

The mission of Fife Public Schools is to provide an engaging and safe environment where learning is linked to life.

Belief Statement(s)

Instruction

We believe:

- that all students can and will learn.
- that teaching must be supportive, engaging, nurturing, and must focus on learning as an active process rather than the acquisition of facts.
- that instructional programs will be learner-centered based on an identified core of knowledge and evaluated through effective student performance assessment.
- that in our technological society, effective instruction must prepare students to function successfully in a rapidly changing world.

Curriculum

We believe:

- all students can and will learn.
- all students need to be provided the tools necessary for life-long learning.
- all students need to be actively engaged, challenged, and celebrated in their successes.
- change is inevitable and it is necessary to evaluate and re-evaluate curriculum, instruction, and climate.
- curriculum must be relevant in preparing students for their future.
- in providing relevant, ongoing staff development to better meet the diverse and changing educational needs of our students.
- instructional programs will be based on identified learner outcomes and the assessment of student performance based on these outcomes.
- Fife School District will be the best in the state by setting high standards and encouraging the work ethic necessary to achieve.
- schools must prepare students to respect and value diversity and to become contributing members of society.
- students must know how to think, understand concepts and ideas, learn to solve problems and to work effectively in groups.
- visionary leadership is essential for the success of our schools.

Climate

We believe:

- that every child can learn.
- the basic structure of our public schools and the nature of teaching and learning must be revised in order to better meet the diverse and changing needs of our students and to assure that every child learns.
- the district must create an environment built upon trust, which encourages and rewards innovation and risk-taking to facilitate new approaches to teaching and learning.
- there is a critical need for students to be actively engaged in learning how to think, to understand concepts and ideas, to apply what they learn, to solve problems, and to work effectively in groups.
- a visionary shared decision-making model that involves caring staff, parents, community members, and students as appropriate, will build trust, will result in higher quality decisions, will ensure ownership of decisions, and will foster a child-centered learning environment.

INTRODUCTION

The Fife School District believes that parent(s) and guardian(s) are important partners in the process of corrective action, in response to student misconduct. To this end, school authorities shall make every reasonable attempt to involve the parent or guardian and the student in the resolution of student misconduct problems.

Citizenship guarantees each student certain rights, but also requires the acceptance of corresponding responsibilities. It is expected that students will obey the law, adhere to policies of the school district, and comply with rules and regulations implementing these policies. In addition, the student is expected to safeguard the property of the school and to respect the rights and privileges of others. Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.

This handbook is adopted and distributed pursuant to RCW 28A.600.010 and WAC Chapter 180-40, which prescribes substantive and procedural due process rights of students and should be interpreted in accordance with those regulations. A copy of all applicable board policies, procedures, statutes, and regulations mentioned herein may be obtained from the office of the superintendent.

This handbook also complies with the Drug-Free Schools and Communities Act, P.L. 101-226.

Compliance with standards of conduct is mandatory.

Fife Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Ben Ramirez, Assistant Superintendent: bramirez@fifeschools.com. Section 504/ADA Coordinator, Nancy Fitta, Director of Special Programs: nfitta@fifeschools.com Fife Public Schools: 5802 20th St. E., Tacoma, WA 98424, [253.517.1000](tel:253.517.1000).

Notice of Interpretation Services

English

If you do not speak English, please notify one of our office staff members. Interpretation services are available. Thank you.

Spanish

Si usted no habla Inglés, por favor notifique a uno de nuestros miembros de personal de la oficina. Los servicios de interpretación disponibles. Gracias.

Ukrainian

Якщо ви не говорите по-англійськи, будь ласка, повідомте одного з членів нашого офісного персоналу. Інтерпретація послуги доступні. Спасибі.

Russian

Если вы не говорите по-английски, пожалуйста, сообщите одного из членов нашего офисного персонала. Интерпретация услуги доступны. Спасибо.

Vietnamese

Nếu bạn không nói được tiếng Anh, xin vui lòng thông báo cho một nhân viên văn phòng của chúng tôi. Giải thích các dịch vụ có sẵn. Cảm ơn bạn.

Filipino

Kung hindi ka nagsasalita ng Ingles, mangyaring ipaalam sa isa sa aming mga miyembro ng kawani ng opisina. Interpretasyon serbisyo ay makukuha. Salamat sa inyo.

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STUDENT RIGHTS

Protected Rights

Harassment, intimidation, and bullying

Definition: Harassment, intimidation, and bullying means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic because of race, religion, creed, color, national origin, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, veteran or military status or use of a trained dog guide or service animal by a person with a disability.

Physically harms a student or damages student property; or

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

It is policy 3207 of the Fife School Board of Directors (copy located on district website) that all students will deal with all persons in ways, which convey respect and consideration for individuals regardless of race, religion, creed, color, national origin, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or use of a trained dog guide or service animal by a person with a disability and other designated youth groups. Acts of bullying, harassment, and intimidation will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Law enforcement and the Office of Civil Rights may be contacted.

For counsel and assistance in procedures resolving matters of this nature contact school building principals or district administrators.

The district will take prompt, equitable, and remedial action within its authority on reports, complaints, and grievances alleging bullying, harassment, and intimidation that come to the attention of the district, either formally or informally according to Complaint Procedures of this policy. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and Child Protective Services.

Those who engage in bullying, harassment, and intimidation on or adjacent to school property or at school functions will be subject to appropriate discipline or sanctions according to district policy or other agreements.

Coercion, discrimination, or reprisals taken against persons filing complaints or persons acting as witnesses to complaints shall result in appropriate disciplinary action or sanctions according to district policy or other agreements.

Persons who knowingly file false allegations, or report or corroborate false allegations, shall be subject to appropriate disciplinary actions or sanctions according to district policy or other agreements.

Discrimination

Fife School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability and

provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

- Title IX/Civil Rights Coordinator, Ben Ramirez, Assistant Superintendent:
5802 20th St. E., Tacoma, WA 98424, 253.517.1000
bramirez@fifeschools.com
- Section 504/ADA Coordinator, Nancy Fitta, Director of Special Programs:
5802 20th St. E., Tacoma, WA 98424, 253.517.1000
nfitta@fifeschools.com

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school.

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

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

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office.

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | Fax: 360-664-2967

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

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

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

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Boundary Invasion – Staff members will not intrude on a student's physical and emotional boundaries unless intrusion is necessary to serve an educational or physical, mental, and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties in the district. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established and maintained professional boundaries. District employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies, or other generally recognized professional standards.

RCW 28A.400 and Fife School District policy 5253.

Child Find

The Child Find program conducts activities for the purpose of locating, evaluating, and identifying students with a suspected disability. Activities apply to students ages birth through twenty-one.

Formal screenings and assessments, which could include the areas of hearing, vision, social skills, language, learning, and motor skills, are completed on preschool students.

For parents(s)/guardian(s) concerns about their child's development or questions about the ChildFind program, please contact the special programs office at 253-517-1000. (WAC 392-172A-100)

CPS Reporting

Teachers, counselors, administrators, child care facility personnel, and school nurses are required by state law to report cases of suspected child abuse or neglect to Child Protective Services (CPS). Reporting is recognized as a request for an investigation by CPS into a suspected incident of abuse or neglect, not a final determination of abuse. CPS and law enforcement officials have the responsibility for investigating each case and taking such action as is appropriate under the circumstances. Professional school personnel are free from liability for the good faith reporting of suspected abuse or neglect and are criminally liable for a failure to do so.

Custody Issues

Fife School District is not the enforcing agency for court orders between parents (i.e. divorce decrees and parenting plans). In general, the schools will not attempt to implement such orders except when presented with a certified copy of a clear "no contact at any time" type of order, or one which specifically limits a parent's rights at school. (A certified copy may be obtained only from a court clerk and is clearly stamped and imprinted as such.) In such cases, the school will act to protect the safety of students and contact police regarding violations of court orders if, in the judgment of the school officials, the circumstances warrant such action. The District prefers that disputes between parents regarding court orders be resolved in court, not in school.

Drug and Alcohol Counseling Program

All Fife School District students have the opportunity to confer with a school counselor or community drug/alcohol specialist to provide alcohol and other drug assessments, referral and case management into community treatment. Students completing treatment may request case management services to ensure an individualized plan for transition back to the school from inpatient setting and assistance in connecting with support services available both in the school and community. Washington law states that "any person 14 years of age or older may give consent for himself to receive counseling, care, treatment or rehabilitation by an approved drug treatment center or person licensed by the state related to conditions and problems caused by drug or alcohol abuse. When an individual submits himself for care, treatment, counseling, or rehabilitation to any organization, institution or corporation, public or private, confidentiality is guaranteed."

If you are concerned about your son/daughter and possible involvement with alcohol and/or other drugs, please call the building administrator or counselor

Due Process

Students may be subject to discipline, suspension or expulsion, including emergency expulsion, for violating district policies and regulations and school rules. The procedures for appealing this action are found in WAC 392-400-310. In general, these require that student discipline be administered fairly and

equitably and will be subject to due process considerations. Copies of regulations and Washington Administrative Codes are available at each school and at the district office.

Equal Educational Opportunity

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, religion, creed, color, national origin, sex, sexual orientation including gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. District programs shall be free from sexual harassment. RCW 28A.642

State interpreters are available upon request

Parent(s)/guardian(s) or students who feel they have been discriminated against have a right to file a complaint with the school district and/or local, state, and federal authorities. Inquiries and complaints should be filed with Ben Ramirez, Assistant Superintendent, 5802 20th Street East, Fife, Washington 98424. Phone: (253)517-1000. Email address bramirez@fifeschool.com

Freedom of Expression

1. Students are entitled to express their personal opinions verbally, symbolically, and in writing. Student expression may not contain language or ideas of such a nature that it is reasonably probable that the expression will create hostility or violent or unlawful behavior, be libelous, slanderous, profane, vulgar or obscene, or materially and substantially interfere with the educational process. Student expression may not attack ethnic, religious, disabled, gender, or racial groups.
2. School-sponsored student publications and presentations are not public forums. School officials may review and exercise editorial control over school-sponsored student publications and presentations.
3. To prevent interference with the school program of nonschool publications and distribution of leaflets and handbills, the principal will determine the time and place of distribution and clarify student responsibility for content.
4. Student groups, which are not authorized by the Associated Student Body, may conduct meetings during noninstructional time by submitting an application to the school principal. School personnel may not participate in the meeting and nonstudents may not initiate, direct, control, or regularly attend the meetings.
5. The building administrator regulates freedom of peaceful assembly in time and place. Demonstrations, which interfere with the operation of the school or classroom, are prohibited. Classroom attendance takes precedence over freedom to assemble.
6. Commercial solicitation is not allowed unless authorized by the principal.
7. Distribution of unlawful materials in school buildings or on the grounds is prohibited.
8. Any violation by any student(s) of the limitations of freedom of expression may subject the student to such discipline (to include suspension/expulsion) as may be deemed appropriate by the school authority, provided that such discipline occurs only for just cause and is in accordance with due process of law. RCW 28A.600.010

Optimum Learning Atmosphere

All students have the right to an education in classrooms where there is an optimum learning atmosphere. Highest consideration must be given to the judgement of a certificated staff member regarding conditions necessary to maintain such an atmosphere. RCW 28A.600

Principal's Responsibilities and Authority

Each principal shall be responsible for the enforcement of the prescribed school district rules for student conduct and for the compliance with school district and building guidelines relating to the discipline of students. Principals shall have the authority to discipline, suspend, or expel any student for any violation of rules for student conduct.

Each principal may develop such building guidelines relating to student discipline as may be appropriate. Such building guidelines shall be consistent with school district rules relating to student discipline. Guidelines may also contain recommended penalties for student violations. All discipline, short-term suspensions, long-term suspensions, or expulsions shall be in compliance with the law and rules of the State Board of Education.

At the beginning of each school year, principals shall make available to each certificated staff member, student, and parents or guardians of students a copy of this policy (or summary thereof) together with any building guidelines developed to apply to this policy.

Each principal shall provide assistance and support to teachers in connection with discipline problems relating to students.

Fife schools are assisted by and work closely with local, county, and state law enforcement agencies.

Search and Seizure

A building administrator may search a student, the student's possessions, vehicles parked on school property, or a student's locker if the administrator suspects the search will yield evidence of the student's violation of the law or school rules.

Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. Staff will conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. Under no circumstances may an administrator subject a student to a strip or body cavity search as defined by state law.

Student lockers, desks, and storage areas remain the property of the school district, and neither right nor expectation of privacy exists for any student as to the use of any such property assigned to the student by a school. In addition to the circumstances described above, a building administrator or designee may search all student lockers at any time without prior notice and without reasonable suspicion that the search will yield evidence of particular student's misconduct. If as a result of such general search, a building administrator or designee suspects that a container in a student locker may contain evidence of student misconduct, the administrator or designee may search the container in accordance with the provisions stated above.

School authorities may seize illegal items such as drugs, drug paraphernalia, firearms, weapons, or other possessions reasonably determined to be a threat to the safety or security of others. Items, which are used to disrupt or interfere with the educational process, may be removed from student possession and held until proper disposition of the item can be determined. RCW 28A.600.220 & 230

Student Educational Records

Each student has one complete set of records; one portion is kept at his/her school while the remainder may be maintained in the central administration building files.

Student records located in the school contain achievement information, standardized test scores, enrollment/directory information, health records, attendance, staff evaluations, comments, letters of disciplinary action, and awards.

Student records located in the central administration building files contain reports and assessments by staff specialists in speech, hearing, social work, child study, visually handicapped, etc.; individualized educational programs; state approved reports and assessments such as special education programs; reports from individuals or agencies outside of school; and disciplinary action, for special education students.

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

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s educational records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the Fife School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. Parents of eligible students have a right to inspect or review information including when the student is a dependent under IRS tax code, when the student has violated a law or the school rules regarding alcohol or substance abuse (and the student is under 21), and when the information is needed to protect the health or safety of the student or other individuals.

4. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure without consent are: disclosure deemed by the district as necessary to protect the health or safety of the student or other individuals and disclosure to school officials with legitimate educational interests.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirement of FERPA. The name and address of the office that administers FERPA are:
 - Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Avenue SW
 - Washington, DC 20202-4605

The Protection of Pupils Rights Amendment (PPRA) requires the school district to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex 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 privileges relationships, such as with lawyers, doctors, or ministers;
7. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes and certain physical exams and screenings.

(Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law)

Special Education and Section 504 Services

Fife School District provides special education and section 504 services for all students with disabilities. These services are available in the general age range of 3-21 and are provided as near the child’s home school area as possible. Parent(s)/guardian(s) may initiate referral for testing or placement of their child.

Parents/guardians of students with disabilities have basic rights in the following areas: (1) notice and consent, (2) confidentiality of records, (3) testing and assessment, (4) individualized educational program, (5) placement, and (6) due process (impartial hearing and/or mediation), a standardized process for resolving disagreements.

The school district has the legal responsibility to invite parent(s)/guardian(s) to a meeting when the district proposes to initiate or change the identification, assessment, or educational placement of the child or the provision of a free appropriate education to the child; or when the district, upon request of the parent(s)/guardian(s) refuses to initiate or change the identification, assessment, or educational placement of the child or the provision of a free appropriate education to the child.

The school district must obtain the written consent of the parent(s)/guardian(s) prior to conducting any replacement assessment of a student and prior to placement of a student in a special education program. If the parent(s)/guardian(s) does not consent, the district may ask a hearing officer to decide the issue.

For complete information regarding special education or section 504 services, please contact Nancy Fitta, Director of Special Programs, (253) 517-1000.

Student Organizations

Student organizations are limited to students enrolled at the school and are encouraged if the purposes and activities are consistent with the educational program of the district and are approved by the building principal. RCW 28A.325.020

Teacher's Responsibilities and Authority

Teachers shall maintain good order in their classrooms and shall enforce district rules for student conduct. Teachers shall, in accordance with the due process rights of the student, have the authority to discipline any student for any disruptive or disorderly conduct or other violation of rules for student conduct which may occur in the presence of the teacher. Teachers are expected not only to supervise pupils while in the classroom, but also to assist in the general supervision over pupils during the school day. Teachers may also recommend short-term suspension, discipline, or expulsion of students to their building principal.

Teachers assigned to classroom duties shall keep and maintain accurate attendance records of students.

Teachers shall not maltreat or abuse any pupil by administering any unreasonable punishment.

Teachers may hold pupils to strict accountability in school for any disorderly conduct while under their supervision. They may make recommendations to the proper school authority for the discipline or suspension of pupils.

In cases of misconduct or insubordination, when ordinary and usual methods of correction are insufficient, the teacher may take the offending pupil to the building principal who shall take such action as he or she deems appropriate under the circumstances according to WAC 180-44.

Any student who creates a disruption of the educational process in violation of the building disciplinary standards while under a teacher's immediate supervision may be excluded by the teacher for his or her individual classroom and instructional or activity area for all or any portion of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first. This will be done provided that, except in emergency circumstances, the teacher shall have first attempted one or more alternative forms of corrective action. In no event without the consent of the teacher shall an excluded student be returned during the balance of that class or activity period.

STUDENT RESPONSIBILITIES

Attendance

State law and district policy and regulations require daily and punctual attendance of all students, unless officially excused. Parents and students are both responsible for assuring attendance.

Parents must provide the school with a valid reason for an absence before it can be excused. The following constitute valid reasons for excused absences: a personal illness; an appearance in court when required by law; a disciplinary action (i.e., short-term suspension, long-term-suspension or emergency expulsion); observance of a religious holiday; a family emergency approved by the principal; and a planned family activity which has been pre-approved by the principal. In all cases, the school principal determines whether an absence is excused or unexcused.

In accordance with the state's mandatory attendance laws, if a student is absent without excuse five times within a month, the school district **may** file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school; if a student is absent without excuse seven times within a month or ten times within a school year, the school district **will** file a petition with the juvenile court. Any parent found to have violated the law may be fined up to \$25 per day of unexcused absence and the student will be ordered to attend school. The court may also order the parent(s)/guardian(s) to provide community service at the student's school in lieu of imposing a fine. 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.

In addition to disciplinary action for nonattendance, unexcused absences may adversely affect a student's grade if the teacher (a) has shown a relationship between attendance and instructional goals and objectives of the course; (b) advised the student and parent(s)/guardian(s) in writing and by posting at the beginning of the year; and (c) obtained approval from principal for guidelines to be used in classes in which attendance may adversely affect grades or credits. (RCW 28A.225)

Closed Campus

Fife School District maintains a closed campus policy. This means that ALL students, once they have arrived at school, must have the school's permission to leave the school grounds during the school day.

Discipline Definitions

Discipline — "Discipline" shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion from a class for a period of time not exceeding the balance of the immediate class period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or on behalf of the school district, including its athletic program and transportation.

Emergency Expulsion — "Emergency expulsion" shall mean the immediate denial of school attendance for an indefinite period of time due to 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.

Emergency Removal — "Emergency removal" shall mean the immediate removal of a student from a class, subject, or activity when the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school.

Expulsion — "Expulsion" shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time.

Long-Term Suspension — "Long-term suspension" shall mean a suspension for up to ninety days or to the end of the current semester.

Guardian — "Guardian" or "guardians" shall mean any adult granted legal custody and parental rights by court order.

Parent — "Parent" or "parents" shall mean any natural, adoptive, or custodial parent or guardian. Students of majority age shall be entitled to parental rights.

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

Short-Term Suspension — "Short-term suspension" shall mean a suspension for any portion of a calendar day up to and not exceeding a total of ten school days per trimester, in grades kindergarten through grade five, and no more than a total of fifteen days per semester in grades six through twelve.

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

Drugs, Alcohol, and Mind-Altering Substances

The Board of Directors believes that the use of tobacco, alcohol, drugs, and mind altering substances by students is not only illegal in most cases, but also hinders their learning and is detrimental to their health. The possession or use of tobacco, alcohol, drugs, or mind-altering substances by students on or adjacent to school property, or at school sponsored-activities is prohibited.

Students who violate this prohibition will be subject to discipline as prescribed in this policy. All staff is responsible to enforce this policy.

Students will be disciplined when there is reasonable cause to believe they have violated the prohibition against possession or use of alcohol, drugs, or mind-altering substances. Reasonable cause shall mean specific observable facts that can be described and that indicate a particular student is in the possession of or has used alcohol, drugs, drug paraphernalia, or mind altering substances or that which purports to be on or adjacent to school property, or at school-sponsored activities. Possession for the purpose of delivering or selling to others will result in more severe discipline.

Students shall not be in possession of over-the-counter or prescription drugs or medications/remedies on school premises as provided in Policy 3416, Medication at School.

Corrective action: Recommendation for Long-Term Suspension of ninety school days or the remainder of the semester. Building administrators have the authority to reduce long-term suspensions to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in elimination of future involvement with drugs and alcohol.

Identification

All persons will, upon request, identify themselves to proper school authorities in the school building, on school grounds or at school-sponsored events.

Off-Campus Events

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to authority of school district officials. WAC 392.400.205

Parking Regulations

Parking regulations will be in effect at the high school. See the High School Handbook for specific guidelines.

Possession of Weapons

Firearms

It is the policy of the Fife School Board that all students are prohibited from carrying or possessing a firearm or other dangerous weapon (as defined by federal and state law and district policy and procedures) on school property, on school-provided transportation, in areas of facilities being used exclusively by public schools, or at school-sponsored events or activities.

Under state and federal law, a student shall be expelled for not less than one year for possession of a firearm on school premises, school-provided transportation, or areas of facilities being used exclusively by public schools.

In addition to being expelled or suspended from school, it is a crime under Washington state law for a person (not just students) to knowingly carry a weapon on school premises. The penalty for conviction could be up to a year imprisonment and a \$5,000 fine. RCW 9.41.280

Other weapons

Students are forbidden to knowingly and voluntarily possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose (i.e. toy weapons) are prohibited. State laws RCW9.21.280 and RCW9.21.250 defines other dangerous weapons. Examples may include, but are not limited to: ammunition, incendiary or explosive devices, clubs, knives of any kind, other cutting or stabbing instruments, chemical inhalants, stun-guns, slung shot, sand club, metal knuckles, air pistols, and look-alike items or replicas displayed or represented as real weapons.

Possession is having a weapon on district property or at a district-sponsored event and includes, but is not limited to: space assigned to a student such as a locker or desk; on the student's person or property such as clothing, backpack, purse or motor vehicle; under the person's control or accessible or available and is hidden by the student.

Students who possess a weapon or who carry, exhibit, or display any weapon or item capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or warrants alarm for the safety of other persons, shall be the subject of discipline up to and including expulsion.

Student Dress

Preserving an environment conducive to learning world-class skills and assuring the safety and well being of all students are primary concerns of the Board. To address these concerns the Board directs individual schools and alternative programs to adopt and implement a student dress standard. Each school or alternative program shall obtain student, staff, and parental input prior to developing and implementing its student dress standard or when considering changes to it.

Students in the Fife Public Schools are expected to dress in a manner that reflects pride and respect for themselves and their schools. It is generally expected that student dress shall be clean and appropriate for the activity in which the student is engaged. Each school or alternative program's student dress code shall prohibit the following:

- Clothing presenting a reasonable expectation of a material and substantial disruption of the educational process, damage to school property, or a health or safety hazard.
- Clothing displaying obscene or sexual words, pictures, messages, or innuendoes.
- Clothing displaying drug or alcohol-related words, pictures, messages, or innuendoes.
- Clothing which symbolizes gang membership or which displays gang-related words, symbols, messages, or pictures.

A school's dress code may include the requirement that students wear uniforms and/or identification badges.

All staff shall be responsible for consistently and equitably enforcing their school's student dress code. Students whose manner of dress violates the school dress code shall be asked to make appropriate corrections. Students who fail to comply shall be subject to discipline. Parents shall be notified.

Student Conduct Rules

Students shall comply with all federal, state and local laws, school district policies, school bus rules, athletic and activity codes, parking regulations and with the directions of teachers, student teachers, substitute teachers, educational assistants, principals, or other authorized school personnel when the students are properly under the authority of such school personnel. In addition to these rules and regulations, each school in the district may provide additional rules and procedures, not in conflict with those stated herein, regarding student conduct and the administering of corrective action applicable to that school.

Any conduct, which materially and substantially interferes with the educational process, is prohibited. The following list of offenses generally describes such conduct, but is not intended to be all-inclusive. Each is specifically prohibited on school grounds, on school-sponsored transportation, at school events off school grounds, if the conduct materially and substantially affects the educational process or district operations.

Student misconduct that falls under progressive discipline guidelines:

- Attendance — Students must maintain regular school attendance in accordance with board policy.
- Cheating — Intentional deception in the preparation or completion of any school assignment, examination or project, or in the conduct of any school-related activity is prohibited, along with the aiding and abetting of such behavior by others.
- Closed Campus — Students are required to remain on the school grounds from time of arrival unless officially excused. Students involved with approved off-campus activities during school hours must have a valid off-campus pass in their possession. Visitations to other schools must be approved in advance by both principals.
- Disruptive Dress and Appearance — Dress and appearance must not present health or safety problems, intimidate others, or cause disruption.
- False Accusations/Defamation — Students shall not make untrue charges of wrongful conduct or other defamatory statements.
- Inappropriate Display of Affection — Overt displays of affection or sexually oriented actions, which violate standards of acceptable social conduct, are prohibited.

- Inappropriate Language — Vulgar, obscene or profane language, whether spoken, in writing, or in gesture, is prohibited.
- Littering — Throwing, dropping, depositing, or discarding of litter is prohibited on public property.
- Loitering — Loitering in lavatories, parking lots, and designated off-limit areas is prohibited.
- Misuse of Electronic Information Systems — Students shall comply with the acceptable use guidelines of district policy when using electronic information systems such as e-mail, networks, and the Internet.
- Motor Vehicles — High school students who drive must: (1) observe all rules of safe driving; (2) park in designated areas; and (3) comply with school registration procedures. Failure to do so may result in the loss of the privilege of parking on school property and/or other forms of corrective action. Junior high school students are prohibited from bring vehicles to school - Policy 3243P.
- Need to Identify Self — All persons must, upon request, identify themselves to school personnel.
- Selling Items at School — Only authorized organizations may sell on school property or at school events.
- Student Expression — Student expression may not be vulgar, lewd, obscene, or plainly offensive, be used to cause a substantial disruption of the educational process, or interfere with the rights of others. School-sponsored expression may be further regulated on the basis of legitimate pedagogical concerns.
- Tardiness — Students are expected to be punctual in arriving at school and to each of their classes.
- Tobacco — Use or possession of tobacco products by students is prohibited.
- Trespassing — Being present in an unauthorized place or refusing to leave when ordered to do so is prohibited.

Exceptional Misconduct

The following misconduct is designated as exceptional misconduct and has been judged following consultation with an ad hoc citizens committee to be (a) of such frequent occurrence, notwithstanding past attempts to control such misconduct with other forms of corrective action, or (b) so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school that students may be subject to suspension (short-term or long-term) for a first-time offense. Such misconduct may also result in an expulsion or an emergency expulsion.

Arson — knowingly and/or maliciously causing a fire or explosion is prohibited.

Assault — the threatened or attempted use of force or violence upon the person of another is prohibited.

As indicated by this definition, threats to use force or violence upon another person whether communicated orally, in writing, or by any other means, will be treated as assaults and will not be tolerated. Depending on the circumstances, such threats may violate other rules of conduct as well.

Pursuant to RCW 28A.635.090, students who interfere by force or violence with school personnel or other students are subject to immediate suspension or expulsion.

Bomb Threats — threatening to bomb or damage any public school facility or property is prohibited.

Burglary — breaking into a school with intent to steal is prohibited.

Dangerous Behavior — engaging in behavior, which a reasonable person would know creates a risk of injury to another individual, is prohibited.

Defiance — Students must obey the lawful instructions of school personnel.

Destruction of Property — Defacing, injuring, or damaging school property or property belonging to a school employee, contractor, or student in any way is prohibited.

Pursuant to RCW 28A.635.060, students and their parents/guardians may be required to pay for all damages to school district property or property belonging to a school employee, contractor, or student. A student's grades, diploma, or transcript may be withheld pending repayment.

Disruptive Conduct — Willful conduct that creates a disturbance on school premises or interferes with the educational process is prohibited.

Drugs, Alcohol and Mind-Altering Substances — Students shall not illegally use, possess, sell, distribute, or be under the influence of drugs, alcohol, mind-altering substances, medication not prescribed by a physician and approved in writing by the parent(s)/guardian(s), drug paraphernalia, or any item which purports to be such, in accordance with district policy. Students shall not be in possession of over-the-counter or prescription drugs or medications/remedies on school premises unless special clearance has been received from the principal and school nurse.

Explosives — Possession or use of anything tending or serving to explode with force or violence, such as firecrackers, bullets, or pipe bombs, is prohibited.

Extortion/Blackmail/Coercion — Obtaining money or property by violence or threat of violence, or forcing someone to do something by force or threat of force is prohibited.

False Alarms/Fire Apparatus — Setting off false alarms, discharging or stealing fire extinguishers, or damaging alarm systems is prohibited.

Fighting — The act of quarreling involving bodily contact is prohibited.

Fireworks/Bullets — Possession, use, or distribution of firecrackers, fireworks, bullets, or other forms of ammunition is prohibited.

Forgery — The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses, or other data is prohibited.

Gang Activity — In accordance with district policy, students shall not display, reflect, or participate in dress, apparel, activities, acts, behaviors, or manner of grooming which: (a) lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment, activity, or educational objectives; (b) present a physical safety hazard to self, students, staff, and others; (c) create an atmosphere in which a student, staff, or other person's well-being is adversely affected by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or (d) imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property, or on one's person.

Harassment, Malicious - Derogatory action or intimidation of another person in a way that is related to a person's race; religion; national origin; gender; sexual orientation; physical, mental or sensory disability or condition; and/or places that person in reasonable fear of harm to his/her person or property, or disrupts the learning environment.

Harassment, Sexual — Unwelcome or uninvited sexual advances, requests for sexual favors, sexual comments, cartoons, innuendoes and other verbal or physical conduct of a sexual nature is prohibited.

Bullying — Students shall not participate, conspire to participate, or conspire for others to participate in harassing acts that injure, degrade or disgrace, or tend to injure, degrade or disgrace other individuals.

Interference with School Authorities — Interfering with the discharge of the official duties of district or contractor personnel or volunteers by force or violence is prohibited.

Intimidation — Intimidation of school personnel or other students by threat of force or violence is prohibited.

Possession of Stolen Property — Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property is prohibited.

Robbery — Stealing from an individual by force or threat of force is prohibited.

Theft — The unauthorized carrying away of the personal property of another person or the property of the school district is prohibited.

Verbal Abuse — The use of disrespectful or threatening language to school personnel or other students is prohibited.

Weapons — Possession, transmission or use of any object that is or reasonably appears to be a dangerous weapon or related device is prohibited. Such objects include, but are not limited to: firearms, ammunition, incendiary or explosive devices, clubs, knives of any kind, other cutting or stabbing instruments, chemical inhalants, and look-alike items or replicas displayed or represented as real weapons.

Pursuant to RCW 9.41.280, students who possess a dangerous weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools may be immediately expelled. Pursuant to RCW 28A.600.420, students who possess a firearm must be expelled without an opportunity for readmission for at least one year. This minimum one-year expulsion will also apply to students who act with malice and display an instrument that appears to be a firearm on public school property, transportation, or other facilities being used exclusively by public schools. Parent notification will be done in a timely manner, depending on the nature of the offense and consequences. In all incidents involving Exceptional Misconduct, parents will be notified as soon as possible.

The Superintendent of the school district, or the superintendent's designee, may modify the expulsion of a student on a case-by-case basis.

Violation of Suspension — During the period of any suspension from school, students shall not enter upon any real and personal property that is owned, leased, rented, or controlled by the school district without the express prior approval of a building principal or designee.

Parent notification will be done in a timely manner, depending on the nature of the offense and consequences. In all incidents involving Exceptional Misconduct, parents will be notified as soon as possible.

Consequences For Student Misconduct

Students who violate the rules of the school or school district will be subject to discipline, suspension, or expulsion.

Prescribed penalties may be designated by administrators for certain types of misconduct. However, the nature and circumstances of each case will be reviewed separately on its own merits and disciplinarians and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances.

The frequency with which students violate various school policies, rules, and regulations is often of equal or greater concern than single violations. The cumulative effects of these acts may determine the form of corrective action imposed, including suspension and/or expulsion.

Law enforcement authorities may be contacted regarding incidents of misconduct, which also implicate violations of the law.

The Fife School District has determined that certain types of misconduct, by their very nature, provide good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process. The district has a zero-tolerance policy regarding this

misconduct. Based on this determination, students who engage in the following types of misconduct will be subject to emergency expulsion:

1. Arson
2. Explosives
3. Sale of Drugs, Alcohol or Mind-Altering Substances
4. Weapons (including look-alike weapons)
5. Assaults, Which Involve Threats to Kill Another Person

The foregoing determination and list of misconduct is not exclusive and does not preclude an administrator from determining under appropriate circumstances that other misconduct also warrants an emergency expulsion.

Procedures for Imposing Corrective Action

1. Teachers, school administrators, school bus drivers, and other designated school employees shall have the authority to: (1) impose discipline on any student for misconduct in accordance with the procedures specified in this brochure; (2) temporarily remove a student from a class, subject, or activity as provided for herein; and (3) make recommendations to appropriate school authorities for the suspension or expulsion of any student. Except as otherwise provided for, only a building administrator, the superintendent, or such person's designee may impose a suspension or expulsion.
2. Students with disabilities are subject to the same rules of student conduct and corrective action procedures as other students. However, when a proposed corrective action constitutes a significant change in placement, or is suspended beyond ten consecutive days, special procedures shall be employed as required by law. (See district policy "Due Process Procedures Under Individuals with Disabilities Education Act.")
3. Corporal punishment, which generally is defined as any act, which willfully inflicts or willfully causes the infliction of physical pain, **is prohibited by state law and board policy. Exceptions are defined in WAC 392-400-235**
4. Any student who creates a disruption of the educational process in violation of the building disciplinary standards while under a teacher's immediate supervision may be excluded by the teacher for his or her individual classroom and instructional or activity area for all or any portion of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first. This will be done provided that, except in emergency circumstances, the teacher shall have first attempted one or more alternative forms of corrective action. In no event without the consent of the teacher shall an excluded student be returned during the balance of that class or activity period.
5. Any student who has been placed on long-term suspension or on expulsion may make a written application to be readmitted to school. The application is to be made through the office of the Assistant Superintendent.

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

Provisions Applicable to Short-Term and Long-Term Suspensions

1. The nature and circumstances of the violation must be considered and must reasonably warrant a suspension and the length of the suspension imposed.
2. Except for those rule violations that have been designated exceptional misconduct, no student will be suspended unless another form of corrective action reasonably calculated to modify his

or her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature.¹

3. No student in grades kindergarten through five shall be subject to short-term suspension for more than a total of ten school days at any one time during any single trimester. No loss of academic grade or credit shall be imposed by reason of suspensions of such a student. No student in grades six and above program shall be subject to short-term suspensions for more than a total of fifteen school days at any one time during any single semester and no single long-term suspension shall be imposed in a manner which causes the student to lose academic grades or credit in excess of one semester or trimester during the same school year.
4. Suspensions shall include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
5. All suspensions and the reasons therefore must be reported in writing to the superintendent within twenty-four hours after the imposition of the suspension.
6. Any student who has been suspended shall be allowed to make application for readmission at any time. (See district policy "Readmission After Expulsion or During Long-Term Suspension.")

Provisions Applicable to Short-Term Suspensions Only

1. Prior to the short-term suspension of any student, a conference must be conducted with the student. At this conference the student must be provided with: (1) an explanation of the alleged misconduct and rule violations; (2) an explanation of the evidence in support of the allegations; (3) an explanation of the corrective action which may be imposed; and (4) an opportunity to present an explanation regarding the alleged misconduct.
2. In the event a short-term suspension is to exceed one calendar day, the parent(s)/guardian(s) of the student must be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the mail as soon as reasonably possible. This notice shall also inform the parent(s)/guardian(s) of the right to an informal conference and that the suspension may possibly be reduced as a result of such a conference.
3. Any student subject to short-term suspension shall be provided the opportunity upon return to school to make up assignments or tests missed by reason of the suspension if such assignments or tests have a substantial effect on the student's semester or trimester grade or failure to complete such assignments or tests would preclude the student from receiving credit for the course(s).

Provisions Applicable to Long-Term Suspensions and Expulsions

1. Prior to the long-term suspension or expulsion of a student, a written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and parent(s)/guardian(s). This notice shall be in the primary language of the student and parent(s)/guardian(s) and it shall:
 - a. Specify the student's alleged misconduct and the school district rule alleged to have been violated;
 - b. Set forth the corrective action proposed by the district and the right of the student or parent(s)/guardian(s) to a hearing for the purpose of contesting the allegations;
 - c. Inform the student and parent(s)/guardian(s) that a written request for such a hearing must be received by a designated school district employee on or before the expiration of the third school business day after their receipt of the notice; and

¹ Pursuant to RCW9.41.280, possession of a dangerous weapon is an exception to this rule and students who engage in such conduct may be immediately expelled. Pursuant to RCW 28A.635.090, interference by force or violence with any employee or student of the school district who is in the peaceful discharge or conduct of his or her duties or studies is also an exception to this rule and shall be grounds for immediate suspension or expulsion. Pursuant to RCW 28A.600.420, students who possess a firearm must be expelled without an opportunity for readmission for at least one year.

- d. Indicate that if such a timely request is not received, that the right to a hearing may be deemed waived, and the proposed corrective action may be imposed without further opportunity for the student or parent(s)/guardian(s) to contest the matter.

A schedule of "school business days" potentially applicable to the exercise of such a hearing right should be included with the notice.

2. The student or parent(s)/guardian(s) must request such a hearing within three school business days after the date of their receipt of the notice imposing the corrective action. If a timely request for a hearing is not received, the school district may consider the student and parent(s)/guardian(s) to have waived the right to a hearing and the proposed corrective action may be imposed as of the fourth school business day following receipt of the notice imposing the corrective action.

Provisions Applicable to Expulsions

1. The nature and the circumstances of the violation must reasonably warrant the harshness of expulsion.
2. No student shall be expelled unless other forms of corrective action reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action would fail if employed.²
3. Expulsions shall include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.
4. All expulsions and the reasons therefore must be reported in writing to the superintendent within twenty-four hours after the imposition of the expulsion.
5. Any student who has been expelled shall be allowed to make application for readmission at any time.

Provisions Applicable to an Emergency Removal

1. A student may be removed immediately from a class, subject or activity by a certificated employee and sent to the designated school authority if there is good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school. Such a removal shall continue only until the danger or threat ceases or until the principal/designee acts to impose appropriate discipline.
2. The principal/designee shall meet with the student as soon as reasonably possible following the student's removal and take appropriate corrective action. In no case shall the student's opportunity for such a meeting be delayed beyond the commencement of the next school day.
3. Prior to or at the time any such student is returned to the class or activity from which the student was removed, the principal/designee shall notify the certificated employee who removed the student of the action that has been taken.

Provisions Applicable to Emergency Expulsions

1. A student may be expelled immediately by the principal in emergency situations if the principal has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or the immediate and

² Pursuant to RCW 9.41.280, possession of a dangerous weapon is an exception to this rule and students who engage in such conduct may be immediately expelled. Pursuant to RCW 28A.635.090, interference by force or violence with any employee or student of the school district who is in the peaceful discharge of his or her duties or studies is also an exception to this rule and shall be grounds for immediate suspension or expulsion. Pursuant to RCW 28A.600.420, students who possess a firearm must be immediately expelled without an opportunity for readmission for at least one year.

continuing threat of substantial disruption to the educational process. An emergency expulsion shall continue until rescinded by the principal or until modified or reversed pursuant to the hearing process set forth below or the appeal process set forth in district policy Appeal of Long-Term Suspension or Expulsion to the Board of Directors.

2. The student and parent(s)/guardian(s) shall be notified of the emergency expulsion of a student and of their opportunity for a hearing by hand delivering a written notice to the student's parent(s)/guardian(s) within twenty-four hours of the expulsion and by documenting same with either a signed acknowledgment of receipt or a written certification by the person making the delivery, or by a certified letter deposited in the mail within twenty-four hours of the expulsion. If the notice is by certified letter, reasonable attempts shall be made to notify the student and parent(s)/guardian(s) by telephone or in person as soon as is reasonably possible. If the emergency expulsion is based on a failure to comply with the state immunization law, WAC 180-38, the notice must be received by the student's parent(s)/guardian(s) prior to the emergency expulsion regardless of the method of delivery.
3. Such written and oral notice shall comply with all the requirements for notice of a long-term suspension or expulsion except that it shall set forth the fact that a request for a hearing must be received by the district on or before the tenth school business day after receipt of the notice.

Procedures for Contesting Corrective Action

Grievance Procedure for Discipline and Short-Term Suspensions

Any student or parent(s)/guardian(s) who disagrees with the imposition of discipline or a short-term suspension shall have the right to an informal meeting with the building principal/designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of such a grievance as soon as reasonably possible. During this meeting, the student and parent(s)/guardian(s) shall be subject to questioning by the principal/designee and shall be entitled to question school personnel involved in the matter being grieved.

After this school-level grievance meeting, if the issue is not resolved, the student or parent(s)/guardian(s), upon giving two school business days' prior notice to the superintendent's office, shall have the right to present a written and/or oral grievance to the superintendent or designee.

If the issue is not resolved at this level, the student or parent, upon giving two school business days' prior notice to the superintendent's office, shall have the right to present a written and/or oral grievance to the Board of Directors during the Board's next regular meeting. The Board shall notify the student and parent(s)/guardian(s) of its response to the grievance within ten school business days after the date of the meeting.

The discipline or short-term suspension shall continue during the grievance procedure unless the principal or designee elects to postpone the action.

Hearing Process for Long-Term Suspensions or Expulsions

Any student or parent(s)/guardian(s) who disagrees with the imposition of a long-term suspension or expulsion may request a hearing to contest the action. Requests for a hearing must be received by the office of the superintendent within three school business days of receipt of the notice imposing the corrective action (ten school business days for emergency expulsions). If a timely request for a hearing is received, the school district shall schedule a hearing to commence within three school business days after the date upon which the district received the hearing request.

The student shall have the right to be represented by legal counsel, to question and confront witnesses, to present an explanation of the alleged misconduct, and to make such relevant showings by way of witnesses and the introduction of evidence as desired. Both the student and the school district

representative shall have the right to inspect in advance of the hearing any documentary and other physical evidence the other party intends to introduce at the hearing.

The hearing officer assigned by the district to hear the case shall not be a witness in the case, and the truth of the allegations shall be determined solely on the basis of the evidence presented at the hearing. Either a tape-recorded or verbatim record of the hearing shall be made. A written decision by the hearing officer setting forth the findings of fact, conclusions, and the nature and duration of the corrective action to be imposed, if any, shall be provided to the student's legal counsel or if none, to the student and parent(s)/guardian(s). In the case of emergency expulsions, the decision shall: (1) be rendered within one school business day; (2) be delivered by certified mail; and (3) include a conclusion as to whether or not the emergency situation giving rise to the emergency expulsion still exists.

Unless an appeal is taken, any long-term suspension or expulsion decided upon by the hearing officer may be imposed as of the fourth school business day following receipt of the hearing officer's decision. An emergency expulsion may be continued following the hearing on the basis that the emergency situation continues and/or as corrective action for the actions giving rise to the emergency expulsion in the first instance.

Appeal of a Hearing Officer's Decision Imposing a Long-Term Suspension or Expulsion

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

If a timely appeal is taken to the board of directors, the suspension or expulsion may be imposed for up to ten consecutive school days during the appeal period, or until the appeal is decided, whichever is the shortest period; provided, however, that an emergency expulsion that is continued by the hearing officer need not be interrupted or stayed if the decision rendered includes a conclusion that the student continues to pose an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process. Any days that a student is temporarily excluded from school during the appeal period shall be applied to the term of the suspension or expulsion and shall not limit or extend the student's suspension or expulsion.

The appeal to the board of directors will be conducted in accordance with district policy Appeal of Long-Term Suspension or Expulsion to the Board of Directors and WAC 392-400.

Student Discipline Cumulative Records

Discipline files will be kept for each student throughout their elementary careers. These files may be used as a reference in determining patterns of behavior for which corrective action is necessary. Progressive corrective action or punishment for inappropriate behavior patterns or similar cumulative violations may be assigned based upon these records.

Discipline files will be kept for each student throughout their secondary careers. These files may be used as a reference in determining patterns of behavior for which corrective action is necessary. Progressive corrective action or punishment for inappropriate behavior patterns or similar cumulative violations may be assigned based upon these records.

Tobacco

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances, and any other smoking equipment, device, material, or innovation.

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

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

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

Any section of this document or portion thereof, found by adjudication to be contrary to law or constitutional right, shall be stricken without effect to the remainder of the document.

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, religion, creed, color, national origin, sex, sexual orientation including gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. District programs shall be free from sexual harassment.

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

Please contact Ben Ramirez, Assistant Superintendent. Offices are located at 5802 20 Street East, Tacoma WA 98424, telephone (253) 517-1000. Email – bramirez@fifeschools.com

ATTACHMENT A - Student Athletic/Activity Code

Introduction

Students and staff in the Fife High School Athletics/Activities Program are constantly representing Fife High School at public performances. This exposure places them in a position that requires they assume a greater amount of responsibility for their conduct. Conduct in and out of school will directly reflect on fellow students, coaches/advisors, and Fife High School.

For this reason, an Athletic/Activity Code of Conduct has been established. The Fife High School administration, the athletic director, and the coach/advisor will administer this code. They will be responsible for all decisions relating to disciplinary action resulting from violations of the code. **It is the student's and parent's responsibility to know and abide by the contents of this code.**

Duration

This code begins with the student's initial athletic clearance of his/her high school career and extends through graduation. This code does not apply to the summer months unless the student participates in a school-sponsored activity during that time.

Objectives

- 1. To develop good citizenship and respect for rules and authority**
 - 1.1 by experiencing the principles of justice, fair play, and good sportsmanship.
 - 1.2 by providing the opportunity for the student to adjust his/her attitude to the concept of team or group goals.
- 2. To promote and contribute to the goals of the total education program.**
 - 2.1 through the realization that a healthy body combined with structured practice increase the probability of effective learning.
 - 2.2 by providing a strong program that attracts student body interest and models a positive learning atmosphere.
- 3. To promote community interest and involvement in school activities**
 - 3.1 by providing enjoyable experiences for participants and spectators.
 - 3.2 by establishing rules and setting high standards for activity participation that reflect the rules and regulations that follow.

Student Participants

The rules and regulations of the Activity Code will be regarded as a contract between the student, the school, and his/her coach or advisor. It will apply to the following groups of students:

- 1. Athletes** – Any student that participates in a school sponsored athletic sport.
- 2. Cheerleaders** - Cheerleaders will be dealt with in the same manner as other athletes. Cheerleaders are a unique group representing the school throughout an entire year including a summer camp training period. Each discipline situation will be dealt with in a manner consistent with the intent of the Fife High School Athletic/Activity Code. Generally speaking, the Fife High School Athletic/Activity Code will become effective once cheerleaders have been chosen for the upcoming school year.
- 3. Associated Student Body and Class Officers** - ASB and class officers are a unique group representing the school throughout an entire year. Therefore, any misconduct mentioned in this code by an officer will result in removal from office. The ASB and class elective positions are covered by the code from their date of candidacy through the end of that year, during summer camp week, and during the subsequent year starting with the first day of fall athletic practice and ending with the conclusion of their season or term of office.
- 4. Music Department Performing Groups** - Performances of FHS musical groups are an integral part of the music curriculum. They are a required activity and are considered in determining a final course grade. Music students involved in violations of the activity code will be subject to disciplinary action up to and including dismissal from the performing group. Additionally, students involved in violations of school rules will be subject to the normal school disciplinary procedures.

Rules and Regulations

- 1. Sportsmanship:** Students must conduct themselves properly and use appropriate language at all times when representing Fife High at school and in the community.
- 2. Appearance:** Students, while representing the high school, are required to be neat, clean and well groomed. The entire uniform, as required by state, league, and school rules shall be worn at all times during sports contests. Bandanas are not to be included, at any time, as part of the student's uniform.
- 3. Athletic Awards:**
 - **The Varsity Letter Awards**

Students will receive a chenille "F" letter for the first varsity letter earned. They are entitled to only one during their career. Each letter earned will be rewarded with a certificate that states this achievement. Head coaches will establish and announce lettering criteria for their sport. These may vary from sport to sport.
 - **Career Athlete (Male/Female)**

This award will be voted on and determined by the coaches of Fife High School. It will be based on ability, participation, post-season awards, leadership, citizenship, coachability, and role model over the three-year period.
 - **Scholar Athlete (Male/Female)**

This award will be voted on and determined by the coaches of Fife High School. It will be based on their courses of study, grade point, athletic participation, and excellence over the three-year period.
 - **Coaches Award (Male/Female)**

This award will be voted on and determined by the coaches of Fife High School. It will be based on an athlete's role modeling, citizenship, and total commitment to our overall program over the three-year period.
- 4. School Attendance:** There is no partial-day attendance rule. A student absent from school any part of the day on which his/her extra-curricular activity is scheduled will not be allowed to participate in that scheduled activity. Exceptions will be made for verified doctor or dental appointments or other cases prearranged through a building administrator. Further, students who are truant are automatically withheld from the next scheduled contest.
- 5. Equipment:** School-owned equipment checked out to a student is his/her responsibility. Loss or misuse of this equipment will be the student's financial obligation. School-owned equipment may be worn only for practices, on game day, or to scheduled performances or activities. Athletes may be held out of contests during the next sport season unless all gear that was checked out to them from the previous sport or activity has been returned or paid for.
- 6. Fees:** All participants in either activities or athletics must purchase an ASB Card. Cost is \$35.00 payable to the FHS Bookkeeper.
- 7. Grades:** FHS follows the W.I.A.A. guidelines for academic eligibility. In order to **gain initial athletic eligibility**, the student shall have attended and passed a minimum of three full time subjects the previous semester. A student who fails to make the grade requirements will be ineligible the first three weeks of the next sports season in which that student is a participant. Students must complete the entire season for the suspension to be considered served. At the end of three weeks, grades are again checked. In the case that grading standards are still not met, the student will complete grade checks on a weekly basis until eligibility standards have been fulfilled. These checks are conducted on the last working day of the school week. If the student fails to attain eligibility by the 9th week (quarter grades), eligibility is lost for the remainder of the semester. In-season athletes will also be subject to eligibility checks on the 9th week (quarter grades) of the current sports season. In order to **maintain athletic eligibility**, students must maintain passing grades in 5 of their 6 classes. Student-athletes' grades will be monitored every 3 weeks during the sports season to ensure academic eligibility. If a student athlete is failing more than one class at that time, the student will complete grade checks on a weekly basis until eligibility standards have been fulfilled. These checks are conducted on the last working day of the school week.
- 8. Insurance:** All student athletes are required to provide proof of insurance coverage before being cleared to participate in extra-curricular athletics.
- 9. Meetings, Practice Sessions and Games:** Students are expected to attend all scheduled meetings, practice sessions, performances and games whether school is in session or not. If a student needs to miss practice or meetings prior arrangements must be made with the coach or advisor.
- 10. Risks of Participation:** Many activities involve possible risks to the participating individuals. Some of these (i.e. tackle football) are dangerous activities involving MANY RISKS OF INJURY. We expect the students and parents to be aware of these risks and the serious nature of the injuries that may possibly occur. The participant should

recognize the importance of following coaches' instructions regarding techniques, training and other team rules, etc. and to agree to obey such instructions.

- 11. Additional Rules:** In addition to the rules stated herein, coaches or advisors may require adherence to additional rules needed to regulate their activities.

Discipline

Participants who violate this code will face disciplinary action ranging from game/activity suspension to dismissal. Students disciplined or dismissed from an activity will not be eligible for consideration in the voting for special awards related to the sports season/activity in question. Disciplinary action is cumulative over the course of the student's career.

- 1. Athletic/Activity Dismissal** - Students may be dismissed from an activity or athletic team in cases where students are involved in criminal activity, repeated violations of the activity code, or in flagrant violations of the code during school sponsored activities. If the activity is extra-curricular in nature the students may be removed from the classroom and placed in a study hall situation for the balance of the semester. If possible, they will be provided with alternative class material and assignments that will allow them the opportunity to maintain their grade level in the class.
- 2. Appeal Process** - Any student who is alleged to have violated the Activity Code is entitled to due process procedures as established by the Fife School District Board of Directors. The principal should be contacted in writing to initiate this procedure.
- 3. Self-Reporting** - It is the intention of this policy to provide guidance and assistance to students in need. Honesty and cooperation are the main objectives of the discipline policy. **Furthermore, students who seek immediate attention for an alcohol or drug-related problem, prior to being caught by school authorities will not be denied the opportunity to continue participation in extra curricular activities at Fife High School.** An assessment will be included as part of this process and the student will be required to follow the recommendations of that assessment.

Violations

- 1. Anabolic Steroids** – W.I.A.A. regulations state that students who use, possess, attempt to sell, or are under the influence of anabolic steroids or other illegal performance enhancing substances will be subject to the sanctions.
 - **1st Offense:** suspension for remainder of the current sports season.
 - **2nd Offense:** suspension from participation for **365 continuous days (1 year).**
 - **3rd Offense:** expulsion from athletics for the remainder of the student's career.
- 2. Alcohol/Drugs** - Students who use, possess, or are under the influence of alcohol and/or drugs at on or off campus events will be subject to Fife High School Athletic/Activity Code disciplinary actions, and possibly Fife High School Student Handbook sanctions.
 - **1st Offense:** suspension from at least **20%** of the current season or the next season in which the student plans to participate. The student will complete a drug/alcohol assessment and will need to follow through with the recommendations of that assessment.
 - **2nd Offense:** suspension from participation for **365 continuous days (1 year)** with the opportunity to appeal the suspension to the school principal.
 - **3rd Offense:** expulsion from athletics for the remainder of the student's career.
- 3. Tobacco** - Students who use or possess tobacco products at on or off campus events will be subject to Fife High School Athletic/Activity Code disciplinary actions, and possibly Fife High School Student Handbook sanctions.
 - **1st Offense:** suspension from the next scheduled game or contest.
 - **2nd Offense:** suspension from at least **20%** of the current season or the next season in which the student plans to participate.
 - **3rd Offense:** suspension from the remainder of the current season or the following season.
 - **4th Offense:** suspension from participation for **365 continuous days (1 year).**
 - **5th Offense:** expulsion from athletics for the remainder of the student's career.

Athletes who remain at a function in the presence of alcohol, drugs, tobacco or other activities in violation of this code will be suspended for at least the next scheduled contest. Multiple violations of this kind may result in a greater disciplinary action.

ATTACHMENT B -Electronic Systems Use Agreement - Student Version

Technology and Network Use - For Students Procedures 2022P

GOAL

The Fife School District believes the Internet and other electronic systems offer vast, diverse, and unique resources to both students and staff. Our goal in providing these services to students and staff is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to a global network also comes the potential availability of material that may be inappropriate for a school setting. The Fife School District, in accordance with its policies and procedures, will take reasonable precautions to ensure the appropriate use of its network by staff, students, and visitors to the district. However, it is not technically possible to control all materials and users may encounter inappropriate information either by accident or through intentional misuse of the system. The Fife School District believes the educational value of information and interaction through electronic systems outweighs the risk of inappropriate use. The procedures below outlines terms and conditions of system use that must be followed by students, staff, and visitors to the district.

refs.

Board Policy 2022

Board Procedure 2022P

Board Policy 3245

Responsible Use

Electronic resources provided by the Fife School District are to be used in a manner consistent with the district's educational mission and goals. Students and staff are encouraged to use the systems in support of research, instruction, collaboration, and other forms of academic work. Use of these resources is governed by federal, state, and local regulations. Use of the district's electronic resources in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or district sanctions, and referral to appropriate law enforcement authorities. The following guidelines illustrate the types of things that users should and should not do with electronic systems.

Personal Security

Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. No user may disclose, use, or disseminate personal identification information regarding students without appropriate authorization.

System Security

1. System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, misrepresent other users on the system, or attempt to gain unauthorized access to any entity on the network.
3. Communications may not be encrypted so as to avoid security review.
4. Users should change passwords regularly and avoid easily guessed passwords.
5. No use of the system shall serve to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
6. Only district approved software shall be installed on district computers.
7. Only district approved computers (or other network devices such as cell phones) shall be allowed to connect to the district network including wireless networks without authorization.

Appropriate Content and Behavior

1. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the network shall comply with current copyright laws.

2. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
3. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
4. Use of the system to access, store, or distribute obscene, graphic, or pornographic material is prohibited.

Filtering and Monitoring

1. In accordance with federal, state, and local regulations, filtering software is used to control access to the Internet. This blocks or filters visual depictions that are obscene and other content that is harmful to students. Parents are advised, however, that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials. Educational staff will, to the best of their ability, monitor students' use of the Internet, and will take reasonable measures to prevent access to inappropriate materials.
2. From time to time the district will make a determination on whether specific uses of the network are consistent with the regulations stated above. For security and administrative purposes the district reserves the right for authorized personnel to review network use and content. The district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

Google Apps for Education for Students

The Fife School District is providing online accounts for students through a service provided by Google called Google Apps for Education. These accounts include email, an online calendar, web-based documents, and other communication/collaboration tools. The purpose of these accounts is to help students better communicate with teachers and each other for learning purposes, giving students practice in using the types of technology tools essential to their future.

Google Apps for Education is similar to the tools you can use when signing up for a personal Gmail account but it is specially designed for schools to provide extra management and monitoring tools.

Acceptable use of Google Apps in Fife includes the following:

1. Email - Participating students will be assigned a district email address. This account will remain active while the student is enrolled in the Fife School District at the discretion of district staff.
2. Prohibited Conduct - Fife Google accounts should only be used to support educational activities. Fife Google accounts may not be used in the following ways:
 - a. Unlawful activities
 - b. Commercial purposes
 - c. Personal financial gain
 - d. False identity in email communication
 - e. Misrepresentation of the Fife School District
 - f. Interference with Fife technical operations
 - g. Harassment, bullying, intimidation
 - h. Disruption of educational processes
3. Access Restriction - Access to and use of a Fife Google account is a privilege. The district maintains the right to withdraw account access should there be reason to believe that the account has been misused. Further discipline may follow as with other network use violations. Any violation of policies or laws will be referred to the proper authorities as needed.
4. Security - The Fife School District cannot and does not guarantee the security of the electronic files on the Google system. Although Google does have a powerful content filter in place, the district cannot assure that users will not be exposed to unsolicited information such as spam.
5. Privacy - The district maintains the right to access any information stored on a student's Fife Google Apps account for the purposes of performing maintenance, diagnosing problems, or investigating potential misconduct. Students should not share their account information with other students. A legal guardian has the right to access their student's account.

By using Fife School District technologies and networks, staff, students, and visitors agree to all applicable policies and procedures (ie Board Policy 2022, Board Procedure 2022P). I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Committing any violation may result in revocation of access privileges, disciplinary action, and/or appropriate legal action.

ATTACHMENT C - Bus Conduct and Rules

The transportation of your child(ren) is an important assignment. The transportation department faithfully accepts this responsibility but knows that the success of a safe transportation program requires a high level of parental cooperation and support. Your support is important to us.

A copy of the bus rules will be issued to students at the beginning of each school year to be certain that students are aware of acceptable conduct on a school bus. These rules are to be reviewed by the student and parent(s) or guardian(s). Any behavior on a bus operated by the Fife School District, which would impede the safe and normal operation of the bus, shall be deemed misconduct.

Transportation Discipline Policy

The bus rules listed below were developed to ensure a safe bus ride to and from home.

School Bus Rules:

1. Sit in your assigned seat.
2. Talk quietly.
3. Keep hands, feet, and objects to yourself.
4. No heads, hands, or spitting out of the window.
5. Respect other's feelings and property.
6. Do not throw anything anywhere on the bus or out the window.
7. Wait for the driver to signal to cross in front of the bus.
8. Cooperate with the driver.

The bus driver will use the following interventions to assist students in understanding bus expectations:

- Step 1: Warning and review of the bus expectations.
- Step 2: 2nd intervention – (which could include but not be limited to: driver's slip to parents, assigning seats, moving student to front of bus, driver/student conference)

Bus Discipline

- ◆ Driver will issue a **Bus Discipline Slip** to a student documenting inappropriate behavior after the above interventions have been attempted.
- ◆ Drivers will submit the **Bus Discipline Slip** to the transportation office. The director of transportation will forward slip to the student's school principal.
- ◆ The progressive discipline steps are as follows. The building administrator will decide on the appropriate level of discipline and inform the student, parent, and transportation department of his/her action. A copy of the **Bus Discipline Slip** will be mailed to the parent or guardian.
 - Level I: Written warning, conference with school administrator.
 - Level II: Short-term suspension of riding privileges.
 - Level III: Long-term suspension of riding privileges.
 - Level IV: Revocation of riding privileges.
- ◆ Misconduct serious in nature may result in immediate suspension or revocation of riding privileges.

Annual Parent Notice – Right to Request Teacher Qualifications

Parents of children enrolled in schools receiving Title 1 Part A funds may request the following information regarding instructional staff that works with their children by contacting Heidi Joyner at 253-517-1000.

- Whether or not the child's teacher has met state certification requirements for the subjects he or she is teaching.
- Whether or not the teacher is working with an emergency or conditional certificate where state certification has been waived.
- The Baccalaureate degree major of the teacher and any other graduate certification or degree held, including field or discipline of the certificate degree.
- If child received instructional services from a paraprofessional and his/her qualifications.

ATTACHMENT D - Directory Information - Student Photographs and Information Guidelines

Directory information can be made public without the consent of parents. Directory information means the student's name, birthdate, and place of birth, major field of study, post-high school career plans, and addresses of students who took the post-high school career survey, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, type of awards received, and the most recent school attended by the student.

In addition, the district will release the student's current school, address, and telephone number to the police/sheriff's department and Child Protective Services.

School principals have official forms (or see below) which parents(s)/guardian(s) must fill out each year if they don't want directory information made public. (Family Education Rights and Privacy Act of 1975, PL 90-247, as amended).

If you do not wish directory information about your student* released without your consent, please complete the information requested below and sign in the appropriate space provided.

If you do not want photographs taken of your child (for television, newspaper or school district publications), please indicate that refusal on this form.

Students participating in the state Address Confidentiality Program will have a substitute address established by the Office of the Secretary of State, rather than a residential address. If you are a participant in this program, you may wish to submit the form below to maintain the confidentiality of directory information.

Return the completed form to your school's principal at the start of the school year in September. This form needs to be completed every year. For more information contact your child's principal.

If no form is on file, it will be assumed that permission for release of directory information and/or photos has been granted.

PLEASE DO NOT:

Release directory information

Allow photos to be taken (**Checking this item will ELIMINATE your child's photo from appearing in any school publication (i.e. yearbook, newspaper, sports/activity photos).**)

for _____
(student's name)

Address _____

School _____ Birthdate _____

(date)

(signature of parent(s)/guardian(s) of student)

* Students who are 18 years of age may sign their own request.

**Please note bold information requests.

ATTACHMENT E - Annual Chemical Notification

To: All Parents, and Staff of Fife School District

From: Fife School District Maintenance

Fife School District Uses a Variety of chemicals to control weeds and grass in unwanted areas. Fife School District uses an as needed pesticide program, and post's all applications made.

In order to comply with public notification legislation RCW 17.21 Section 3, regarding the application of regulated chemicals on Public School Grounds, Please review the following.

If you request notification prior to the administering of chemicals to school district property please assist **Fife School District** by completing this form and returning it to your child's school. All chemical applications will be done when no activities (students) are in the vicinity. The pre-notification **does not apply** if the school facility application is made when the school will not be occupied by students for at least 48 hours after the application. The school will post a marker at the primary entry point stating application of chemicals.

If you would like to be notified of a chemical application PLEASE FILL OUT THE BOTTOM OF THIS FORM AND YOU WILL BE NOTIFIED 48 HOURS PRIOR TO AN APPLICATION TO SCHOOL DISTRICT GROUNDS.

Student Name _____

Parent/Guardian Name _____

Address _____

Phone Number _____ **Date** _____

SCHOOL WHERE YOUR STUDENT ATTENDS:

Fife High School _____ Columbia Jr. High _____ Surprise Lake.Middle School _____

Endeavour Intermediate _____ Hedden Elementary _____ Discovery Primary _____

ATTACHMENT F - Contact information

Fife Public Schools
5802 20 Street East
Tacoma WA 98424

WEB SITE: www.fifeschools.com

Kevin Alfano, Superintendent	253.517.1000 ext 25101
Ben Ramirez, Assistant Superintendent	253.517.1000 ext 25104
Jeff Nelson, Exec. Director of Teaching, Learning & Innovation	253.517.1000 ext 25110
Nancy Fitta, Director of Special Programs	253.517.1000 ext 25115
Heidi Joyner, Director of Human Resources	253.517.1000 ext 25102
Damian Jenkins, Director of Transportation	253.517.1060 ext 25201
Kari Harris, Director of Business Services	253.517.1000 ext 25116
Clint Parrish, Manager of Maintenance and Operations	253.517.1000 ext 25114
Kevin Johnson, Director of Technology	253.517.1000 ext 25132
Marlyne Johnson, College & Career Readiness Director	253.517.1000 ext 25148

SCHOOLS

Ron Ness, Principal Fife High School	253.517.1100 ext 24564
Jim Snider, Principal Surprise Lake Middle School	253.517.1300 ext 23219
Mark Robinson, Principal Columbia Junior High School	253.517.1600 ext 27104
Teresa Sinay, Principal Alice V. Hedden Elementary School	253.517.1500 ext 26103
Josh Goodman, Principal Endeavour Intermediate School	253.517.1400 ext 22309
Julie Bartlett, Principal Discovery Primary School	253.517.1200 ext 21305

ACKNOWLEDGEMENT OF RECEIPT

With the signatures below, we acknowledge that we have received and reviewed the contents of the 2016-2017 Fife School District Rights and Responsibilities booklet. This document has given me and my child notice of the types of misconduct for which discipline, suspension, or expulsion may be imposed and the procedures for administering such corrective action.

Parent

Date

Student

Date

Print Student Name

Student's School

Please tear this page off of booklet and return to student's school.