh grade students before school starts in the fall. The card given to students by their licensed prescriber after examination should be brought back to school.

FOOD AND BEVERAGES

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

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

FORGERY

Falsely representing one's identity or forging a parent/guardian, staff member, or another student's signature on any letter to the school, in a phone conversation, or on any school document or in any other way will result in discipline and/or suspension. Self-signed student notes will not be accepted in lieu of parent/guardian or staff signature.

FREEDOM OF EXPRESSION THAT CAUSES DISRUPTION

Distribution of written material, oral expression or any other expressive activity (including the wearing of symbols, clothing, hairstyle or other personal effects) under circumstances where a substantial disruption of the educational process is likely to result, or does result, from such activity is prohibited.

Substantial disruption from freedom of expression activities includes:

1. Inability to conduct classes or school activities, or inability to move students to/from class or other activities;
2. Breakdown of student order, including riots or destruction of property;
3. Widespread shouting or boisterous conduct;
4. Substantial student participation in a school boycott, sit-in, stand-in, walk-out or similar activities;
5. Physical violence, fighting or harassment of any kind among students;

6. Intimidation, harassment or other verbal conduct (including swearing, disrespectful or insulting speech) creating a hostile educational environment for students, staff or volunteers;
7. Defamation or untrue statements;
8. Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, insults or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response; or
9. Speech likely to result in or encourage disobedience of school rules or health and safety standards such as apparel, advertising alcohol, drugs, tobacco, etc.

Such disruptive speech shall be subject to regulation not only under the standards set forth above, but also for any other legitimate educational reasons as determined by the District. Students who violate the standards for verbal and written expression shall be subject to corrective action up to and including suspension or expulsion.

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

Official student publications, such as a newspaper or yearbook, and student expression that occurs under circumstances where it is sponsored or endorsed by the school, such as speech at student assemblies or dramatic productions, are not private speech of students. Rather, they are public communicative activities of the School District, which the District retains control over to the extent permitted by the First Amendment and WAC 392-400-215. For more information, see the Freedom of Expression Policy 3220.

GAMBLING

Gambling on school grounds is prohibited. The student may be subject to disciplinary action.

(*) GANG ACTIVITIES

A gang is defined under state law as a group which (a) consists of three or more persons; (b) has identifiable leadership; (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes; (d) take upon themselves an identity and or a group name; (e) claim a

physical territory; and (f) engage together in one or more forms of antisocial behavior and/or criminal activity on a regular or ongoing basis (RCW 28A.600.455).

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

HALL PASSES

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

HALLWAY CONDUCT

Students passing through the halls should be as quiet as possible. To make the halls safe, any horseplay including running, tripping, pushing and sliding down banisters is not allowed.

(*) HARASSMENT, INTIMIDATION OR BULLYING

Students, directly or through another person, shall not engage in racial harassment, sexual harassment, or other forms of harassment, intimidation or bullying of students or others; or any other behavior or activity that tends to create, or would create if uncorrected, a hostile, offensive or abusive work or learning environment.

The policy of the District is to provide a working and educational environment for students and employees that is free from any form of harassment. Harassment is behavior of a nonverbal, verbal, written, graphic, electronic communication, sexual or physical nature that is directed at an individual or group on the basis of race, gender, national origin, religion, age, marital status, disability or any other protected class.

Harassment includes, but is not limited to, abusive language; taunting; racial, sexual or ethnic slurs; jokes; pictures; gestures; implied or overt threats of physical violence; refusing to permit full participation in activities; physical acts of aggression toward a person or property; graffiti, slogans or visual displays depicting inappropriate sentiments or images; and inappropriate physical contact, bullying and intimidation.

“Racial harassment” is behavior based on race or color and has the intent or effect of limiting the ability of a student or school employee to participate in or benefit from educational services, activities or privileges. Racially motivated behavior is discriminatory and violates District policy and may also violate criminal and other state and

federal anti-discrimination laws.

“Sexual harassment” is unwelcome conduct of a sexual nature. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, lewd conduct, “sexting”, indecent exposure and other verbal, nonverbal or physical conduct of a sexual nature. For students, quid pro quo harassment is defined as the submission to unwelcome sexual behavior as a condition for participating in or receiving the benefits of educational opportunities such as decisions regarding grades and participation in District programs or activities. Sexual harassment can be student to student, student to teacher, teacher to student, male to female, female to male, male to male or female to female.

“Harassment, intimidation or bullying” also includes any intentional written message or image including electronically transmitted (also known as cyberbullying), or any verbal or physical act including, but not limited to, one shown to be motivated by an individual’s race, marital status, creed, age, disability, color, religion, ancestry, national origin, gender, sexual orientation or mental, physical or sensory handicap or other distinguishing characteristics when the act:

1. Physically harms a student or damages the student’s property;
2. Has the effect of substantially interfering with the student’s education;
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
4. Begins in an electronic form i.e., My Space, Facebook, Formspring, email, texting (known as cyberbullying) and disrupts the educational process and/or the privacy/safety of another student while at school; or
5. Has the effect of substantially disrupting the orderly operation of the school.

Harassment in any electronic form (i.e., My Space, texting), in or out of school, that disrupts the educational process will be subject to discipline or suspension. Electronic harassment that invades the privacy or endangers the safety of another student while at school will be subject to discipline in accordance with the harassment, intimidation or bullying guidelines.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. “Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socio-economic status, gender identity, marital status and familial status.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s). Harassment, intimidation and bullying are prohibited and shall be grounds for disciplinary action. Such harassment by a student, adult or staff member or inaction by a staff member observing such activity, shall

constitute grounds for disciplinary action.

Filing a false report or retaliation for any form of harassment, intimidation or bullying or for reporting such conduct or assisting in investigation of such conduct, constitute violations of this section.

The District does not tolerate any behavior or activity that violates this section. Discipline or other consequences for violating this section may include suspension or expulsion. It is the goal of the District to apply discipline or other corrective action that ensures harassment ends and does not reoccur. The disciplinary action will be appropriate and responsive. Factors to consider in determining the appropriateness and responsiveness of disciplinary action will include, but are not limited to, the severity and frequency of the harassment, the age of the harasser and the victim, the harasser’s attitude and intent, the effect it has on the other students and/or staff, mitigating circumstances, the relationship of the harasser to the victim, and the student’s disciplinary history. Based on these factors, a more or less severe punishment from school discipline to expulsion may be imposed. A course or training on the adverse impact on others of harassment and/or diversity may be required as part of the disciplinary procedures for students.

Harassment that is criminal will be reported to law enforcement. Students can be held personally and criminally liable for violent harassing behavior under state and federal law. Access to School District property and activities may be restricted.

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

Violent acts include, but are not limited to, behaviors or actions which are interpreted by a reasonable person to carry the potential of:

1. Violence, threats of violence;
2. Harming or endangering the safety of others;
3. Resulting in an act of aggression; or
4. Destroying or damaging property.

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

(*) HAZING

Hazing is defined as subjecting newcomers to unpleasant, abusive, demeaning or ridiculous treatment. Students shall not participate in or conspire with others to participate in hazing or acts that may injure, degrade, disgrace, or put others at risk in any way. See also the section on Harassment, Intimidation or Bullying.

(*) INSUBORDINATION

Students are required to obey the reasonable requests of all staff members. Willful disobedience is prohibited. Students are required to identify themselves to all staff members of the Puyallup School District. Failure to do so shall be construed as insubordinate and a threat to school security.

Lying to a school official during the course of an investigation is considered insubordination and may be cause for discipline or suspension.

(*) INSULTS OR ABUSE

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

LITTERING

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

High School only -- Parking lots are equipped with garbage cans which should be used to dispose of litter.

LOCKERS/CUBBIES

Students may be assigned to lockers/cubbies for specific classes. The locker/cubbie is to be kept clean and secure at all times. Students are responsible for the care of lockers/cubbies and locks. Lockers/cubbies are school property and may be inspected or searched without suspicion periodically as a general inspection of school property (RCW 28A.600.220).

Lockers/cubbies may also be searched if the principal/designee has reasonable grounds to suspect that the search will yield evidence of the student's violation of the law or school rules. A search is mandatory if there are reasonable grounds to suspect a student has illegally possessed a firearm in violation of RCW 9.41.289. Lockers/cubbies can also be searched when there is reasonable

suspicion of inappropriate contents.

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

Money, purses or other valuable items are the responsibility of the student but may be locked in lockers during class time only. The school accepts no responsibility for lost or stolen items.

Any student who damages or defaces a locker/cubbie will be subject to disciplinary action and will be liable for the cost of repairs. The privilege of using a locker/cubbie may be revoked for sufficient cause.

LOITERING

Loitering is not allowed in any hallway or on campus during the day or before or after school hours. After school, a student is expected to go home promptly after the last class unless attending a school activity. Students are not to loiter on school grounds. Students may not return to campus for any reason, including using the activity bus.

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

MATCHES, ETC.

Using or possessing matches, lighters or other fire-producing devices is prohibited and shall result in disciplinary action or suspension. Items will be confiscated and the student may be subject to discipline or suspension.

MISCONDUCT / GENERAL BEHAVIOR

Students are expected to behave in a manner that is conducive to a learning environment. Behavior detrimental to maintaining a positive learning environment is prohibited. Students involved in misconduct while under school jurisdiction or involving school property may be denied participation in school activities such as field trips, dances, assemblies, Senior Ball and Commencement (high school only).

NINTH GRADE DANCE

Each year during the last week of school, Puyallup School District's seven junior highs sponsor an evening dance for ninth graders. The purpose of the dance is to allow all ninth graders to celebrate their junior high school years. Students must be appropriately dressed for a semi-formal occasion. There is no need to spend large sums of money for this activity. Jeans and shorts are not allowed. Formal wear is allowed but not required.

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

PARKING

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

A search of a motor vehicle may be made based on reasonable suspicion when related to a possible school violation. Adjacent streets are considered an extension of the school parking lot and campus and are therefore subject to the *Search and Seizure Policy* when related to a possible school violation as stated in this handbook.

(*) PERSONAL PROTECTION SPRAY DEVICES (PPSD's)

Students under the age of 14 are not allowed to carry PPSD's on campus.

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

Students may not unlawfully discharge or distribute a personal protection spray device. The following consequences may be imposed:

1. Possession without permission:

First offense will result in confiscation and a warning letter. Future offenses may result in discipline, including suspension of up to ninety (90) school days.
2. Distribution:

Distribution is providing or selling a PPSD to another person. Discipline and/or suspension of up to ninety (90) school days.
3. Unlawful discharge:
 - a. Vandalism or mischievousness without harm to others or a substantial disruption to the educational process.
 - First offense up to a ten (10) day short-term suspension.
 - Second offense up to a ninety (90)

day long-term suspension.

- Subsequent violations will result in a long-term suspension with loss of credit.
- Causing a substantial disruption to the educational process may result in up to a ninety (90) day long-term suspension.

- b. Threatening to use or using, other than when danger is imminent and there is no other recourse:

- First offense will result in up to a ninety (90) day long-term suspension or expulsion depending on severity of offense.
- Second offense will result in expulsion.

PROFANITY

Swearing, profanity, vulgarity, inappropriate gestures, obscenities or other lewd speech is prohibited. The student may be subject to discipline and/or suspension.

PUBLIC DISPLAY OF AFFECTION

Students are expected to exercise self-control and respect for the reputation of self and of others. Kissing and inappropriate displays of affection are not allowed. The student may be subject to discipline and/or suspension.

SEARCH AND SEIZURE

Students must comply with a reasonable search by school authorities. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate.

School authorities may seize any contraband substance or object, the possession of which is illegal, or any material or object that violates a school rule, including cell phones and electronic devices, or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

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

1. Authority to Conduct a Search (RCW 28A.600.210):

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

2. General Inspections:

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

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

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

4. Personal Searches:

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

5. Secondary only -- Motor Vehicle Searches:

Motor vehicles, which are parked on or near school property during regular school hours or during school activities, are subject to being searched when school officials have reasonable suspicion of contraband items.

SELLING ITEMS AT SCHOOL

The conducting of private business or selling of unauthorized items is prohibited. Property may be confiscated and law authorities contacted.

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

Students are prohibited from riding devices including, but not limited to, skates/in-line skates, skateboards, scooters, wheeled shoes, etc. at school or school activities. These items are disruptive and present a safety hazard and may be confiscated. This applies to all District property at all times.

(*) STUDENT LEADERSHIP

Given that student leaders serve as "role models" for other students and as representatives of their schools and the District, those students participating in leadership classes (and other classes that require participation in extra-

curricular activities) must comply with these Rights and Responsibilities at all times. Violation may result in removal from not only the leadership position or other extra-curricular activity, but also from the leadership class or related class, and may result in loss of credit.

(*) TECHNOLOGY

Students may not bring any computer applications, including games, to school for any reason. Students also may not bring computer hardware of any type, including external drives, to school without permission. District workstations may not be altered without direct teacher permission. Students may also not use technology devices including, but not limited to, cameras, cell phones, portable entertainment systems or other devices in a manner that disrupts the educational process, invades the privacy or rights of others or violates school rules.

Inappropriate or lewd words or pictures shared or displayed via cell phone or any technology device is prohibited at school.

Any vandalism (destroying or changing files, illegal copying, etc.), intentional copyright violations or attempted access to unauthorized data will result in disciplinary action which may include restitution, suspension or expulsion.

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

The inappropriate use of the Internet connection, the District network or an individual workstation is prohibited. Examples of inappropriate behavior include the accessing, downloading and distributing of inappropriate materials, sharing or using materials that belong to another person, or any other use incompatible with District policies or individual school rules.

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

Please be aware that questionable materials that are not appropriate for this age may be available to inquisitive searchers even though the District has a filtering program and teacher supervision. Parental/guardian permission for use of the Internet is required (Policy 2022).

With the advance of technology, personal laptops, e-readers and tablets have a place in the educational setting. The misuse would constitute a disruption of the educational process. The following guidelines apply to these technology devices:

- The student/parent assumes all risks/liability in the event of loss, theft or damage.
- Teacher permission must be granted before using in class
- Devices are to be stored out of sight when not in use (or they could be confiscated like cell phones and MP3's.)

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

TEXTBOOKS

Textbooks are furnished by the District. Students are expected to use care in handling textbooks. Students are responsible for the condition of and/or loss of their books while under their care. A fee may be charged for lost, stolen or damaged textbooks.

(*) THEFT OR POSSESSION OF STOLEN PROPERTY

Any student involved in theft or in possession of stolen property may be required to replace or pay for the stolen item(s) and will be subject to discipline up to and including suspension/emergency expulsion. Any student involved in theft while under school jurisdiction, including shoplifting during school-related trips, will be denied participation in school activities for up to 90 school days. Appropriate law enforcement authorities may be contacted.

TOBACCO USE AND POSSESSION

Students of any age may not smoke, consume, use or possess tobacco products or e-cigarettes at any time while on or around School District property, during the school day or at any school-sponsored activities. Before or after school, students are not to use tobacco products on or adjacent to the school grounds and/or within visual distance of any school grounds. Violations of this rule are cumulative on a one-year basis. Students will be disciplined, up to and including suspension.

The District will impose the following actions for violation of tobacco rules:

First Offense

1. Will result in discipline or up to a three (3) day suspension from school.
2. Parent/guardian will be notified of the offense and the action taken.
3. A satisfactory conference may be held regarding the violation.
4. Enrollment in a District-approved tobacco cessation clinic or diversion option may be substituted in lieu of suspension.
5. A citation by law enforcement may be issued.

Second Offense

1. Will result in a short-term suspension up to ten (10) days from school.
2. Parent/guardian will be notified of the offense and the action taken.
3. A satisfactory conference may be held regarding the violation.
4. Enrollment in a District-approved tobacco cessation clinic or diversion option may be substituted in lieu of suspension.
5. A citation by law enforcement may be issued.

Subsequent Offenses

1. May result in a long-term suspension from school.
2. Parent/guardian will be notified of the offense and the action taken. A satisfactory conference may be held regarding the violation.
3. A citation by law enforcement may be issued.

In addition, verification of enrollment and regular attendance in a tobacco cessation clinic/diversion program must be provided to the principal/designee or reinstatement of the suspension may occur.

(*) TRESPASS

Students are not to enter or loiter on any District campus at any time without proper authorization. A charge of trespass, with notice to police authorities, may be given to any person who creates a disturbance on school property and whose continued or reoccurring presence may result in a real and substantial disruption to the school environment or pose a threat to the safety and well-being of property or person. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

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

VALUABLES AT SCHOOL

Students should not bring any items of value to school. Large sums of money and other valuable items should be left at home. Articles of value brought for school purposes should be checked in at the office. Audio devices, recorders, cameras, electronic games, and cell phones are not to be brought to school and may be confiscated. The District assumes no responsibility for loss to student's personal property.

Elementary only -- A permission form/contract for grades K-6 to carry a cell phone must be renewed annually and on file in the main office.

(*) VANDALISM (RCW 28A.635.060)

Students who damage school property or other property

while under school jurisdiction will be subject to suspension or expulsion. The student, parent/guardian shall be liable for damages to the extent permitted by law.

All students are expected to respect and care for all property of the school including building facilities, technology equipment, desks, smart/white boards, books, lavatories, lockers, etc. Any student damaging, losing or defacing school, student, or staff property will be required to pay for the damage or loss. The student and/or parent/guardian shall be liable for damages to the extent permitted by law. Willful destruction or defacement of District, student or staff property at any time is cause for suspension or expulsion.

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

When the student and parent/guardian are unable to pay for damages, a program of voluntary work for the student may be provided in lieu of monetary payment.

IV. GENERAL INFORMATION

ACTIVITY CARDS -- Secondary only

The following information applies to Puyallup School District activity cards.

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

DISCRIMINATION

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

Questions and complaints of alleged discrimination may be directed to:

Lorraine Wilson, Assistant Superintendent of Human Resources ~ (253) 841-8764;
Gerald Denman, Executive Director of Diversity Affairs ~ (253) 840-8966;
Rick Wells, Title IX Coordinator ~ (253) 841-8785; or
Kris Lenke, Section 504 Coordinator ~ (253) 841-8700.

State and federal law prohibits discrimination. The District complies with all non-discrimination rules and regulations and does not permit discrimination against students or staff on the basis of race, national origin, gender, disability, or any references to age, religion, marital status, sexual orientation, social and/or economic backgrounds. This holds true for all students who are participating in educational programs and/or extra-curricular school activities.

Besides working with the principal, the Puyallup School District provides a site-level diversity affairs representative (ODA) at each school. Further inquiries regarding compliance procedures may be directed to the School District's Compliance Officer at (253) 841-8764, 302 2nd Street SE, Puyallup, WA 98372, or the Director of the Office for Civil Rights, Department of Education at (206) 220-7900, 915 Second Avenue, Seattle, Washington 98174.

FIELD TRIPS

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

HEALTH SERVICES

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

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

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

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

HOME-BASED EDUCATION (HOME SCHOOL)

If planning to declare home-based instruction for a child, contact the Director of Student Services at (253) 841-1301, for information or download a Declaration of Intent form from the PSD website to complete and return to the Puyallup School District.

HOME/HOSPITAL INSTRUCTION PROGRAM

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

HOMEWORK

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

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

Homework presents opportunities for the following:

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

Teachers are responsible for the following:

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

Students are responsible for the following:

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

Parent/guardian is responsible for the following:

1. Providing encouragement, support, and showing interest in the student's work;

2. Assisting students to develop good study habits by providing a comfortable, well-lit area away from distractions;
3. Encouraging students to set a regular time for study;
4. Evaluating student activities to be sure the student has sufficient study time.

IMMUNIZATION

To protect children against a number of childhood diseases, Washington State law (RCW 28A.210.060) requires that all children admitted to public and nonpublic schools be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella Mumps, Varicella, Hepatitis B, and other communicable diseases as required by the Washington State Department of Health. Students may be excluded or suspended from school if they do not meet the requirements of this law.

INSURANCE

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

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

INTERVIEW BY LAW ENFORCEMENT AUTHORITIES

(See School Board Policy)

LIBRARY RULES

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

LICE (PEDICULOSIS)

1. When a case of head lice is detected at school, the parent/guardian will be notified.
2. The child will be sent home.
3. The parent/guardian will be provided with instruction for treatment.

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

LOST AND FOUND

Textbooks, wallets, watches, electronics and other items of value which are found should be turned in to the office so they may be returned to the rightful owner. Failure to do so will constitute theft. Periodically, "lost and found" items will be donated to a charity of choice.

MCKINNEY-VENTO (HOMELESS) ACT

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

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

Please contact the school counselor or the district website; or the Director of Student Services at 253-841-1301 for additional information on the McKinney-Vento Act.

MEDICATION

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

Medication to be dispersed by the school nurse will require

written permission and instructions from a licensed prescriber as described in RCW 28A.210.260 & 270 and signed parental permission to administer the medication at school. (Forms are available in the nurse's office).

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

1. A written order from a licensed prescriber prescribing within the scope of their prescriptive authority, detailing the name of the medication, dosage, time to be given, and the expected duration of administration.
2. Medication to be brought to school in the original container appropriately labeled by the licensed prescriber for the prescription drugs or by the manufacturer for non-prescription drugs. No greater than a twenty (20) day supply shall be stored at school in a locked, substantially constructed cabinet.
3. The first dose given at school should be administered by the school nurse, if possible, so that the nurse or person administering the medication may determine that in his or her judgment the medication appears to be in the original container and properly labeled. Non-licensed staff will be trained, supervised and monitored by the school nurse.
4. A record will be kept designating time and date, and with the initials of persons administering the medication.
5. Requests for administration of medication will be valid only as ordered by the licensed prescriber and the dates indicated in writing, and in no case shall the period exceed one school year.
6. Medications, other than orally, may only be administered by a registered nurse or licensed practical nurse. No prescribed medication shall be administered by injection by non-licensed staff except when a student is susceptible to a predetermined life-endangering situation treatable by Epinephrine (EpiPen). Such medication shall be administered by the school nurse or staff trained by the school nurse to administer such an injection.

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

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

MISCELLANEOUS INFORMATION

1. Students may be detained after the regular time for dismissal if there is a discipline or safety concern. Every effort will be made to inform parent/guardian by a telephone call when students are kept after school.
2. The office telephone is not for use by students except for emergencies.
4. Certain designated areas of the building and grounds are normally "off limits" for students, such as the kitchen, faculty room, custodial rooms, storerooms and the parking lot. Students should not play in the landscaped areas of lawn and shrubs.
5. Unless students ride the bus or are on school patrol, they are not to arrive at school more than 15 minutes before starting time or at such time as designated by the building principal/designee.

PHOTOGRAPHS OF STUDENTS

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

For confidentiality and the safety of our students, no photos/videos of students may be taken by adult guests on any part of the campus or school-sanctioned activities during the school day unless authorized by school personnel.

PLAYGROUND AND MULTI-PURPOSE ROOM RULES

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

PRIVACY RIGHTS OF PARENT/GUARDIAN AND STUDENTS

The Puyallup School District, in compliance with federal laws 93-308 and 93-568, presents these facts for the information of parent/guardian and students.

In accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, student records are open for review and inspection by parent/guardian or students eighteen (18) years of age or older. Students sixteen (16) years of age or older, or who are emancipated have the right to give informed consent regarding their records, with

some exceptions. Under state law, information regarding students with HIV or sexually transmitted diseases (STD), fourteen (14) years of age or older, may be released by the student only.

A student's records are open for inspection and review with interpretation to the parent/guardian of the student or the student himself/herself if eighteen (18) years of age or older. Appointments must be pre-scheduled for viewing cumulative records of grades, achievement test scores, or health records. Psychological records may be reviewed at the Special Services Office. Appointments may be made for viewing psychological records at (253) 841-8700. (Psychological testing is administered only with prior parent/guardian approval.) A parent/guardian or student eighteen (18) years of age or older may view his/her records, attach written comments, or request a hearing to remove a part of the records. Parts of records may be reproduced at a cost of \$.15 (cents) per page, paid by the person requesting the information. For a certified transcript the first 5 are free any additional are \$1.00 each.

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

1. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Under state public disclosure law, the request must be acknowledged in writing by the District within five (5) working days, and unless the documents are presented at that time, an estimate will be provided as to when they will be available within the 45 day response period. A parent/guardian or eligible student should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The principal/designee will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. Request an amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or in violation of the student's rights to privacy. A parent/guardian or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. A parent/guardian should write to the school principal/designee, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing as provided in District Policy 3231.
3. Consent as provided in District Policy 3231, to the disclosure of personally identifiable information contained in the student's educational records, except to the extent

that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials who have legitimate educational interests. A school official is a person employed by the District such as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task such as attorney, auditor, medical consultant, or therapist; or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

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

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

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

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

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

PROMOTION/RETENTION -- Grades K-8

Children will progress annually from grade to grade, spending one year in each grade unless it is determined by the school's educational team, which includes the parent/guardian, that the child will benefit by staying another year in the same grade.

PROMOTION/ON-TIME GRADUATION -- High School

Promotion to the next grade is granted at the end of the spring semester to students who have satisfactorily met the requirements set by the Puyallup School District. In cases where retention is considered, a conference will be held and the best placement for the student will be decided.

To be on track to graduate on time a student must earn a minimum of five (5) credits prior to fall registration of tenth (10th) grade; a minimum of eleven (11) credits prior to fall registration of eleventh (11th) grade; a minimum of seventeen (17) credits by the end of the second semester of eleventh (11th) grade. Seniors must have 22 credits and successfully complete a culminating project, as well as pass the High School Proficiency Exams and end-of-course assessments.

Any student who does not have enough credits to move to the next grade level during any given year will need to make those credits up through summer school or other alternative means. Credit-deficient students need to meet with a counselor prior to fall semester to develop a plan for making up those credits.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

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

determine program eligibility.

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

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

Inspect, upon request and before administration or use:

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

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

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

Notice to Opt Out

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

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

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

PUBLIC INFORMATION

Under the federal No Child Left Behind Act, a parent/guardian may request the District to provide the following information regarding the professional qualifications of a student's classroom teachers, including: (1) whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which he or she teaches; (2) whether the teacher is teaching under emergency or other provisional status under a waiver from State requirements; (3) the Bachelor of Arts major of the teacher, other graduate certification or degrees held, and the field of discipline of the certificate or degree; and (4) whether the student is provided services by paraprofessionals and, if so, their qualifications.

Under RCW Chapter 42.17, parent/guardian and other members of the public have the right to inspect and copy public records retained by the District, including records pertaining to employee discipline, unless the records are exempt from public disclosure under State law or disclosure pursuant to a court order.

REPORTING TO PARENTS

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

Supplementary reporting is used at each grade level and may include additional parent-teacher conferences, periodic reports, recognition for good work, reports by telephone or email, letters sent home, and home visits.

SIGNS AND BULLETIN BOARDS/DISTRIBUTION OF MATERIALS

The distributing of information, placement of materials on bulletin boards, or the placing of signs throughout the building or on school property must have prior administrative approval.

TRANSFERS AND RELEASES

Any student wishing to attend school in another school district must obtain a *Release of Attendance* form at the District office.

Students wishing to transfer to a school within the Puyallup School District must obtain a *Transfer within Puyallup School District* form at the student's resident school or district office. It is to be submitted to the Director of Student Services at the district office prior to January 10 of the preceding school year.

Students wishing to transfer from another school district are

to first obtain a *Release of Attendance* from their resident district, then submit it with an *Out-of-District Waiver* application to the Director of Student Services prior to January 10 at 302 2nd St. S.E., Puyallup, WA 98372.

VISITORS

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

VOLUNTEERS

Volunteers are encouraged to participate at each of our schools but must have a current volunteer application on file.

Contact Karen Hansen, executive director of communications, at (253) 841-8703 to learn more about volunteer opportunities or to submit a volunteer application.

WALKING SAFETY

For the safety of students who walk to and from school and/or bus stops they must adhere to the following safety precautions.

Students should:

1. Walk with friends or family members, using the “buddy system”. Younger children should always walk with an adult.
2. Walk on the sidewalk. If there is no sidewalk, be sure to walk on the side of the road facing traffic.
3. Stay on a safe walking route. Don’t take shortcuts that could be dangerous. The district has identified safe walking routes for every school, which are posted on the Bus Schedules and Routes page.
4. Be careful for cars parked in driveways. Watch for cars or trucks parked in driveways, and look for drivers in parked cars who may be getting ready to move their vehicle.
5. When crossing the street, use an approved crossing area such as at a traffic signal or other marked intersection. Never dart out between parked cars, jaywalk, or use other illegal methods of crossing the street or railroad tracks.
6. Stop, look, and listen. When crossing the street, use an approved crossing area. Stop at the curb or the edge of the road. Look and listen for moving cars in all directions. Wait until no traffic is coming and begin crossing. Keep looking for traffic until finished crossing.
7. Walk, don’t run, when crossing the street. Also, don’t push, shove, or chase others.
8. Obey traffic signs, signals, and school crossing guards.
9. Be safe, be seen. Wear brightly-colored clothing

during the daytime to make it easier to be seen by drivers. When it is dark or hard to see outside, use a flashlight and wear reflective material on shoes, backpacks, and clothing.

10. Never take rides from people not arranged by parents.
11. Avoid getting near a strange car or talking with strangers; and be aware of your surroundings and the people around you.
12. School patrols are for the students’ safety. They must be obeyed at all times when they are on duty.

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

WITHDRAWAL FROM SCHOOL

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

Secondary only -- A student withdrawing from school must bring written permission from his/her parent/guardian. This request is to be presented to the Counseling or Student Services Office. The student will then be given a withdrawal slip, which will be used in checking out with each teacher. The withdrawal slip is to be brought back to the Counseling/or Student Services Office. All fees and fines must be paid before an official transcript will be forwarded (RCW 28A.635.060).

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

Questions and complaints of alleged discrimination may be directed to:
Lorraine Wilson, Assistant Superintendent of Human Resources ~ (253) 841-8764;
Gerald Denman, Executive Director of Diversity Affairs ~ (253) 840-8966;
Rick Wells, Title IX Coordinator ~ (253) 841-8785;
or
Kris Lenke, Section 504 Coordinator ~ (253) 841-8700.