



Stillaguamish Valley
Learning Center

Providing families with a wide variety of educational opportunities and resources in a supportive learning community

Family Handbook

2018 - 2019

Arlington Public Schools

ABOUT THE STILLAGUAMISH VALLEY LEARNING CENTER

The Stillaguamish Valley Learning Center (SVLC) is a public school in the Arlington School District offering K-8 alternative learning experiences through its Campus and Home programs.

MISSION STATEMENT

Our mission is to provide a wide variety of educational opportunities and resources in a supportive learning community to parents and students who prefer an alternative to the traditional school setting.

VALUES & BELIEFS

Foremost, we believe *all* students can achieve their full potential.

- We value and believe in an *integrated curriculum* offering a variety of educational opportunities that target district learning outcomes and challenge students to apply higher order thinking to real world questions.
- We value and believe in a *shared instructional model* of teachers, parent-teachers, and expert guests using differentiated strategies to meet the needs of all students while utilizing technology and practical, hands-on experiences.
- We value and believe in a variety of formative and summative *assessments* as tools to promote learning and to enhance instruction.
- We value and believe in a safe school *community* devoted to a love of learning built on mutual respect, supportive relationships and excellent communication.
- We value and believe that parents are the *primary educators* of their children.

OVERVIEW OF PROGRAMS

Washington State Alternative Learning Experience (ALE) law allows public schools to administer three kinds of courses categorized as site-based, remote, and online. Our programs at SVLC align with two of the three course categories and are referred to as the Campus and Home Programs, respectively. Parents and students partner with the Learning Center to customize a written student learning plan that utilizes one or more of these programs.

CAMPUS PROGRAM

The Campus program offers a wide variety of classes for students from the early stages of their formal learning through the eighth grade year where the student has in-person instructional contact time for at least twenty percent of the total weekly time for the course. Parents choose what courses or coursework best suit the educational goals they have for their children. Middle School students can choose from both core and elective classes, with priority selection of elective classes being given to full time students. Enrollment in the Campus program can be as little as one class per week to multiple full days, depending on your learning plan. The majority of classes on campus are taught by experienced Washington State certificated teachers who are passionate about providing an alternative to the traditional school experience. Parents who want to share their interests and talents teach Enrichment classes.

Academic subjects are unit based and integrated with music, art, crafts, and movement. Other targeted learning opportunities include Science, Math, English, Social Studies and Healthy Games. Middle School classes prepare students for high school with core and elective classes. Smaller class sizes, a caring community, and attentive teachers are important benefits of the campus middle school program.

HOME PROGRAM

The Home program is designed to support parents who teach their children at home. We offer the expertise of our Washington State certificated teachers by partnering with parents to develop and monitor ongoing student learning plans. The Home program is ideal for parents looking for advice when designing an educational plan for their children, especially if the plan includes preparing for a high school diploma. Benefits of the Home program include access to a wide variety of educational resources on campus, allocation of funds for curriculum materials, participation in community events, and the opportunity for involvement in our program leadership teams. SVLC is only able to support district approved curriculum.

ALTERNATIVE LEARNING EXPERIENCE (ALE)

Alternative Learning Experience (ALE) is an alternative delivery method for basic K-12 education programs in the state of Washington that are provided in whole or in part independently from a regular classroom setting or schedule as outlined in [WAC 392-121-182](#). ALE courses are supervised, monitored, assessed, evaluated, and documented by a certificated teacher employed by a public school district.

At the heart of the ALE partnership with parents is the Written Student Learning Plan (WSLP) that is implemented pursuant to the school district's policy and ALE guidelines. SVLC utilizes the WINGS program to facilitate learning plans for all students. WINGS ensures our teachers are developing effective learning plans for students in partnership with parents, and that they are monitoring, assessing, evaluating, and documenting student progress at weekly and monthly intervals.

The two categories of alternative learning experience courses or grade-level coursework available at SVLC are:

Remote (Home) - An alternative learning experience course or coursework that is not an online course where the student has in-person instructional contact time with a certificated teacher for less than twenty percent of the total weekly time for the course.

Site-based (Campus) - An alternative learning experience course or coursework that is not an online course where the student has in-person instructional contact time with a certificated teacher for at least twenty percent of the total weekly time for the course.

In a traditional "seat-time" program, schools receive their funding based on student attendance within a 20-day timeframe. Within ALE, we are funded based on the estimated number of hours per week that students are engaged in learning activities. Full funding is based on 28 hours per week for Grades K – 8.

ADMISSIONS

Our admissions process is thorough and informative enough for the inquiring family to understand the benefits of an ALE program and their role as educational partners, and to discern whether or not the programs at SVLC could serve the needs of their family.

PROGRAM INQUIRY

1. Parent contacts school via the website, phone, walk-in, or email.
2. Parent completes the *Program Inquiry* form in person or over the phone with the secretary.
3. Parent is invited to the next Campus Tour.

ENROLLMENT

New families will be accepted once they have attended a mandatory information meeting, submitted a completed registration packet, and been cleared for enrollment. Once approved for enrollment, families will need to speak with a Written Student Learning Plan Consultant to complete a Written Student Learning Plan (WSLP) before students will be enrolled in any classes. Middle School Students will only be able to enroll at the start of Main Lesson Blocks, which reset every 4-5 weeks.

WRITTEN STUDENT LEARNING PLAN (WSLP)

A Written Student Learning Plan (WSLP) is the key document in an ALE program and is required for each student enrolled at SVLC. The ALE regulations incorporated in the WSLPs are documented, monitored, supervised and evaluated by certificated teachers (WSLP Consultants) in WINGS. The WSLP identifies the course or coursework for a student and includes all information necessary to guide student learning to meet the student's individual education needs.

WSLP CONSULTANT

The WSLP Consultants at SVLC are all Washington State certificated teachers. They are employed by Arlington Public Schools and in their role as consultant, supervise, monitor, assess, evaluate, and document all written student learning plans. Our WSLP Consultants partner with parents to determine the most effective educational plan for their children that include courses or coursework offered through our Campus and Home programs.

WINGS

“WINGS” is a multifaceted program that facilitates several services provided at SVLC. The staff at SVLC utilizes the WINGS program to document, monitor, and evaluate student progress in order to promote student achievement and to meet ALE funding requirements. Teachers keep track of class attendance, weekly contact, monthly progress and overall monthly progress in WINGS. Parents and students work with their WSLP Consultant to develop, monitor and evaluate Home learning classes. WINGS generates weekly and monthly reports on each student that calculate monthly progress and hours. If you ever have questions about how to navigate WINGS, please contact your WSLP Consultant. Make sure you have your username and password to log in (if you have forgotten this, please contact the SVLC office).

MONTHLY PROGRESS

Monthly Progress in each course is determined by the assigned certified teacher and will result in satisfactory or unsatisfactory progress. Monthly Progress is determined based on the combined performance in the following four categories:

1. **Assessment** – includes the sum of all formative and summative assessments. Students who are passing and therefore demonstrating an understanding of the course content receive satisfactory progress for the month. Students failing to demonstrate an understanding of content delivered in the course may receive unsatisfactory progress.
2. **Engagement** – includes the degree students are participating in class and contributing positively to the learning environment of the classroom. Students doing so will receive satisfactory progress for the month. Disruptive and/or disengaged students may receive unsatisfactory progress.
3. **Home Learning** – includes timely completion of all assignments given by the teacher to be completed at home. Students who complete their Home Learning assignments in a timely manner will receive satisfactory monthly progress. Students who repeatedly fail to complete their Home Learning

assignments may receive unsatisfactory progress.

4. Attendance – includes attending Campus classes and meeting monthly with their assigned WSLP consultant.

SVLC ATTENDANCE POLICY

Attendance is critical for the success of our students and for the legal integrity of our program due to the fact that each day a student is on campus they receive instruction for that day, as well as Home Learning assignments for the following day, each school day (on campus) at SVLC is counted as 2.5 days of instruction. The following procedure will be followed in an effort to provide additional support for students who are failing to attain the minimum attendance requirements. The student remains responsible for completing all Home Learning assignments if absent from class, excused or unexcused.

- IF a student fails to attend Campus classes and/or fails to make weekly direct contact with their certified teacher(s) in a one week period, THEN the parent or guardian of the student will receive a message via Email from SVLC in an attempt to make contact and to bring awareness to the situation. **(Intervention #1 for students missing 2.5 - 5.0 instructional days)**
- IF a student fails to attend Campus classes, and/or fail to make weekly direct contact with a certified teacher in a two week period, THEN a face-to-face conference with the principal and parents/guardians and the student will be required within one week. **(Intervention #2 for students missing 7.5 - 10.0 instructional days)**
- IF the face-to-face conference with the principal fails to occur within one week and/or the student has a third week without contact, the student will automatically receive an Unsatisfactory Monthly Progress for that course and the student's WSLP Consultant will initiate an Intervention Plan. BECCA Petition will be filed and the Student and their Parent/Guardians will be referred to the Arlington School District Truancy Board **(Intervention #3 for missing more than 10.0 instructional days)**
- IF 20 school days pass without direct personal contact with a student, the student will be withdrawn from the course in question and/or SVLC. The principal will work with the family to find a school program that better suits the learning style of the student.

PRE-PLANNED ABSENCES

We always appreciate hearing in advance from Parents/Guardians about pre-planned absences from school. Please note that while Parents/Guardians may request upcoming assignments, our Faculty/Staff are not required to provide it before it has been taught. We encourage students to work on the recurring assignments that they have each week. When students return from their excused absence, at that time, they will be provided with all of their assignments missed.

OVERALL MONTHLY PROGRESS

If a student receives unsatisfactory monthly progress for one course, regardless of how many courses are on their learning plan, the student will receive unsatisfactory overall monthly progress. The purpose of this is to provide consistency in determining overall progress and to trigger a required intervention plan for the unsatisfactory course.

INTERVENTION PLAN

An Intervention Plan is designed to improve the progress of students determined to be making satisfactory overall monthly progress.

An intervention plan is developed, documented, and implemented by a certificated teacher in conjunction with the student and, for students in grades K-8, the student's parent(s) within five school days following the determination of unsatisfactory overall monthly progress. The intervention plan includes at least one of the following interventions:

- Increasing the frequency or duration of contact with a certificated teacher for the purposes of enhancing the ability of the certificated teacher to improve student learning
- Modifying the manner in which contact with a certificated teacher is accomplished
- Modifying the student's learning goals or performance objectives
- Modifying the number of or scope of courses or the content included in the learning plan.

If a student continues to not make satisfactory overall monthly progress after three continuous months, they will be withdrawn from SVLC, according to legislative guidelines. At that point, SVLC will help the student find a program or school that is a better fit for their educational needs.

CURRICULUM ALLOCATION FUNDS

Curriculum Allocation Funds are available for purchasing district approved learning materials for offsite (remote) classes. Funds are based on the cumulative percentage of full time enrollment (FTE) in our program of the family's enrolled children. The amount available for each student will be determined by the Administrator at the beginning of each year, according to the building budget. All purchases are requested through the WSLP coordinator and family allocation budgets are tracked through WINGS.

All non-consumable items remain the property of Arlington School District and must be returned when the course is complete or upon exiting the program. These items will then be available for use by other families. A fine will be charged for items not returned. Non-consumable items are defined as: An item that can be returned for use by others (e.g. CDs, some software, a skeletal model, workbooks that are reproducible, etc.).

PARENT-LED CAMPUS CLASSES

Parent-Led Campus Classes are valuable assets to the overall educational experience of our students at SVLC. We recognize that our parent body has a wealth of expertise and interests, and we encourage our parents to consider offering a Parent-Led class. Applications to teach a Parent-Led Campus Classes for the next school year (2019-20) are available in the office and are subject to administrative approval. For Parent-Led classes to be offered during the 2019-20 school year, all applications are due to the Principal by March 31, 2019. All applications must include a detailed plan to address absences of the Parent-Led teacher. Each Spring, SVLC Administration will create the Master Schedule for the following school year. During the creation of this Schedule, approved Parent-Led Classes will be added at the time, location, and discretion of SVLC.

INDEPENDENT ATTENDANCE

Students in Grades 6 through 8 may attend Stillaguamish Valley Learning Center independently without a parent or guardian, providing the following conditions are upheld:

- The student follows all school policies and any directions from staff and/or supervising parents.

- The student demonstrates respectful, civil behavior at all times.
- The student attends all scheduled classes on time. In case of an absence, the parents will notify the school via the main office attendance line (360)618-6440 or email the secretary of the absence.
- The student maintains satisfactory overall monthly progress on their Written Student Learning Plan.
- The student adheres to all sign-in/sign-out procedures via positive attendance on the computer in the main office.
- The student retrieves mail weekly and regularly communicates posted or announced information to his/her parent or guardian.
- Parents/guardians of students who attend independently agree to fulfill all school policies.

SUPERVISION

Safety at SVLC is paramount. All students must be safe at all times to ensure all students can learn. Elementary students (grades K – 5) are required to have a parent/guardian with them on campus during lunch. Middle School students (grades 6-8) may be allowed to be on campus without a parent/guardian. However, if they are unable to regulate his or her own behavior, a parent or guardian may be required to be on campus with him/her.

Elementary students on campus are required to be directly supervised at all times, either by a SVLC staff member or a parent/guardian. Direct supervision entails the supervising adult to both see and hear the child at all times. If a parent is unable to be here for lunch supervision you may designate a parent to watch your child. That parent will sign into the office as the designated person for your student.

Middle School students (grades 6-8) are required to be monitored at all times by a SVLC staff member. Monitored supervision means that the student must be either seen or heard at all times. Please refer to Independent Attendance for more information.

Children younger than Kindergarten are required to stay with their parent/guardian at all times.

LUNCH AT SVLC

We do not have a kitchen at SVLC. Our lunches are ordered from President's Elementary kitchen the night before. If you would like to order a lunch for your child, please let the secretary know by 1:00 p.m. the day before. You may send money or check with your student or use Revtrak in Family Access/Skyward to add money to your student's lunch account.

PARENT RESPONSIBILITIES

SVLC staff value and believe that parents are the **primary educators** of their children. We strive to cultivate educational partnerships with parents to fulfill the mission of SVLC while continuing to abide by Washington state law governing ALE programs (WAC 392-121-182).

While parents may play an active role in determining the content of the WSLP, the certificated teacher is ultimately responsible for its development and is accountable for its content.

WEEKLY CONTACT

Another responsibility of the parent is to ensure STUDENT weekly contact with an SVLC certificated teacher; this communication must be a two-way communication that is academic in nature.

While in many cases it may be appropriate for the **parent** to be involved in the contact, ultimately there must be one-to-one contact specifically between the teacher and the student. ([Section 3c: Written Student Learning Plan](#))

MONTHLY PROGRESS

Parents must attend monthly progress review meetings with your student and Consultant.

*A certificated teacher must determine if satisfactory progress is being made by determining a student's progress toward achieving the learning goals, performance objectives and completion of the learning activities specified in the written student learning plan. The WSLP must be developed in a manner that facilitates monthly evaluation of student progress. The teacher may use a number of factors to come to this determination including, but not limited to, assessment results, **parent feedback**, attendance, running records, subjective and objective data, educational artifacts, etc., but the WSLP must include a description of the timelines and methods for evaluating student progress so the student knows how satisfactory progress is determined.*

WINGS – Written Student Learning Plan Requirements

For the 2018 - 2019 school year, follow this procedure for the approval of learning plans:

1. Parent logs onto [WINGS](#), selects the student, and clicks on "Add offsite class."
2. In the form that opens up, the parent needs to fill out only these boxes:
 - Name of Class
 - Subject
 - HQ teacher (always choose your WSLP Consultant)
 - Learning Materials (including specific level or topic; i.e., Story of the World: Ancient Egypt, or Teaching Textbooks Grade 6)
 - Expected hours of work/study per week
 - Learning goals & learning standards addressed
 - Learning Activities (What does the study look like each week? Example could be complete 4 lessons per week; complete three pages; etc)
3. Parent will then click on the "Save draft" button at the bottom of the form.
4. Consultant will fill out the remaining boxes and review the plan.
5. Parent will review the finished plan. If modifications are needed, parent and consultant will meet to discuss and make changes.
6. Consultant approves the plan.

Note: Your consultant has to approve your plans before your student is officially enrolled.

STANDARDS - LEARNING TARGETS

What do your students need to know at each grade level? SVLC uses the Arlington School District Guaranteed and Viable Curriculum (GVC) blended with the Common Core State Standards (CCSS) and, when applicable, the Essential Academic Learning Requirements (EALRS). These standards are embedded in our WSLP templates but can also be found at [Washington State Learning Standards](#).

DUE DATE CHECKLIST

- Weekly Contact – completed every week. If a student takes a class onsite, this fulfills the weekly contact requirement for that student.
- Monthly Progress Review Meeting (every month)
- Curriculum

STUDENT DRESS

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

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

The Principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the Principal reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others.
- B. Shall prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the Principal shall request the student to make appropriate corrections. If the student refuses, the Principal shall notify the parent and request that person to make the necessary correction. If both the student and parent refuse, the Principal shall take appropriate disciplinary action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the Principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated shall be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

PHOTO ID

All Stillaguamish Valley Learning Center parents, staff, and students will receive a photo identification badge. School pictures, from which ID cards are made, will be taken on Orientation Day and optional picture packages will be available for purchase. Parents are **required** to wear their ID cards while on campus. In addition to wearing your Photo ID, Parents/Guardians are still required to check-in and out through the SVLC Main Office when on Campus.

RESOURCES AND INTERNET SAFETY

K-20 Network Acceptable Use Guidelines/Internet Safety Requirements

These procedures are written to support the Electronic Resources and Internet Safety policy of the Board of Directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship includes the norms of appropriate, responsible, and healthy behavior related to current technology use. Successful, technologically fluent digital citizens recognize and value the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world. They cultivate and manage their digital identity and reputation, and are aware of the permanence of their actions in the digital world. Expectations for student and staff behavior online are no different than face-to-face interactions.

Use of Personal Electronic Devices

In accordance with all District policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices, and e-readers) to further the educational and research mission of the District. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Absent a specific and articulated need (e.g. assistive technology), students do not have an absolute right to possess or use personal electronic devices at school.

Definitions:

A. Electronic Resources

Electronic resources are defined as any electronic device that can use a network connection, process information, display information, or store information for long-term retrieval, and the software and services that are used by these devices, including but not limited to:

- All Internet services and shared network resources
- Desktop, mobile computers, tablets, phones, and other handheld devices
- Videoconferencing, monitors, projection systems, and telephones
- Online collaboration services, message boards, email, and other messaging services
- Copiers, printers, peripheral equipment and external file store devices
- Social media, web-based or Internet tools, such as blogs, wikis, social networks, podcasts, or other Internet tools
- Additional technologies as developed **B. Network**
- The District's **network** includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network.
- All use of the network must be consistent with efforts to enhance learning and support education, for research consistent with the mission of the District, and to provide support for District operations.

Training

Students will receive grade-level appropriate instruction on digital citizenship and Internet safety, educating them about appropriate online behavior, use of personal portable devices at school, interacting with other individuals on social networking websites, cyber-bullying awareness and response, and other relevant topics.

Acceptable Use

Acceptable use by District students and staff includes:

- Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research.
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and webpages that support education and research.
- The online publication of original educational material, curriculum related materials and student work with parental permission. Sources outside the classroom or school must be cited appropriately.
- Staff use of the network for incidental personal use in accordance with all District policies and procedures. Such incidental work, while not prohibited, will not be provided any additional staffing resources to support or enable.
- Connection of personal electronic devices (wired or wireless), when authorized, including portable devices with network capabilities to the District's network using ASD credentials. Students will only use personal electronic devices on the District's network at the discretion and approval of their teacher, school building staff and/or administration. Connection of any personal electronic device to the District's network by any person is subject to all guidelines in this document and District policy.
- Users will help maintain a safe computing environment by notifying appropriate campus or District officials if inappropriate behavior, vandalism, vulnerabilities, risks and breaches of Arlington Public Schools' policy involving electronic resources. If the user is uncertain whether an activity is permitted or appropriate, he/she will ask a teacher/administrator before engaging in that activity.

Unacceptable Use

The guidelines for responsible use are in place to protect users and systems from harm. Unacceptable use is prevented through the implementation of filtering and monitoring systems and training on topics such as digital citizenship and responsible use of technology. When these guidelines are not followed and unacceptable use occurs, the District will impose disciplinary action.

Unacceptable network use by District students and staff includes, but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Actions that result in liability or cost incurred by the District;
- Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) without permission or approval from the Director of Technology.
- Support for or opposition to ballot measures, candidates, and any other political activity;
- Hacking, cracking, vandalizing, the introduction of malware, including viruses, worms, Trojan horses, time bombs, and changes to hardware, software, and monitoring tools;

- Unauthorized access to other District computers, networks and information systems;
- Action constituting harassment, intimidation or bullying, including cyber-bullying, hate mail, defamation, discriminatory jokes and remarks. This may also include the manufacture, distribution, or possession of inappropriate digital images;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material;
- Connecting unauthorized devices to the District network. Any such device will be confiscated and additional disciplinary action may be taken;
- Publishing personal details regarding another person or making personal schedules available for public viewing;
- Making audio or video recordings of anyone without their permission;
- Posing as someone else while online; and
- Any unlawful use of the District network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

The District will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The District will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the District's computer network or the Internet.

Internet Safety

Personal information and inappropriate content:

- Students and staff should not reveal personal information, including a home address and phone number on websites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium;
- Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- No student pictures or names can be published on any public class, school, or District website unless the appropriate permission has been obtained according to District policy;
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority; and
- Students should be aware of the persistence of their digital information, including images and social media activity, which may remain on the Internet indefinitely.

Filtering and Monitoring

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

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;

- Any attempts to defeat or bypass the District’s Internet filter or conceal Internet activity are prohibited (e.g. proxies, https, special ports, modifications to District browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- E-mail inconsistent with the educational and research mission of the District will be considered SPAM and blocked from entering District e-mail boxes;
- The District will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to District devices;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the District; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.
- The District may monitor student use of the District network, including when assessed on students’ personal electronic devices and devices provided by the District such as laptops, netbooks, and tablets.

Internet Safety Instruction

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

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

Copyright

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

Ownership of Work

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the District, the work will be considered the property of the District. Staff members must obtain a student’s permission prior to distributing his/her work to parties outside the school.

Network Security and Privacy Network Security

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

The following procedures are designed to safeguard network user accounts:

- Change passwords according to District policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your user account password, keep it in a secure location;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.

Student Data is Confidential

Arlington Public School's use and sharing of student data is solely for educational purposes. District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

No Expectation of Privacy

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

- The District's network, including when accessed on students' personal electronic devices and on devices provided by the District, such as laptops, netbooks, and tablets;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders, and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

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

Disciplinary Action

All users of the District's electronic resources are required to comply with the District's policy and procedures (and agree to abide by the provisions set forth in the District's user agreement). Violation of any of the conditions of use explained in the District's user agreement, Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

CELL PHONES/ELECTRONIC DEVICES

While on school property or while attending school-sponsored or school-related activities, students may possess and use personal telecommunication devices including, but not limited to cellular phones, iPods (or other mp3/video devices) and other such devices that emit audible signals, vibrate, display a message, or

otherwise summon or deliver a communication to the possessor provided that such devices do not pose a threat to academic integrity, disrupt the learning environment, compromise personal safety, or violate the privacy rights of others. Students in possession of personal telecommunications devices and other related electronic devices (e.g., iPods) shall observe the following conditions:

- Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity (e.g., cheating) or violating confidentiality or the privacy rights of another individual. Examples include text messaging answers or questions and taking pictures of students without permission.
- Devices shall not be used for illegal purposes or activities that violate school or district rules or procedures, laws, or statutes.
- Devices may be turned on and operated before, between classes, and after the regular school day and during the student's lunch break.
- Students who violate this policy may be subject to disciplinary action, including losing the privilege of bringing the device onto school property. In addition, an administrator or teacher may confiscate the device.
- Students are responsible for electronic devices they bring to school. The District shall not be responsible for loss, theft or destruction of electronic devices brought onto school property. Students shall comply with any additional rules developed by the school or district.

FAMILY ROOM

The family room is an area for families to congregate while students are in class, socialize, collaborate, and relax. As this is a high traffic area, it is important to demonstrate civil, respectful actions at all times.

Examples include:

- Put garbage in the garbage cans and leave a clean table.
- Speak in a normal tone (i.e. no shouting or yelling)
- All school rules apply in the family room, particularly those rules which deal with respecting one another.
- Running, throwing, or other inappropriate behaviors are not allowed.

FOOD AND DRINK

Food and beverages are not allowed in the classrooms except by teacher permission.

EMERGENCIES/EMERGENCY DRILLS

In any school, it is necessary for all students to be knowledgeable about emergency procedures. Classroom teachers will explain procedures for practice drills. In accordance with Arlington School District policy, each month SVLC students will practice at least one campus wide emergency drill. These drills include, and are not limited to, Fire Drills, Lockdown Drills, Earthquake Drills, Shelter-in-Place Drills, etc..

FREEDOM OF EXPRESSION

Students will enjoy freedom of expression, whether verbal or written, providing such expression does not constitute a material and substantial disruption of the orderly operation of the school or otherwise violate this policy. The Principal will have the authority to monitor student verbal and written expression. Students who violate the standards established by this policy and Chapter 28A.600 RCW for verbal and written expression may be subject to corrective action or punishment.

FOOD SERVICES

The APS Child Nutrition Department takes pride in offering nutritionally balanced meals for all schools to promote learning readiness. Our district provides a complete breakfast and lunch program, which meets or exceeds the nutritional requirements established by the National School Breakfast and Lunch Program. Sack

lunches are available at SVLC by ordering through the office by 1:00 pm **the day previous** to pick up. APS offers a convenient system for parents to deposit funds on an account for their students online through Revtrack available through Family Access.

MEDICATION AT SCHOOL

Each school principal will authorize two (2) staff members to administer prescribed or non-prescribed medication. These designated staff members will receive RN delegation.

For the purposes of this procedure, “medication” means oral medication, topical medication, eye drops, ear drops, and nasal spray. This definition DOES NOT include over-the-counter topical sunscreen products regulated by the US Food and Drug Administration (see Sunscreen section below). Oral medications are administered by mouth either by swallowing or by inhaling and may include administration by mask if the mask covers the mouth or mouth and nose.

Medication may be dispensed to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional prescribing within the scope of his or her prescriptive authority. If the medication is to be administered more than fifteen (15) consecutive days, the written request must be accompanied by written instructions from a licensed health professional. Requests will be valid for not more than the current school year. The prescribed or non-prescribed medication must be properly labeled and be contained in the original container.

The dispenser of prescribed or non-prescribed medication will:

- Collect the medication directly from the parent (students should not transport medication to school), collect an authorization form properly signed by the parent and by the prescribing health professional, and collect instructions from the prescribing health professional if the oral medication is to be administered for more than fifteen (15) consecutive days;
- Store the prescription or non-prescribed oral medication (not more than a twenty (20) day supply) in a locked, substantially constructed cabinet;
- Maintain a daily record which indicates that the prescribed or non-prescribed medication was dispensed;
- Provide for supervision by a physician or registered nurse; and

Prescribed and over-the-counter oral or topical medications, eye drops, or ear drops may be administered by a registered nurse, a licensed practical nurse, or an authorized staff member.

Nasal sprays containing legend (prescription) drugs or controlled substances may only be administered by a school nurse or, if a school nurse is not present on school premises, after calling 911, an authorized school employee; or a parent-designated adult with training as required by RCW 28A.210.260.

No prescribed medication will be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent will submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by licensed health professional prescribing within his or her prescriptive authority (e.g., medication administered to counteract a reaction to an insect sting). Such medication will be administered by staff trained by the supervising registered nurse to administer such an injection.

Written orders for emergency medication, signed and dated, from the licensed health professional prescribing within his or her prescriptive authority will:

State that the student suffers from an allergy which may result in an anaphylactic reaction;
Identify the drug, the mode of administration, and the dose. Epinephrine administered by inhalation, rather than injection, may be a treatment option. This decision must be made by the licensed health professional prescribing within his or her prescriptive authority;
Indicate when the injection will be administered based on anticipated symptoms or time lapse from exposure to the allergen;
Recommend follow-up after administration, which may include care of the stinger, administration of additional medications, transport to hospital; and
Specify how to report to the health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

If a health professional and a student's parent request that a student be permitted to carry his/or her own medication and/or be permitted to self-administer the medication, the principal may grant permission after consulting with the school nurse. The process for requesting and providing instructions will be the same as established for oral medications. The principal and nurse will take into account the age, maturity, and capability of the student; the nature of the medication, the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school. Except in the case of multi-dose devices (like asthma/inhalers), students will only carry one day's supply of medication at a time. Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

Sunscreen

Over-the-counter topical sunscreen products may be possessed and used by students, parents, and school staff, without a written prescription or note from a licensed healthcare provider, if the following conditions are met:

The product is regulated by the US Food and Drug Administration as an over-the-counter sunscreen product; and
If possessed by a student, the product is provided to the student by the parent or guardian.

Students who possess over-the-counter topical sunscreen products that meet the above criteria may carry up to 8 ounces at a time, preferably with the container in a plastic bag.

Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own sunscreen products may result in confiscation and termination of that permission, as well as the imposition of discipline when appropriate.

School staff may assist students in application of sunscreen products in certain circumstances and in the presence of another staff member. The appropriate staff member will take into account the age, maturity, and capability of the student, the need for the application of the sunscreen, and other issues relevant in the specific case, before assisting students in application of sunscreen products at school or during school-sponsored events. However, staff members are not required to assist students in applying sunscreen.

The District may provide education to students regarding sun safety guidelines.

Parent-Designated Adult Care of Students with Epilepsy

Parents of students with epilepsy may designate an adult to provide care for their student consistent with the student's individual health care plan. At parent request, school district employees may volunteer to be a parent-designated adult under this policy, but they will not be required to participate.

Parent-designated adults who are school employees will file a voluntary, written, current and unexpired letter of intent stating their willingness to be a parent-designated adult. Parent-designated adults who are school employees are required to receive training in caring for students with epilepsy from the school nurse. Parent-designated adults will receive additional training from a parent-selected health care professional or expert in epileptic care to provide the care (including medication administration) requested by the parent.

Parent-designated adults who are not school employees are required to show evidence of comparable training, and meet school district requirements for volunteers. Parent-designated adults will receive additional training from a parent-selected health care professional or expert in epileptic care to provide the care requested by the parent. The School District Nurse is not responsible for the supervision of procedures authorized by the parents and carried out by the parent-designated adult.

SVLC OFFICE PROCEDURES

- Please be polite, quiet, and patient when talking to office staff.
- If you need to see the principal or WSLP consultant, please check in with the secretary to see if they are available. If not, please make an appointment.
- Check in with the office staff before going to see the WSLP consultant.
- Parents/Guardians must remain in the waiting room until escorted back to the location where they have a meeting.
- Parent/Guardians are not permitted to access the Faculty Staffroom.

SCHOOL CLOSURES OR DELAYS

In the event of emergency situations such as severe winter road conditions or school closures or delays in opening, an announcement will be made over local radio, television stations and/or online. Please do not call the school for closure information as this decision is made at the District Office level.

SVLC BOUNDARIES

We want you to have fun and enjoy your time at school. You can eat lunch in the family room or outside at the tables. Parents need to supervise their children at all times, including outside play areas. This requires that the parents be outside with their child or children. We ask that you be extra careful in the following areas:

1. Front of the school
2. Parking lots
3. Classrooms
4. Any off-campus area
5. Flower beds
6. Forests
7. The Pit

Students are expected to display appropriate behavior at all times. Please keep areas neat and clean.

VALUABLE ITEMS

Stillaguamish Valley Learning Center is not responsible for the loss of items of value at school. We strongly urge parents to work with us in having students keep items of value at home. Any item(s) that create a disruption to the educational process may be confiscated.

VISITORS

For the safety of our staff and students, all visitors must check in at the office. They will receive a visitor badge that must be conspicuously visible at all times they are on campus. **School age visitors must have administrative permission prior to their visitation.**

1. All visitors must check in with the office when arriving and leaving.
 - School age visitors and recent graduates are not allowed on campus during the school day. If an exception is appropriate for the learning environment, it is the responsibility of the hosting student/family to obtain prior permission from the principal or designee. **These visitors will not be allowed in classes.**
 - Visitors must be accompanied by the member and responsible parent or designated adult.
 - Visitors may not check out books, equipment or materials.

Unfamiliar persons and/or persons not wearing a visitor's badge will be directed to the main administrative office. Visitors, volunteers and chaperones may also be asked for identification.

VOLUNTEERING

The voluntary help of citizens should be requested by staff through administrative channels for conducting selected activities and/or to serve as resource persons.

Volunteers shall:

- A. Submit to a background check conducted through the Washington State Patrol system.
- B. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certificated staff.
- C. Refrain from discussing the performance or actions of a student except with the student's teacher, counselor or Principal.
- D. Refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature.
- E. Receive such information as:
 1. General job responsibilities and limitations;
 2. Information about school facilities, routines and procedures;
 3. Work schedule and place of work;
 4. Expected relationship to the regular staff;
- F. Be provided appropriate training at the building level, if new volunteers, consistent with their tasks and existing district standards. This training shall be developed under the leadership of the Principal in consultation with a district supervisor.
- G. Have assignments and activities carefully defined by the building Secretary. Examples of suggested duties for volunteers may include:
 1. Bulletin boards;
 2. Preparation of materials for art, science, math classes;
 3. Clerical duties including typing of dittos, stencils, inventories, putting booklets together, newsletters and related, student lunchroom counts and attendance and class records;
 4. Clean up activities;
 5. Library and audio visual duties;
 6. Assistance with physical education exercises;
 7. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading and others;
 8. Vision and hearing testing and approved medical surveys;
 9. School activities supervision; and
 10. Playground supervision with a staff member;
- H. Have their services terminated for these and other reasons:

1. Program and/or duties completed,
2. Resignation of the volunteer,
3. Replacement by paid staff member, and
4. Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services.

PERSONAL SEARCHES

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.

STUDENT CONDUCT EXPECTATIONS

As authorized by Chapter 28A.600 RCW, the following procedure sets forth rights and conduct expectations for students, along with the sanctions that may be imposed for violations of such expectations. At all times, this procedure will be read consistent with federal statutes and regulations, state statutes, common law, and rules promulgated by the Washington Office of the Superintendent of Public Instruction. For procedures and legal requirements related to imposition of suspension and expulsion, see Policy and Procedure 3241, Classroom Management, Discipline and Corrective Action.

Respect for the Law and the Rights of Others

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

Compliance with Rules

All students will obey the written rules and regulations established for the orderly operations of the District and the reasonable requests, instructions, and directives of District personnel. For purposes of Policy 3240 and this procedure, the term "district personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for disciplinary action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

Student Rights

In addition to individual rights established by law and policies, students served by or on behalf of the District will have the right to: High educational standards in a safe and sanitary building; Education consistent with stated District goals; Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability; Fair and just treatment from school authorities and freedom from mistreatment and physical abuse; Freedom from unlawful interference in their pursuit of an education while in the custody of the District; Security against unreasonable searches and seizures; The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to: Freedom of speech and press; Peaceably assemble; Petition the government and its representatives for a redress of grievances; The free exercise of religion and to have their schools free from sectarian control or influence; and Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them, including the periodic review and update of discipline rules, policies, and procedures;

Establish appropriate channels to voice their opinions in the development of curriculum; Representation on advisory committees affecting students and student rights; Present petitions, complaints, or grievances to school authorities and the right to prompt replies; Consult with teachers, counselors, administrators and other school personnel at reasonable times; Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization; Free election of their peers in student government and the right to hold office; Know the requirements of the course of study, be informed about and know upon what basis grades will be determined; Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and, Annual information pertaining to the District's rules and regulations regarding students, discipline and rights.

Scope of District Authority

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the School District; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or,
- In school-provided transportation, or any other place while under the authority of school personnel.

Disruptive Conduct

A student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on District- provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel by:
 - disobedience of reasonable requests, instruction, and directives of school personnel
 - refusal to leave an area when instructed to do so by school personnel;
 - refusing a reasonable request to identify oneself to District personnel (including law enforcement officers) while under the supervision of the school; and
 - refusal to cease prohibited behavior.
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation;

- Harassment of others;
- Inappropriate dress or appearance (see Policy 3224);
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of tobacco, vaporizers or associated products;
- Using any object in a dangerous manner; and
- Intentionally defacing or destroying the property of another

Exceptional Misconduct

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension. Exceptional misconduct includes the following:

- Arson
- Assault, if the assault involves to Injury to another; Bodily fluids; or A weapon;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu- ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 4210.

Guidelines for Sanctions

Chapter 392-400 WAC contains the following restrictions for suspensions:

- **Kindergarten through grade four** - No student in grades kindergarten through four will be subject to short-term suspensions for more than a total of ten school days during any single semester or trimester as the case may be, and no loss of academic grades or credit will be imposed by reason of the suspension of such a student.
- **Grades five and above program** - No student in grade five and above program will be subjected to

short-term suspension for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, the imposition of the sanction, in addition to any written notice required by law. When a school administrator has good and sufficient reason to believe that a student's presence poses an immediate and continuing danger to the student, other students or school staff, or an immediate and continuing threat of substantial disruption of the educational process, immediate emergency removal or emergency expulsion may be appropriate (see Policy 3241 and Procedure 3241P *Classroom Management, Discipline, and Corrective Action*)

In conjunction with the following sanction guidelines, administrators may also consider any alternative form of corrective action, including programs intended to lessen the time of exclusion from class attendance, which has been approved by the Board of Directors and/or Superintendent. The District encourages the use of alternative forms of correction action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning.

In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

Implementing the Guidelines for Sanctions

It is presumed that school administrators will sanction a student for the following offenses within each listed standard range, beginning at the presumptive sanction and determining whether mitigating or aggravating factors warrant a sanction higher or lower within the standard range. School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator's judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student's misconduct, and the student's long-term educational success.

The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including in-school suspension. The standard range for each offense does not prohibit a school administrator from exceeding the range, up to and including expulsion, if sufficient aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295.

AGGRESSIVE, DANGEROUS OR RECKLESS BEHAVIOR:

For purposes of school discipline, aggressive, dangerous or reckless behavior means behavior that is dangerous and blatantly disregards a risk of harm to others or property.

STANDARD RANGE: Up to 10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than suspension

Secondary: Short-Term Suspension of 5 Days

MITIGATING FACTORS:

- No prior documented misconduct
- Minimal injury or damage
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct

AGGRAVATING FACTORS:

- Serious actual or potential injury
- Use of an object or weapon
- Premeditated conduct
- Multiple students involved
- Exceptional severity or real potential for severity
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim
- Previous discipline record of student warranting progressive sanctions

ARSON:

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

STANDARD RANGE: 0-20 Day Suspension PRESUMPTIVE STANDARD SANCTION:

Elementary: Short-Term Suspension of 1 Day

Secondary: Short-Term Suspension of 5 Days

MITIGATING FACTORS:

- No prior documented misconduct
- Minimal damage
- Little potential of harm
- Student's intent or purpose
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Student attempted, but failed to or was prevented from, carrying out the conduct

AGGRAVATING FACTORS:

- Significant damage
- Potential of serious harm
- Intent or purpose in setting fire
- Previous discipline record of student warranting progressive sanctions
- The student's presence on campus is determined to be a threat to the safety of others.

ASSAULT:

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

STANDARD RANGE: 0-10 Day Suspension PRESUMPTIVE STANDARD SANCTION:

Elementary: 0 Days

Secondary: Short-Term Suspension of 5 Days

MITIGATING FACTORS:

- No prior documented misconduct
 - Minimal injury or damage
 - Student was primarily acting defensively, but facts do not support a conclusion that the student's conduct was clearly reasonable self-defense as set forth below
 - Student's age and/or inability to understand potential consequences of the conduct
 - Admitted or self-reported conduct

AGGRAVATING FACTORS:

- Serious actual or potential injury
- Use of an object or weapon
- Premeditated conduct
- Multiple students assaulting a single student
- Prior assault(s), threat(s), harassment, or bullying by the student against the same victim
- Exceptional severity or cruelty

STANDARD RANGE: 0-10 Day Suspension

- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim
 - Conduct is motivated by actual or perceived gang rivalry or affiliation
 - Previous discipline record of student warranting progressive sanctions
-

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

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

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

DEFACING OR DESTRUCTION OF PROPERTY:

For school discipline purposes, means the unauthorized, intentional damage to District property or the property of others (other than arson, above).

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension Secondary: Short-Term Suspension of 3 Days Restitution will usually be required.

MITIGATING FACTORS:

- No prior documented misconduct
- Minimal damage
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution to District or victim of misconduct

AGGRAVATING FACTORS:

- Significant damage in extent or cost
- Similar previous conduct
- Previous discipline record of student warranting progressive sanctions
- Property defaced with:
 - Lewd or obscene words or imagery
 - Words or imagery containing slurs or negative reference to the race, color, national origin, gender, sexual orientation, gender expression, or disability of others
 - Gang words or imagery

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the Superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the Superintendent.

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

DISRUPTION OF THE EDUCATIONAL PROCESS

For purposes of school discipline disruption of the educational process means conduct of any type that materially and substantially interferes with the educational process:

STANDARD RANGE: Up to 10 Day Suspension

PRESUMPTIVE STANDARD SANCTION: Elementary: Discipline other than suspension Secondary: Short Term Suspension of 5 Days

MITIGATING FACTORS:

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the disruptive conduct
- Admitted or self-reported conduct

AGGRAVATING FACTORS:

- Premeditated conduct
- Repeated disruptive conduct
- Multiple students involved
- Exceptional severity or real potential for severity
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of others
- Previous discipline record of student warranting progressive sanctions

DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES:

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

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

STANDARD RANGE:

Elementary: 0-10 Day Suspension; Secondary: 3-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION FOR POSSESSION OR USE:

Elementary: Short-Term Suspension of 1 Day Secondary: Short-Term Suspension of 10 Days

PRESUMPTIVE STANDARD SANCTION FOR DISTRIBUTION:

Elementary: Short-Term Suspension of 5 Days Secondary: Long-Term Suspension of 20 Days

MITIGATING FACTORS:

- Little or no prior documented misconduct
- A significantly small amount of substance
- Student's age and/or inability to understand potential consequences of the conduct
- Momentary or transient handling of the item
- Admitted or self-reported conduct
- Student believed that he or she was authorized to possess a lawfully-prescribed drug on campus
- Evidence that there was no intent to use, consume, or distribute the substance on school grounds, District-provided transportation, or at school activities.

AGGRAVATING FACTORS:

- Previous discipline record of student warranting progressive sanctions
- A relatively large amount of substance that would reasonably exceed anticipated single use
- Evidence of sophistication or pre-planning
- Evidence of distribution or intent to distribute prohibited substances
- The substance is heroin or another similar opiate (including methadone, oxycodone, etc.), cocaine, methamphetamine, or a similar substance designated as a level one or level two controlled substance with the potential for significant harm and addiction
- Distribution has been to multiple students
- Conduct is related to gang affiliation

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

An expulsion may be imposed for such conduct when sufficient aggravating circumstances are present and in consultation with the Superintendent or the Superintendent's designee. Emergency expulsion may be imposed when the student's conduct meets the requirements of WAC 392-400-295.

In all cases in which a student possesses or is distributing on school grounds, at school activities, or on District-provided transportation a substance prohibited under this section that is also a violation of the law, a report will be made by school officials to law enforcement. Students given a suspension under this section may have the suspension period reduced if they provide evidence of participation in a state-certified drug and alcohol use assessment and follow agency recommendations.

EXPLOSIVE DEVICES:

For purposes of school discipline possessing, trafficking in, or detonating any explosive device or incendiary components such as explosive materials, bullets, blasting caps, fireworks, gasoline, other flammable liquids, ammunition or any combination of these items generally referred to as a bomb or look-alike explosive device, which by themselves or in conjunction with other items can result in an explosion or fire on school property or at school sponsored events is prohibited.

STANDARD RANGE:

Up to 20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Short-Term Suspension of 1 Day Secondary: Short-Term Suspension of 5 Days

MITIGATING FACTORS:

- No prior documented misconduct
- Minimal damage
- Little potential of harm
- Student's intent or purpose
- Student's age and/or inability to understand potential consequences of the conduct
- Student attempted, but failed to or was prevented from, carrying out the conduct

AGGRAVATING FACTORS:

- Significant damage
- Potential of serious harm
- Intent or purpose in use of explosive device or component
- Previous discipline record of student warranting progressive sanctions
- The student's presence on campus is determined to be a threat to the safety of others.

FALSE ALARMS:

For school discipline purposes false alarm means triggering a fire alarm, security alarm, or knowingly reporting an emergency without reasonable grounds for such action.

SANCTIONS: See Disruption of the Educational Process

FIGHTING OR FIGHTING INVOLVEMENT:

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

SANCTIONS: See Assault

GANG CONDUCT:

For school discipline purposes includes:

- The creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture
- The promotion of gang culture and/or gang violence, and/or
- The solicitation or recruitment of gang members.
- Gang imagery and symbols include, but are not limited to:
 - Apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation
- Displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

STANDARD RANGE:

0-10 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

MITIGATING FACTORS:

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution for property damaged or defaced with gang imagery, symbols, or language

AGGRAVATING FACTORS:

- Similar previous conduct
- Concerted action with other students or non-students
- Gang conduct in connection with other misconduct prohibited elsewhere by this procedure, including but not limited to assault, harassment, intimidation, bullying, theft, and the possession of weapons
- Previous discipline record of student warranting progressive sanctions

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

HARASSMENT, INTIMIDATION OR BULLYING:

For school discipline purposes, "harassment, intimidation and bullying" includes:

- Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of District Policy 3207 and Procedure 3207P;
- Unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability;
- A threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

STANDARD RANGE:

Elementary: 0-10 Day Suspension

Secondary: 3-20 Day Suspension

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: 3 Day Suspension

MITIGATING FACTORS:

- No prior documented misconduct
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent action taken by student to make amends for misconduct with the victim

AGGRAVATING FACTORS:

- Threat of serious injury
- Use of an object or weapon
- Premeditated conduct
- Part of a pattern of similar misconduct against the same victim
- Prior assault(s) threat(s), harassment, or bullying by the student against the same victim

- Exceptional severity or cruelty
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim
- Conduct is motivated by actual or perceived gang rivalry or affiliation
- Previous discipline record of student warranting progressive sanctions

LEWD, OBSCENE, OR PROFANE LANGUAGE, GESTURES OR MATERIALS:

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

STANDARD RANGE: 0-10 Day Suspension

(District Note: Lewd, obscene, or profane language gesture or materials that do not constitute a “sex offense” as defined in Policy 3241 and procedure 3241P is a discretionary discipline offense under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

MITIGATING FACTORS:

- No prior documented misconduct
- Student’s age and/or inability to understand potential consequences of the conduct
- Subsequent action taken by student to make amends for misconduct

AGGRAVATING FACTORS:

- Part of a pattern of similar misconduct
- Previous discipline record of student warranting progressive sanctions
- Substantial disruption to learning of others caused by student’s defiance
- Student attempts to solicit or incite others to engage in behavior
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of school personnel

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

TARDINESS/ATTENDANCE: See Policy and Procedure 3122

TECHNOLOGY (INAPPROPRIATE USE):

For purposes of school discipline inappropriate use of technology means students are not to use technology devices, including but not limited to, cameras, cell phones, portable entertainment systems, other devices or the Arlington School District network in a manner that disrupts the educational process, invades the privacy or rights of others, or violates District policy of school rules.

THEFT/STEALING:

Possession of another person's or District property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.

STANDARD RANGE: 0-10 Day Suspension

(District Note: Theft and stealing are discretionary discipline offenses under RCW 28A.600.015 that cannot result in long-term suspension or expulsion.)

PRESUMPTIVE STANDARD SANCTION:

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 2 Days

Restitution will usually be required if property is not recovered and returned.

MITIGATING FACTORS:

- No prior documented misconduct
- Property returned to victim
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Subsequent remedial steps, including restitution to District or victim of misconduct

AGGRAVATING FACTORS:

- Significant damage in extent or cost
- Similar previous conduct
- Previous discipline record of student warranting progressive sanctions
- Conduct is motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of the victim
- Conduct is motivated by gang affiliation

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the Superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the Superintendent.

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

TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION:

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess

tobacco products on the school premises or at school-sponsored functions.

Elementary Students

See Discipline Other Than Suspension

Secondary Students

First Offense: Complete Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet will be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]

Second Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco intervention Packet will be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

Third Offense: Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco Intervention Packet will be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

THREATS:

For purposes of school discipline threats mean any conduct communicating (including gestures, visual images or via electronic transmission) to another an intent to cause them harm, including physical conduct, verbal expression, bomb threats or other threats of violence to cause wide spread panic.

SANCTIONS: See Disruption of the Educational Process

TRESPASS:

For purposes of school discipline trespass means entering or being on any school campus or property in violation of school district policy.

SANCTIONS: See Harassment, Intimidation & Bullying or Disruption of the Educational Process

WEAPONS:

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

STANDARD RANGE: 0-20 Day Suspension PRESUMPTIVE STANDARD SANCTION:

Elementary: Short-Term Suspension of 3 Days

Secondary: Long-Term Suspension of 11 Days

SANCTION FOR FIREARM AT SCHOOL: Emergency Expulsion (see below)

MITIGATING FACTORS:

- No prior documented misconduct
- No injury or damage caused
- No evidence that student intended to display or use the weapon
- The weapon is a small pocket-knife with a blade 3 inches or less
- Student's age and/or inability to understand potential consequences of the conduct
- Admitted or self-reported conduct
- Student offers credible evidence that he or she had the weapon for legitimate purposes away from school and unintentionally brought the object to school

AGGRAVATING FACTORS:

- Previous discipline record of student warranting progressive sanctions
- Student used the weapon in furtherance of an assault, to intimidate another, cause injury, and/or to cause physical damage to property
- Student displayed, activated or discharged the weapon in a reckless manner
- Evidence of premeditation
- Display or use of the weapon was motivated by perceived race, color, national origin, gender, sexual orientation, gender expression, disability, or any similar actual or perceived characteristic of a person intimidated or assaulted
- Conduct is motivated by actual or perceived gang rivalry or affiliation
- The weapon is an airgun or firearm.
- The object appears to be a firearm and the student displaying or using the object does so with malice.

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility will be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district Superintendent or the Superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm.

Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

STUDENT PRIVACY AND SEARCH

Searches of Students and Their Property

A student is subject to search by District staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the Principal prior to initiating a search, except in emergency situations. A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events.

Establishing Reasonable Grounds

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

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

Conducting the Search

If the Principal, or his or her designee, determines that reasonable grounds exist to search a student's clothing, personal effects, desk, locker, assigned storage area, or automobile, the search shall be conducted as follows:

- If evidence of criminal activity is suspected to be present, and prosecution by civil authorities will be recommended if confirmed by the search, the Principal, when possible, shall consult law enforcement officials regarding the appropriateness of a search by a law enforcement officer.
- If evidence of violation of a school rule is suspected, and if confirmed by the search will be handled solely as a student discipline action, proceed to search by asking the student to remove all items from pockets, purses, handbags, backpacks, gym bags, etc.
- If the student refuses to cooperate in a personal search, the student should be held until the student's parent or guardian is available to consent to the search. If a parent or guardian cannot be reached in a reasonable time, the Principal may conduct the search without the student's consent.

Locker Searches

Lockers, desks, and storage areas are the property of the Arlington School District. When assigned a locker, desk, or storage area, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked.

A student's locker, desk, or storage area may be searched by District staff if reasonable grounds exist to suspect that evidence of a violation of the law or school rules will be uncovered. School staff shall report a student's suspicious activity to the Principal prior to initiating a search, except in emergency situations when the risk of harm to students or staff demands immediate action.

Building Principals should refer to these procedures for conducting searches of students and their property for guidance in establishing whether a search is reasonable under the circumstances.

Principals may search all lockers, desks, or storage areas without prior notice given to students and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules.

Administrative inspections, or health and welfare inspections, may be conducted at any time for the purpose of locating misplaced library books, textbooks, or other school property or to ensure that all lockers, desks, or storage areas are being kept clean and free from potential health or safety hazards. Periodic inspections of lockers will reinforce the District's ownership of lockers and the minimal expectation of privacy students have in the contents of their lockers.

During a search of all student lockers, if the school official conducting the search discovers any container within the locker, which may conceal contraband, the container may be searched according to District procedures governing searches of students and their property. A "container" for the purpose of this policy

may include, but is not limited to: an article of clothing, a handbag, purse, backpack, gym bag, or any other item in which contraband material may be concealed.

CIVILITY POLICY

Arlington Public Schools staff will treat parents, students, and other members of the public with respect and expect the same in return. The District encourages positive communication with the public, and discourages abusive, hostile or obscene speech, actions, e-mail or other forms of communication from the public. In order to implement Policy 4299, the following procedures are adopted:

- A. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school property will be directed to leave school or school district property promptly by the Superintendent or designee.
- B. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
- C. When an individual is directed to leave School District property pursuant to circumstances referenced above and refuses to leave, the school administrator or designee may notify law enforcement officials. Restraining orders may be sought by the District when warranted.
- D. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will notify his/her supervisor of the incident.
- E. When a patron has been asked to leave school premises due to the use of abusive, hostile or obscene speech or disruptive conduct or actions, the school administrator will communicate in writing to that patron regarding Board Policy and Procedure 4299. Sample letters have been provided to school administrators for this purpose.

SEXUAL HARASSMENT POLICY

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

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

Sexual harassment can occur adult-to-student, student-to-adult, student-to-student, adult-to-adult, male-to-female, female-to- male, male-to-male and female-to-female.

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

Persons found to have been subjected to sexual harassment will have appropriate School District services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

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

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved persons from retaliation. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

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

The Superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy shall be posted in each District building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

The purpose of this policy is to provide all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all District staff and volunteers. For purposes of this policy and its procedure, the terms "District staff," "staff member(s)," and "staff" also include volunteers. General Standards The Arlington Public Schools Board of Directors expects all District staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries. Professional staff/student boundaries are consistent with the legal and ethical duty of care that District employees have for students. The interactions and relationships between District staff and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the District. District staff will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member's duties in the District. Additionally, staff members are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member's conduct is inappropriate or constitutes a violation of this policy. The Board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members will proactively discuss these circumstances with their building administrator or supervisor.

Use of Technology

The Board supports the use of technology to communicate for educational purposes. However, District staff are prohibited at all times from inappropriately communicating with students online or from engaging in any conduct on social networking websites that violates the law, District policies or procedures, or other generally recognized professional standards. Staff whose conduct violates this policy may face discipline and/or termination consistent with the District’s policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

NON-DISCRIMINATION STATEMENT

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

The following employees have been designated to handle questions and complaints of alleged discrimination:

TITLE IX OFFICER AND COMPLIANCE COORDINATOR

Eric DeJong

Executive Director of Human Resources
315 N. French Ave., Arlington, WA 98223
360-618-6212
Email: edejong@asd.wednet.edu

SECTION 504 COORDINATOR

Kathleen Ehman

Assistant Superintendent
315 N. French Ave., Arlington, WA 98223
360-618-6205
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