



*Stillaguamish Valley*  
**Learning Center**

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K-12 CAMPUS • HOME • ONLINE

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

## **Family Handbook**

2017 - 18



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## Stillaguamish Valley Learning Center

The Stillaguamish Valley Learning Center (SVLC) is a public school in the Arlington School District offering K-12 alternative learning experiences through its Campus, Home, and Online programs.

### Mission

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

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 these three course categories and are referred to as the Campus, Home and Online Programs, respectively. Parents and students partner with the Learning Center to customize a Written Student Learning Plan (WSLP) 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 their 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. 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 that want to share their interests and talents teach Enrichment classes.

Elementary classes are designed to supplement home learning for students in Kindergarten through fifth grade. 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 level classes prepare students for high school with core and elective classes. Smaller class size, 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. Benefits of the Home program include access to a wide variety of educational resources on campus, an allocation of funds for curriculum materials and course fees, participation in community events and festivals, and the opportunity for involvement in campus activities.

#### *High School Credit*

High school aged students can receive high school credit for classes they engage in at home. Guided by a written student learning plan prepared with a certificated teacher, a high school student follows a rigorous process to provide evidence of learning on a monthly basis. Credit is granted by meeting all requirements of the learning plan.

### **Online Program**

The Online program enables high school students to earn credit toward a diploma by supplementing their regular or Home based learning courses, or by choosing to learn online entirely. The Online program accommodates more schedule flexibility, particularly for older students who work during the day, have family obligations, are trying to recover credit, or who are re-engaging into school. Accelerated learning is possible through the online program.

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### **The Arlington Public Schools alternative online program described here is located at Weston High School beginning September 2017.**

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#### **Testimonials from SVLC Parents**

*"We've enjoyed the benefits of SVLC and it's offerings to our children while ultimately maintaining decision-making ability regarding coursework and curriculum at home. Teachers and administration partner with parents to cultivate rewarding relationships leading to a successful educational experience."*

*"The Learning Center program has been of great benefit to our family in addition to our home school curriculum. The teachers at the program are a tremendous additional educational resource."*

*"We have chosen SVLC for our son because it offers a dynamic learning environment that is adaptable to his educational needs. Together, with the staff, we are able to tailor his coursework to keep him interested through his strong subjects and encouraged through areas where he struggles. By having the latitude to approach each subject in a customized manner we can mix in material and experiences that generate enthusiasm for learning. The teachers are open and helpful in planning curriculum that fits our son's learning style and can keep his attention."*

#### **Alternative Learning Experience**

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 or under contract as permitted by applicable rules.

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 three categories of alternative learning experience courses or grade-level coursework are:

**Online** - An alternative learning experience course or grade-level coursework where:

- More than half of the course content is delivered electronically using the internet or other computer-based methods;
- More than half of the teaching is conducted from a remote location through an online course learning management system or other online or electronic tools;
- A certificated teacher has the primary responsibility for the student's instructional interaction. Instructional interaction between the teacher and the student includes, but is not limited to, direct instruction, review of assignments, assessment, testing, progress monitoring, and educational facilitation; and
- Students have access to the teacher synchronously, asynchronously, or both.

The Online school program offers a sequential set of online courses that may be taken in a single school term or throughout the school year in a manner that could provide a full-time basic education program if so desired by the student. Students may enroll in the program as part-time or full-time students. An online course or online school program may be delivered to students at school as part of the regularly scheduled school day. An online course or online school program also may be delivered to students, in whole or in part, independently from a regular classroom schedule, but such courses or

programs must comply with RCW 28A.232.010 and associated rules adopted by the superintendent of public instruction to qualify for state basic education funding.

**Remote** - 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** - 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. ALE programs are funded based on the estimated number of hours per week students are engaged in learning activities. Full funding is based on 20 hours per week for Grades K–3, and 25 hours per week for Grades 4–12.

### **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. The admissions process includes attending a campus tour, completing an enrollment packet, meeting with the Principal, and finally, meeting with a certificated teacher to complete a WSLP.

### **Written Student Learning Plan**

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, Home and Online 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, and overall monthly progress in WINGS. Parents use WINGS to track their child’s progress, register for Campus classes, and work with their WSLP Consultant to develop, monitor and evaluate Home learning classes. 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.

Home Learning is different than the typical “homework” assigned at a traditional school as it is considered an essential part of the coursework at SVLC.

4. **Attendance** – includes attending Campus classes, meeting weekly with the online teacher, and/or making weekly direct personal contact with a certified teacher for Home learning courses. Students must make contact at least once per week with their teachers. Attendance is critical for the success of our students and for the legal integrity of our program. 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.

### **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 for 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 unsatisfactory overall monthly progress. An intervention plan is developed, documented, and implemented by a certificated teacher in conjunction with the student and 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 be unsatisfactory 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.

### **Wednesday School**

We offer an extended learning opportunity for middle school students on Wednesdays so they may catch up on home learning assignments, have a quiet place to study, and to receive help from the teacher monitoring the class. In some cases, attending Wednesday School may be a requirement of a student's Intervention Plan.

### **Curriculum Allocation Funds**

Curriculum Allocation Funds are available for purchasing district approved learning materials and for applying toward course and field trip fees where appropriate. Fees, and parents to request based on the cumulative percentage of full time enrollment (FTE) in our program of the family's enrolled children. For example, if a family has two children, both of whom are enrolled at 1.0 FTE (100%), then that family would receive \$300 from which to apply toward course fees and district approved curriculum. All purchases are requested through school office and family allocation budgets are tracked through WINGS. Allocation funds become available upon the timely and successful completion of the required WSLP. Upon approval of the request by the fiscal secretary and principal, the purchase will be paid directly out of the Curriculum Allocation Fund budget.

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 Class are available in the office and are subject to administrative approval.

### **Off-Grade Class Approval**

Students may enroll in Campus classes above or below their grade level (Off-Grade) as determined by their graduation year with approval from the principal. Parents must complete and submit an Off-Grade Class Approval form available in the school office stating what off-grade class in which to have their child enrolled, and the reason for the request.

### **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 through Family Access, **or** send notification to the school office via Email or phone.
- The student maintains satisfactory monthly progress on their Written Student Learning Plan.
- The student adheres to all sign-in/sign-out procedures.
- 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.

### **Elementary Parents on Campus**

Parents of elementary students are permitted to leave campus only when their child is in class, and only after the child is signed in at the office with the assistance of their parent. We need parents to supervise their children during breaks such as snack, lunch and lunch recess. Parents can request that another parent be the "designated parent" to supervise their child occasionally.

### **Cup of Joe**

The principal, Joseph "Joe" Doucette, is eager to hear and discuss questions, concerns and feedback about the programs at SVLC from parents and students. The once per month Cup of Joe gatherings in the Family Room are

an opportunity in an informal manner to have this exchange. They are held on Thursdays throughout the school year from 9:30 to 10:30 AM. Dates for 2017-18 are included in the August letter from the principal to parents.

### **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 3:00 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.

### **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. For each semester, the first two weeks of classes practice evacuation procedures in all classes

### **Office**

The office is the place to sign in and out when on campus, find information in your family mailbox, get breakfast and lunch, the place to go for First Aid needs, and is the location of the Registrar, Fiscal Secretary and the Principal. Middle school students can work in the office if they are not in class, and do not have a parent or guardian on campus.

### **Family Room**

The family room is an area for families to congregate while students are in class to socialize, collaborate, and relax. As this is a high traffic area, it is important to demonstrate civil, respectful actions at all times, such as putting garbage in the garbage cans, leaving a clean table, speaking in a normal tone (i.e. no shouting or yelling), and walking in the Family Room (no running or throwing anything).

## Library

The Library contains curriculum resources, reference books, academic games, and fiction and non-fiction readers available for check out by students and parents. Parents volunteer their time to maintain the Library and the check in/out system, so please be patient if it takes time to check out a book. The Library is also a quiet place to study.

## Playground

The playground is just that: a place to play! We want our children to play happily, kindly and carefully. Parents are required to supervise their children on the playground and to help students understand and follow the posted playground rules.

## Parent Leadership Team

The mandate of the Parent Leadership Team is to coordinate parent leadership team activities and to provide guidance to the principal for making program decisions.

*All parents are required to join one of the parent teams and be available to participate as needed. Parents sign up for a team at the Back to School orientation or at the time of enrollment during the school year.*

### Parent Teams

#### *Education & Support*

Develops and facilitates ongoing educational opportunities for parents, and provides mentorship support for families new to the program.

#### *Community Development*

Cultivates active participation from all community members with the goals of creating positive change, enriching events, and community spirit.

#### *Parent Voice*

Communicates family needs and interests to the school administration and parent leadership team.

#### *Campus Care*

Assists the school administration with maintenance and development of the school campus and facilities.

#### *Parent Club*

Raises and distributes private funds to supplement appropriate program activities.



## Supervision

All 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 see and hear the child at all times. If a parent or staff member is unavailable to supervise, the student must stay in the office.

## Photo Identification Badges

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.

## Chromebooks

The school district requires that Chromebooks be used for educational purposes only. Therefore, students must receive permission from a teacher or principal to use a Chromebook. Chromebooks may not be used in the Family Room.

## Paper Copier Use

Parents may use the paper copier in the school office with permission from the fiscal secretary. Copies are \$0.25 each, and the number of copies made must be

recorded on the usage form next to the copier. Curriculum allocation funds may be applied to the cost of the copies only with approval from the student's WSLP consultant. Otherwise, parents pay for the copies personally.

## **Parent Partnership**

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). In order for us to maintain the integrity of our program, parents must uphold the following:

### **Teach your Child**

It is imperative that parents who partner with SVLC spend the necessary time teaching at home. The extent of home instruction typically decreases for site-based courses, but increases in difficulty for remote courses as a child moves from elementary to middle school. Parents must teach and support at home in order for students to grow and learn. Our program is built on the concept that parents and SVLC teachers work together in partnership to educate the children at our school.

### **Maintain Weekly Contact**

The parent is responsible for ensuring weekly contact with an SVLC certificated teacher and their child. 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.

### **Monitor Monthly Progress**

Elementary parents must attend monthly progress review meetings with their student and WSLP Consultant. Middle school students' monthly progress is communicated through WINGS, and it is the responsibility of the parent to monitor monthly progress. If the student is unsatisfactory, the middle school parent is required to attend an intervention conference with the principal and the student's WSLP Consultant.

### **Standards – Learning Targets**

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).

### **State Assessments**

All students in Grades 3-8 with an enrollment percentage of 80% or more are required to participate in the annual Washington state assessments. The assessments include Measurement of Student Progress for Science in grades 5 and 8, Classroom-based assessments in Social Studies and Art, and the Smarter Balanced in Math and English Language Arts.

### **SVLC Building Policy & Procedures**

All students have the right to learn without disruption or harassment. Students will understand that they have choices about ways to behave and that natural and/or logical consequences come from appropriate and inappropriate behaviors. Students will respect others and themselves and, in turn, will be treated with respect. The focus in dealing with students will be positive and affirming. Matters of discipline will be dealt with cooperatively between the parents and the school.

### **Dress Code**

The dress code at SVLC is an important part of creating a safe, positive, and non-disruptive learning environment for all students. Your dress reflects the quality of the school, your conduct and your overall academic performance. We take pride in the appearance of our students. It is to be understood that the school standard for appearance will likely be different from the standards outside of school time. School administrators, staff and district personnel reserve the right to determine whether a student's attire presents a health or safety hazard or is disruptive to the learning environment. Individual teachers may require specific appearance and attire with special consideration for safety, cleanliness, and reinforcement of course curriculum. Most jobs require a standard for dress and appearance. Learning at an early age to accept that standard will make it easier to be successful with appearance later in life.

- No clothing that causes a disruption to the educational environment may be worn.
- Any clothing that exposes undergarments or is too revealing or tight (while standing, kneeling, walking, or raising your hand) may not be worn at school.

- Pants must be worn at normal belt height. No sagging.
- Shorts and skirts must be at fingertip length (with shoulders relaxed and arms fully extended at your side) while standing. (No shorter than mid-thigh length)
- Shirts must not expose your stomach or lower back at any time (sitting, raising arms, etc.).
- Sleeveless dresses or tops that are worn must not expose undergarments or be too revealing. Spaghetti strap tops or dresses may not be worn.
- No clothing may contain obscene, suggestive, illegal substance ads, or foul language/slogans.
- Swimwear and bare feet are considered inappropriate at all times.
- Sunglasses may be worn to and from school and outside at lunch but are considered inappropriate inside during the school day, as are any other accessories that make recognition of the person difficult.
- Any garments that are considered undergarments and worn as outer garments (i.e. boxer shorts, long underwear, slippers, etc.) are not allowed.
- Stocking feet or bare feet are not allowed.
- Clothing that may be considered sleepwear may not be worn at school unless it is part of a school-sanctioned activity.
- Items that represent disrespect, or that can be considered offensive to any student, staff or community member, such as swastikas or confederate flags.

Consequences for wearing inappropriate clothing will include calling home for a change of clothes or being told to find an appropriate piece of clothing. Students who are unable to correct their inappropriate dress will wear clothing provided by the school for the remainder of that day. Continued use of inappropriate clothing may result in further consequences such as short-term to long-term suspension. See “Gang Activity or Association” for further clothing restrictions.

**NOTE:** As with any policy, inclusion of all possible aspects is difficult. Due to the rapid changes in our society please remember, the Stillaguamish Valley Learning Center staff may have to use its discretion regarding student dress. It may become necessary to modify the dress or personal property expectations or include additional items at the judgment of the administration.

## **Technology & Internet Access**

Check the Computer Lab schedule for availability. Classes are held in the lab throughout the afternoon.

Parent/student workstations are available for use on a first-come, first-served basis. Please respect the classes and the technology by refraining from being disruptive and loud, and eating or drinking around the computers.

## **Network Use Agreement**

All technology at SVLC, including the use of the wireless network, belongs to the Arlington School District. SVLC computers/laptops are not available for home checkout and must remain on campus at all times. The District network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and research and be consistent with the mission of the District. Connection of any personal electronic device is subject to all guidelines in this document. Unacceptable network use by District students, staff, and parents, includes, but is not limited to: (*Arlington School District Network Policy No. 2022P*)

1. Personal gain, commercial solicitation and compensation of any kind;
2. Liability or cost incurred by the District;
3. Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the Director of Technology;
4. Support or opposition for ballot measures, candidates and any other political activity;
5. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
6. Unauthorized access to other District computers, networks and information systems;
7. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
8. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
9. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
10. Attaching unauthorized equipment

### Cell Phones/Electronic Devices

Students who bring cell phones/electronic devices are encouraged to be respectful of other students, teachers and the educational process. Please only use these devices outside of class and where they are not disruptive to others. Texting and cell phone use is not allowed in class without teacher permission, nor when using the bathrooms during class time.

### Closed Campus

SVLC is a closed campus during the school day for all students until the last class is complete, and students are signed out for the day.

### Medication at School

In accordance with Arlington District Policy (3416), Procedure 3416, and the requirements of RCW 28A.210.260, designated school personnel will administer only prescribed oral medication to students if the following procedures have been completed. No over-the-counter medication will be given, except in special circumstances, and will require both parent and the Health Care Provider's authorization to administer to student. The medication procedure is to ensure that students receive only medication at the direction of the student's health care provider and with the knowledge and authorization of the parent/legal guardians. We encourage your cooperation in this process to protect the health and welfare of students. Parents are able to administer medications to their children as needed.

### Medication to be taken by Student Independently

Parents/guardians **and** licensed medical practitioners may request the student be allowed to take their medication on their own. This medication may include such items as inhalers, Epi-Pens, short-term antibiotics, Tylenol, cough tablets, etc. In a situation where parent **and** licensed medical practitioner believe it is in the best interest of the student to carry medication, the student shall have **only one day's dose in the original, labeled container** (*prescriptions must contain students name, name of medication, dosage, time to be administered, route, and expiration date*). Parents are responsible for adequately informing the school personnel of the student's medication program. **There is a required medication form that needs to be completed before medication can be carried independently.** The school district assumes no responsibility for the administration of this medication.

- Students are **not permitted** to carry more than **one** day's dosage of any medication, whether prescription **or** over-the-counter.
- **All Narcotics/Prescription-Stimulants** must be administered through the office.
- In the event an issue regarding safety or compliance with the above policy arises, the school administrator or school nurse has the right to refuse or discontinue the self-medication privilege. In that case, parent/guardian is notified and the medication will be distributed from the health room once the required medication forms are obtained from the parent/guardian and licensed medical practitioner.

### 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 or online at [www.schoolreport.org](http://www.schoolreport.org). Please do not call the school for closure information as this decision is made before staff is available to answer phones.

### 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.

### **Video Cameras and Digital Cameras**

Students must remember to respect the privacy of all students when using these devices in public places. Therefore, students are not permitted to bring video cameras or digital/film cameras to school without prior approval from a teacher or administrator for use in the completion of a class assignment or project. The use of video cameras, digital cameras, cellular phone camera or film cameras on campus should be related to a specific assignment or project from the student's class. Student's cameras and tapes are subject to confiscation and viewing if the administration suspects the camera is being used for activities inconsistent with district or school policies including the disruption of the educational environment. Inappropriate use includes the violation of privacy rights that may occur by videotaping or photographing students or adults without prior permission.

### **Visitors**

Parents and other adults are encouraged to visit our school. For your safety and that of our staff and students, please have all visitors 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.

- 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**

Because of the nature of our program, all parents are considered volunteers. As such they, and any others interested in volunteering, must submit to a background check conducted through the Washington State Patrol

system. The "Washington State Patrol Request for Criminal History Information" forms are available in the office. The form is to be submitted to the office 2 weeks prior to volunteering at the school or chaperoning any activity/event. The background check must be completed every two years. Approval of all volunteers and chaperones is subject to the approval and discretion of administration.

### **Classroom Discipline Procedures**

Our mission, supporting WAC 1800-40-210, "is to provide learning experiences which will assist all students to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen." Therefore, the following guidelines are used when evaluating student misconduct.

1. In cases of a minor misconduct and first time offense - The supervising teacher or staff member, who witnessed the infraction, will ask the student to correct their behavior.
2. 2<sup>nd</sup> Offense - Parents will be notified and asked to work with the student to improve their behavior.
3. 3<sup>rd</sup> Offense - In cases when a student persists in misbehaving, or is jeopardizing the safety of themselves and/or others (RCW 28A.635), or has damaged property (RCW 28A.635.060):
  - A. The parent will be notified.
  - B. A written report will be recorded.
  - C. Corrective actions will be determined by school administration, communicated in a letter, and shared directly with the student and parent as appropriate.

### **Activity/Athletic Code**

The extra-curricular programs of the Arlington Public Schools are considered one phase of the total educational programs of the school. The opportunity to participate in inter-scholastic athletic programs and activities/clubs is a privilege granted to 7th through 12th grade students of the district. Participants in these voluntary programs are expected to conform to School Board Policy and specific conduct standards established by the principals, coaches, and advisors. As participants you are faced with choices. If the choices you make interfere, impede, or hinder your performance or affect the performance of the team or activity/club, you may forfeit the privilege to participate. A student who is found to be in violation of any rule is subject to corrective action as is specified in this code.

This policy applies on or off campus, twenty-four (24) hours a day from the first day of turnout or the activity/club to the conclusion of the end-of-season banquet or the ending date of the activity/club.

#### Eligibility for Participation

- A student's parents/guardians must be residents of APS or meet the requirements of the District Transfer Guidelines. \*
- Insurance coverage must be obtained through the school or a waiver must be submitted indicating the family has sufficient coverage. \*
- The student must purchase an ASB card from the school for which they are playing.
- A current physical examination and parent permission form must be on file with the athletic office. \*
- A student must conform to all Washington Inter-Scholastic Activity Association (WIAA) rules and regulations.
- A student must be enrolled within the first fifteen (15) school days in a semester and meet minimum academic standards.
- The student must pay the District transportation fee, if applicable.

\* Please call the appropriate School Athletic office for more information.

In order to be eligible to participate in athletics or activities/clubs, a student must have passed four out of six classes in the immediately-preceding semester (WIAA standards) and passing all classes currently to meet Arlington Public School standards.

#### Academic Standards

- Students must be passing every class.
- Grade checks will be done every two weeks.
- Any student-athlete who does not meet minimum academic standards (has one or more Fs) will be placed on "academic probation", during which time she/he may practice but cannot participate in games, meets, or matches.
- After one week, if the student is passing all classes, she/he will be off probation. If all grades are not above passing, the student will continue on "academic probation" until the next two-week check.

Please call the Athletic Director or Activity Advisor at the

school with which you want to participate if you have any questions regarding eligibility, standards and expectations.

#### Freedom of Expression

The free expression of student opinions is an important part of education in a democratic society. Students' verbal and written expression of their own private opinion on school premises is encouraged so long as it does not substantially disrupt the educational environment. Such speech activity by students is solely their own expression of views and the District does not intend to promote, endorse, or sponsor any expressive activity that may occur. However, distribution of written material, oral expression, or any other expressive activity (including the wearing of symbols, clothing, hairstyle, or other personal effects) may be restricted where a substantial disruption of the educational process is likely to result, or does result from such activity. Substantial disruption includes:

- Inability to conduct classes or school activities, or inability to move student to/from class or other activities.
- Breakdown of student order, including riots or destruction of property.
- Widespread shouting or boisterous conduct.
- Substantial student participation in a school boycott, sit-in, stand-in, walkout, or similar activities.
- Physical violence, fighting, or harassment of any kind among students.
- Intimidation, harassment, or other verbal conduct that is considered uncivil in nature (including swearing, disrespectful insulting speech to students, teachers, or administrators) creating a hostile environment.
- Defamation or untrue statements.
- Statements that attack ethnic, religious, gender or racial groups, or that tend to provoke a physical response, including gang symbols or apparel, displaying hate symbols or insignias and logos perceived to be hate symbols, insults, or other fighting words that could reasonably be anticipated to provoke a physical or otherwise disruptive response.
- Speech likely to result in disobedience of school rules or health and safety standards (such as apparel advertising alcohol, drugs, tobacco, etc.). Official student publications, such as a newspaper

or yearbook, and student expression that occurs under circumstances where it is sponsored or endorsed by the school (such as speech at student assemblies or dramatic productions), are not private speech of students. Rather, they are public communicative activities of the school district, which the District retains control over to the extent permitted by the First Amendment and WAC 180.42.215. Such speech shall be subject to regulation not only under the standards set forth in the paragraph above, but also for any other legitimate educational reasons as determined by the District. Students who violate the standards for verbal and written expression, shall be subject to corrective action or punishment, up to and including suspension or expulsion.

### **Gang Activity or Association**

- Groups of students who initiate, advocate, or promote activities that threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process.
- Incidents involving initiations, intimidations, and/or related activities of such group affiliations and which are likely to cause bodily danger, physical harm, vandalism, or personal degradation or disgrace resulting in physical or mental harm to students and/or staff are prohibited. Disciplinary action will include police referral and up to long-term suspension or expulsion.
- Clothing, signs and symbols worn or displayed considered to be gang-related are not to be worn or displayed at school. Black, blue, and red bandanas can be affiliated with gangs and should be avoided. This includes school materials. Disciplinary action will include parent contact, removal of the display, and up to long-term suspension or expulsion.

## **Arlington Public Schools**

### **Discipline Policies & Procedures**

Administration, staff, and parents believe that all students have the right to an educational environment conducive to learning and safe from physical and psychological abuse. No student will be allowed to disrupt this process and/or interfere with the rights of others. We expect most students will exhibit responsible behavior. There may be a few students who will make poor choices and conduct

themselves in an inappropriate manner. The discipline policy at SVLC is designed to hold students accountable for their actions, promote more responsible behavior through logical consequences, and ensure both due process and progressive discipline. The steps are progressive and will be followed as outlined unless the degree of infraction merits a harsher consequence than outlined or unless extenuating and/or exceptional circumstances exist justifying a lesser consequence. Students who involve themselves in criminal acts on school property and within a two block radius of the school, off school property at school-supervised events, or off school property and which acts have a detrimental effect upon the maintenance and operation of the school are subject to disciplinary action by the school and prosecution under the law. Law enforcement referral and/or action will occur as appropriate.

### **Due Process**

1. Student meets with a principal or designee prior to suspension.
2. Student is presented with charges and evidence against him/her.
3. Student is given an opportunity to deny charges, rebut evidence, and give their own statement of action(s) in question.
4. Unfavorable decisions may be appealed to a higher authority in the school district.

### **Memorandum of Understanding**

A memorandum of understanding exists between the Arlington School District and the Arlington Police Department. The following incidents may be reported to the police: fighting, arson, assault, bomb threats, burglary, dangerous weapons violations, disturbances, explosives, extortion, harassment, blackmail, coercion, forgery, tampering with fire apparatus or alarms, theft, destruction of property, robbery, sale, use or possession of tobacco, alcohol, drugs, or drug paraphernalia, and/or criminal trespass. This list is not limited in scope.

### **Exceptional Misconduct**

Exceptional Misconduct means misconduct, other than absenteeism, which a school district has judged to be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the schools as to warrant an immediate resort to short-term or long-term suspension. This has been determined by District policy #3241 and 3241P and the District's Ad Hoc Citizens'

Committee pursuant to WAC 180-40-245(2) and 265(2).

### **Appeal Process for Disciplinary Action**

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the Principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the Principal and shall be entitled to question staff involved in the matter being grieved. The parent and student after exhausting this remedy, shall have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the Superintendent. If the grievance is not resolved, the parent and student, upon two (2) school business days' prior notice, shall have the right to present a written grievance to the Board during the next regular meeting or at a meeting held within thirty (30) days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The Board shall notify the parent and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the Principal, Superintendent or Board elects to postpone such action. *Cross Reference: APS Policy/Procedure #3241/3241P Rev. Aug 2007.*

#### **1. Appeal Process for Short-Term Suspension**

Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the Principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved. The parent and student after exhausting this remedy shall have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the Superintendent. If the grievance is not resolved, the parent and student, upon two (2) school business days' prior notice, shall have the right to present a written grievance to the Board at its next regular meeting, or a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The Board shall notify the parent and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding

implementation of the grievance procedure unless the Principal, Superintendent or Board elects to postpone such action.

#### **2. Appeal Process for Long-Term Suspension or Expulsion**

A long-term suspension or expulsion may be imposed by the Principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language and shall supply (1) the alleged misconduct and the school rules alleged to have been violated, (2) the recommended corrective action or punishment, (3) the right to a hearing, (4) the notice that, if a written request for a hearing is not received by the staff member named in the notice within three school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and (5) the date by which the request for a hearing must be received. If a hearing is requested, the Superintendent shall schedule the matter for a hearing within three school business days of such request. The parent and student and the District or representatives shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent and student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.

The hearing shall be conducted before a Hearing Officer appointed by the Superintendent. Such Hearing Officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The Hearing Officer shall state in writing the findings as to the facts, conclusions and disposition to be made. The decision shall be provided to the parent and student or counsel.

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the Hearing Officer's decision by filing a written notice of appeal at the office of the hearing officer within three (3) school business days after the date of receipt of the decision. The long-term suspension or expulsion shall be in effect while the appeal is pending. The Board shall schedule and hold a meeting to informally review the matter within ten (10) school business days from receipt

of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the Board deems reasonable. Prior to adjournment, the Board shall agree to one of the following procedures:

- Study the hearing record or other materials submitted and record its findings within ten (10) school business days;
- Schedule and hold a special meeting to hear further arguments on the case and record its findings within fifteen (15) school business days; or
- Hear and try the case de novo before the Board within ten (10) school business days. Any decision by the Board to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student shall be made only by:
  - A. Those Board members who have heard or read the evidence;
  - B. Those Board members who have not acted as a witness in the matter; and
  - C. A majority vote at a meeting at which a quorum of the Board is present.

Within thirty (30) days of receipt of the Board's final decision, any parent and student desiring to appeal any action upon the part of the Board regarding the suspension or expulsion may serve a notice of appeal upon the Board and file such notice with the Superior Court Clerk of the County. Such notice shall also set forth in a clear and concise manner the errors complained of.

#### Readmission Application Process

Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/ expelled, the student shall submit a written application to the Principal, who shall recommend admission or non-admission. If a student wishes admission to another school, he/she shall submit the written application to the Superintendent. The application shall include:

- A. Reasons the student wants to return and why the request should be considered;
- B. Evidence which supports the request; and
- C. A supporting statement from the parent or others who may have assisted the student.

The Superintendent shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.

#### **Discipline Consequence Definitions**

##### Warning

Meeting with an administrator or designee (documented).

##### Detention

Additional time assigned at school after regular school hours (or during lunch), under supervision. Students who have detention time to serve are responsible for arranging their own transportation. The detention will be served on the day or days assigned by one of the principals or their designee. Detentions will be served from 2:35 p.m. to 3:35 p.m. Failure to serve an assigned detention will result in further disciplinary action. If a student is assigned detention and fails to complete the assigned days, Saturday School will result. Failure to attend Saturday School will result in short-term suspension.

##### Saturday School

Saturday School can be used as a disciplinary measure, but is primarily used as a measure to assist struggling students. At regular intervals, if your student is failing multiple classes, they may be assigned Saturday School to receive help or have time to finish up their classwork. Absence from an assigned Saturday School, without prior approval of an administrator, may result in a short-term suspension.

- Students are to sign in upon arrival (students *assigned* to Saturday School must stay for the duration).
- Student will be involved in both homework and school/community service.
- Appropriate breaks will be determined by the monitor.
- Parents will be notified of assigned Saturday School by phone or mail. Students are also to inform parents.
- No sleeping will be permitted in Saturday School.

##### In-School Short-Term Suspension (1-10 days)

Students spend their time working on their assignments under the supervision of the in-school suspension supervisor. During their time of suspension, students are not allowed to be part of the regular daily schedule or to participate in any after school activities. Students in ISS are excluded from any district-wide activities.

##### Out-of-School Short-Term Suspension (1-10 days)

Disciplinary action whereby a student is separated from school attendance for a period of up to ten (10) days and which does not constitute an expulsion. The student is not to participate in any school activity or function during the time of this suspension. It is the responsibility of the student to obtain assignments from their teachers no later than the day they return to school.

#### Out-of-School Long-Term Suspension (more than 10 days)

The removal of a student from one or more classes for a period of 11-90 days. Missed schoolwork may NOT be made up for credit. Student may not attend any of SVLC's extra-curricular activities.

Students will be required to turn in his/her ASB/Student Identification Card. The card will be kept in the student's discipline file and returned upon the student's re-enrollment.

#### Emergency Expulsion

The removal of a student for up to 10 school days. An emergency expulsion may be necessary if a student poses danger to self or others or poses an immediate and continuing threat of substantial disruption of the educational process. During this period, the student may not attend any of SVLC's extra-curricular events. Prior to the end of the emergency expulsion, student and parents will be informed of any further disciplinary action or investigation findings.

#### Expulsion

A denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. Expulsion includes denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the district.

NOTE: Parents will be notified by phone or in writing when a student is assessed a disciplinary consequence greater than a warning.

NOTE: Depending on the seriousness of the offense and number of previous violations (progressive discipline) consequences could be more severe. If police are contacted, the action taken may be beyond SVLC and/or APS policy. NOTE: The school day consists from the time you leave your house in the morning until you return home that evening. Also included are any school activities or other events where you represent the school. Some exceptions may apply and are dealt with on an individualized basis.

### **Discipline Violations & Corrective Action**

Discipline violations are cumulative from grade 6 through grade 12 unless otherwise stated. Discipline violations may carry over from other schools and/or districts.

Academic Violations (cheating) - Cheating by copying other people's work is not acceptable. Making copies of someone's computer disk is also considered cheating. Any attempt to deceive staff and students by cheating, changing grades in the grade book, plagiarism, etc. warrants disciplinary action. Violations in regards to state assessments and senior projects will be considered exceptional misconduct and subject to short to long-term suspension.

- *The first offense will result in a failing grade for that learning activity.*
- *The second offense in the same class may result in a removal from the class with an "F" grade.*

Plagiarism, the act of borrowing another author's work without crediting that author and thereby implying that it is one's own, is academically dishonest and a form of cheating. For corrective action, see above.

Accomplice (coding depends on situation) - A person who knowingly participates in violating a behavior expectation.

- *Detention to Long-Term Suspension.*

Accumulation of Violations - Repeated violations of different school rules. (3 violations, does not have to be the same one).

- *Short-Term to Long-Term Suspension.*

Arson/Reckless Burning - Any student who starts a fire on school premises is subject to a charge of arson. The student will be suspended or expelled. Arson is a felony and legal authorities may be notified.

- *Short-Term Suspension to Expulsion.*

Assault (violence) - A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to disciplinary action. Assault or fighting will be defined as a verbal or physical altercation causing a disruption of the educational process. Initiating aggressive physical or verbal contact with another student who does not respond in defense. *Verbal or written threats of physical injury will be treated as assault.*

- *Short-Term Suspension, Long-Term Suspension, or Expulsion.*
- *Fighting may constitute a crime and legal authorities*

may be notified.

#### Fighting or Promoting a Fight

Physical altercations that involve two or more students. Students who instigate fights but are not actively involved (that is, students who carry rumors, encourage other students to fight, recording a fight on a camera or cell phone, carry information back and forth between two individuals who subsequently fight).

- *Short-Term to Expulsion.*

#### Assembly Disruption (Disruption of Educational Process) -

Assemblies are held for the education and enjoyment of students and faculty. Give every courtesy to the speaker and to the program. It is the responsibility of each student to maintain high standards of conduct. Acceptable conduct is defined as behavior that does not disrupt the performance or the audience's enjoyment of the performance. Violations will result in a denial of assembly privileges and may be cause for further disciplinary action.

- *Detention, Saturday School, Short-Term Suspension, or Long-Term Suspension.*

Bomb Threat - Threatening damage to persons or property from exploding bombs, whether real or imagined.

- *Short-term suspension to Expulsion*

#### Civility/Profanity, Inappropriate Language and Gestures -

Use of profane language/abusive language is not acceptable in the school setting and consequences will be applied appropriately. Included will be inappropriate gestures, swearing, profanity, cursing, spitting, and/or suggestive comments meant to intimidate and/or embarrass, directed toward students.

- *1st Incident: Verbal Warning, Detention, Short-Term to Long-term Suspension.*
- *2nd Incident: Short-Term to Long-Term suspension*

Use of profane language/abusive language towards staff members will result in a Short-Term Suspension to Long-Term Suspension. *Cross Reference: APS Civility Policy #4299.*

Closed Campus (coding depends on situation) SVLC is a closed campus. Students are to remain on campus from the time they arrive until the end of the school day. Once a student arrives on campus they are to remain on campus, even before their first class, unless authorized to leave by a school administrator. If a student must leave campus before the end of the school day, students must sign out in the attendance office with prior parent permission.

- *Saturday School.*
- *Repeated conduct will result in further disciplinary*

*action.*

Detention and Saturday School Misconduct (coding depends on situation) - Students are expected to act appropriately while serving Detention and Saturday School.

- *Detention, Saturday School or additional consequences may apply.*

Disruption of the Educational Process - Interruption of the lesson, or causing other students to be distracted from an assignment or class work. Dress or behavior that distracts from the school environment. Conduct as determined by school administrator, which materially and substantially interferes with the educational process.

- *Short-Term to Long-Term Suspension. Parent contact.*

Drugs or Alcohol, Possession of or Use of - Students may not possess, use, or be under the influence of alcohol, controlled substances, non-prescription drugs, prescription drugs, inhalants, drug paraphernalia, look-alike drugs, and/or substances represented as drugs/alcohol. Students who are in a group of students, one or more of whom is in possession of drugs, alcohol, or any other controlled substance, or one or more of whom is using or under the influence of drugs, alcohol, or any other controlled substance, are also violating the drug/alcohol policy. Range of corrective action will be based on participation in a drug/alcohol assessment program.

- *The first offense will result in up to a 90-day long-term suspension and possible loss of credit. Up to 84 days may be held in abeyance if the student has a drug/alcohol assessment and follows through with the recommendations of the counseling intervention program. Cooperation with the assessment is mandatory. Should the student fall out of compliance with his/her assessment, the remaining suspension days will be reinstated and loss of credit will result. A re-entry conference to demonstrate completion of an assessment is required with an assistant principal prior to returning to school. In addition, the student will be denied attendance at all extra-curricular activities which include athletic events, home or away, for 90 days, reducible to 45 days with compliance of assessment and treatment recommendations.*
- *The second offense will result in a 90-day long-term suspension from school. This will result in failure to complete course requirements and a loss of credits. A re-entry conference is required with the school principal prior to re-enrolling at SVLC. In addition, the student may be denied attendance at all district*

activities, which include athletic activities, home or away, and placed on probation for a period of up to 90 school days.

- The third offense will result in expulsion from SVLC.
- Any 6-12th grade student in APS who violates the drug and alcohol policy two or more times over a three year period shall be subject to long term suspension or expulsion from any APS.

DRUGS OR ALCOHOL, SALE OF, PURCHASE OF, TRADE OF, OR PROVIDING OF (INCLUDING THE INTENT TO SELL OR DISTRIBUTE) - Students shall not sell, purchase, trade, or transfer alcohol, controlled substances, non-prescription drugs, prescription drugs, inhalants, drug paraphernalia, look-alike drugs, and/or substances represented as drugs/alcohol.

- Any offense will result in Long-Term suspension to expulsion. This will result in failure to complete course requirements and a loss of credits.
- The second offense will result in expulsion from SVLC. Offenses related to the sale, purchase, trade, or distribution of drugs or alcohol will be carried over from year to year.

Drug Paraphernalia - Students at SVLC shall not possess drug paraphernalia such as: pipes, rolling paper, clips, bongs, containers, spoons, needles, bodily fluids or other items for the purpose of drug abuse.

- 90-day suspension reducible to 6 days with completion of a drug and alcohol assessment. Police contact.
- Assessment required to return.
- Mandatory 90-day suspension with a mandatory drug and alcohol assessment required to return. The 3rd offense will result in Expulsion.

Drug Related Conversations - Students who engage in drug related conversations, whether joking or serious, will be subject to disciplinary action.

- Saturday School, Short-Term Suspension.

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.

Emergency Calls (False Alarms) - Students are not to make false 911 calls.

- *Short-Term Suspension. Parent and Police contact.*
- Extortion - Deliberate act of acquiring money from others by intimidation, harassment or threat; misuse of power. Students who deliberately obtain money or property by threat of violence or forcing someone to do something against their will.

- *Short-Term to Expulsion. Parent and Police contact.*

False Alarms Pulls - Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be signaled or transmitted or caused in any manner.

- *Under the law, false alarms are misdemeanors subject to a maximum fine of \$250.*
- *Such action or involvement by a student will result in discipline and/or suspension from school.*
- *Return to school may be contingent on a satisfactory conference with the Fire Marshall.*
- *Bomb threats are considered felonies.*
- *Short-Term to Expulsion. Parent and Police contact.*

Firearms (weapons) - It is a violation of Washington

State Law for any student to carry on to or possess on school premises, school provided transportation, school facilities, and/or on non-school facilities being used by the school district, any firearm or dangerous weapon.

- *A violation constitutes grounds for expulsion from APS and the public schools within the State of Washington for one year, in accordance with the due process provisions of Washington State law and APS policy.*
- *School officials shall promptly notify law enforcement and the student's parent/guardian regarding any allegations or indication of such violation (RCW 9.41.250, RCE 9.41.280).*
- *Dangerous weapons offenses having to do specifically with firearms shall, without exception, result in expulsion for one calendar year.*

Firearms would include any air gun, including any air pistol or rifle, designed to propel a BB, pellet or other projectile by the discharge of compressed air, carbon dioxide or other gas. *Cross Reference: SVLC Discipline Policy and Procedure - Weapons.*

Forgery and Misrepresentation - Intentional misrepresentation of another on a written document or during a phone call. Includes soliciting another to forge a signature or make a phone call.

- *Saturday School to Short-term Suspension. Parent contact.*

Gang Associations/Activities - Gang membership or affiliation implied through behavior, apparel, activities, acts, or other attributes that lead to or reasonably could lead to disrupting the educational process. Determination of related attire is at the discretion of the school administration. Exhibiting behavior or gestures of which symbolize gang membership, or causing and/or participating in activities which intimidate, cause harassment, or affect the attendance of another student.

- *Short-Term to Expulsion. Parent and Police contact.*

#### PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

Arlington Public Schools is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying.

“Harassment, intimidation, or bullying” is an intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by race, religion, creed, color, national origin, age, marital status, honorably discharged veteran or military status, sex, 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, or other distinguishing characteristics, that:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include, but are not limited to, physical appearance, clothing or other apparel, socio-economic status and body mass. “Intentional acts” refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

#### **Behaviors/Expressions**

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

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other District policies or building, classroom, or program rules.

#### **Training**

This policy is a component of the District's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers.

#### **Prevention**

The District will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the District may seek partnerships with families, law enforcement, and other

community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies for targeted student(s) and perpetrator(s). Interventions will range from education, counseling, correcting behavior and discipline, to law enforcement referrals.

### **Corrective Actions**

Staff member and school administrators will use both informal remedies and disciplinary action up to suspension and including expulsion.

- Disciplinary actions will be appropriate to the goal of ending harassment, intimidation, and bullying and to prevent its reoccurrence. Such disciplinary action will be consistent with District policy and state and federal law.
- Constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of District policy to knowingly report false allegations of harassment, intimidation, or bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **Compliance Officer**

The Superintendent will appoint a Compliance Officer as the primary District contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the Compliance Officer will be communicated throughout the District.

Incendiary Devices (prohibited items) - Possession of/or

igniting explosive devices on school property. (Smoke and stink devices, fireworks, etc.)

- *Short-Term Suspension to Expulsion. Confiscation. Parent contact. Possible Police contact.*

Insubordination – Willful defiance - Choice on the part of the student to refuse to do as instructed by the teacher or other adult. The teacher or adult has informed the student that was disobedient and has provided opportunities for obedience or change of behavior.

- *Short-Term Suspension to Long-Term Suspension and Parent contact.*

Lewd Conduct - Deliberate exposing of portions of the body generally private.

- *Short-Term Suspension to Expulsion. Parent contact. Possible Police contact.*

Lying to Administrator, Staff or Other Adult -

Intentionally falsifying information, refusing to identify oneself or deliberately withholding information.

- *Saturday School to Short-Term Suspension.*

Prohibited Items at School - Students at SVLC shall not have in their possession any item that is deemed a safety concern to themselves or others. Such items shall include but not be limited to skateboards, laser pointers, pornography or any item that disrupts the educational process.

- *Teacher referral, Detention, Short-Term Suspension to Long-Term Suspension. Parent contact.*

Public Display of Affection (P.D.A.) (disrupting the educational process) - Any inappropriate display of affection is prohibited on school grounds or at school-sponsored events. Prolonged hugging or kissing and/or grinding are prohibited. Consequences will be dependent on the severity of the infraction.

- *Detention to Short-Term Suspension.*

Safety Violation - Physical or emotional safety is threatened. Students are expected to maintain the safe environment of our school. Committing acts, which injure or endanger other students, (i.e. throwing dangerous objects, running in crowded areas, misuse of equipment) can cause serious harm. Progressive discipline below depends on the severity of the offense:

- *Detention to possible Expulsion. Parent Contact; possible Police Contact*

Technology Misuse (coding depends on situation) -

Unauthorized access to computer files, folders, or sites is prohibited. Students who use such technology inappropriately, either by accessing unauthorized sites, or by adding and/or deleting information, are guilty of malicious mischief and may be assigned the following:

- *Detention to Short-Term Suspension to dropped from class with a failing grade. Any violation as related to the Internet will result in disciplinary action, including detention, suspension and/or the withholding of Internet access.*

**Theft/Stealing** - Theft may result in suspension for a period up to ninety (90) school days with possible loss of credits for a semester. The student will be required to replace or pay for the stolen item(s).

- *Proper legal authorities may be contacted.*
- *Short-Term Suspension to Expulsion.*

**Tobacco/Smoking Regulations** - APS promotes and maintains a smoke-free and tobacco-free environment; therefore, students are prohibited from using tobacco/nicotine products (including but not limited to e-devices (e-cigarettes) or having tobacco or lighters in their possession at any time during the school day or at any school-sponsored activities. Before and after school, students are not to use tobacco products adjacent to the school grounds. APS Policy/Procedure #3241.

- *Violations of tobacco regulations are cumulative on a one-year basis.*
- *Short-Term Suspension to Expulsion.*

**Trespass (coding depends on situation)** - Students are not to enter or remain on any school district campus without proper authorization. Violators may be subject to disciplinary action, suspension, and/or expulsion and arrest for criminal trespass. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

**Truancy (coding depends on situation)** - Missing a class without a valid excuse will be considered a truancy. Coming to class more than ten (10) minutes late or leaving class and not returning for more than 10 minutes is considered an absence without a verified excuse.

- *Unexcused absences will result in disciplinary consequences ranging from Detention to Friday/Saturday School.*

**Vandalism** - Damage, destruction, or defacement of school property, (e.g., tagging, skateboards damaging brick structure). This includes school district property and personal property.

- *Short-Term Suspension to Expulsion. Restitution. Parent and Police contact.*

**Weapons** - Possession of weapons and replica of weapons, (e.g., firearms, knives, guns, throwing stars, mace, pepper spray, laser guns or any instrument capable of causing bodily harm).

- All offenses involving dangerous weapons of any type

constitute grounds for “emergency expulsion” and shall result in other disciplinary actions depending on the facts of each individual case. In most situations involving dangerous weapons, there is a need to remove the student(s) from school at the time of the event on an “emergency basis”.

- Building principals have the authority to remove student(s) from school immediately to investigate offenses regarding dangerous weapons.

**A dangerous weapon is defined as:** any firearm; or any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, sand club, blackjack, Billy club, metal knuckles, any pocket knife, any double sided knife, any spring or mechanically loaded knife (such as a switch blade), any knife having a blade which opens by force of gravity or centrifugal thrust (such as butterfly knife), any knife with a fixed blade of any length, or any saber-sword dagger or dirk; or any device commonly known as “nunchaku sticks” consisting of a length of wood, metal, plastic, or similar substance attached to wire, rope or other means; or any device commonly known as “throwing stars” or multi-pointed objects; or any disabling or incapacitation items such as electronic stunning/shocking devices, or any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon such as a starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor or other disabling agents; or any object which looks like a weapon, such as a toy or dummy gun, knife or grenade.

- *Any weapons offense can be grounds for expulsion; administrator discretion will be used on a case-by-case basis.* APS, as well as other districts, may refuse to admit students expelled under the state dangerous weapons law. We have no tolerance for students endangering or threatening others and themselves by bringing guns and other weapons to school. *Cross Reference: SVLC Discipline Policy and Procedure - Firearms.*

### **Search and Seizure Policies & Procedures**

School authorities may seize any contraband substance or object the possession of which is illegal, or any material/object that violates a school rule or poses a hazard to the safety and good order of the school. *Students are not to bring these items to school or to any*

*school-sponsored function.*

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

Search Dogs - Periodically, school personnel may use trained dogs to search for weapons, explosive devices, or narcotics. The use of trained narcotics and weapons dogs to sniff objects is not considered a search and thus requires no level of suspicion. Dogs may sniff objects that are not affixed to individual students, such as lockers, desks, student vehicles parked in school parking lots or articles of personal property, such as a book bag.

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

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

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.

Motor Vehicle Searches - Motor vehicles that are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reason.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent/guardian and/or law officials as appropriate.

### **APS 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:

- 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.
- 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.
- 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.
- 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.
- 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.

### **APS 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:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- 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 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.

The Superintendent shall review the use and efficacy of this policy and related procedures annually. Recommendations for changes to this policy, if applicable, shall be presented to the Board for consideration.

Cross References: Board Policy 3210 – Non-Discrimination, Board Policy 3240 – Student Conduct, Board Policy 3241 – Child Abuse and Neglect, Board Policy 5010 – Nondiscrimination, Board Policy 5281 – Disciplinary Action and Discharge

Legal References: RCW28A.640.020 – Regulations, Guidelines to Eliminate Discrimination – Scope, WAC 392-190-056 – 058– Sexual harassment

### **APS Maintaining Professional Staff/Student Boundaries Policy**

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct by adults. The Arlington Public Schools Board of Directors expects all staff members to maintain the highest professional, moral and ethical standards in their interaction with students. Staff members are required to maintain an atmosphere conducive to learning, through consistently and fairly

applied discipline and established and maintained professional boundaries. The interactions and relationships between staff members 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 schools. Staff members will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational or physical, mental and/or emotional health purpose. An educational purpose is one that relates to the staff member's duties in the District. The Superintendent or designee will develop staff protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Policy 5253 - Legal References: RCW 28A.400 Crimes Against Children - RCW 28A.405.470 Crimes Against Children – Mandatory Termination of Certificated Employees - Appeal - Recovery of Salary or Compensation by District - RCW 28A.405.475 Termination of Certificated Employee Based on Guilty Plea or Conviction of Certain - Felonies - Notice to Superintendent of Public Instruction - Record of Notices RCW 28A.410.090 Revocation or Suspension of Certificate or Permit to Teach - Criminal Basis - Complaints - Investigation - Process. RCW 28A.410.095 Violation or Noncompliance – Investigatory Powers of Superintendent of Public Instruction - Requirements for Investigation of Alleged Sexual Misconduct Towards a Child - Court Orders - Contempt – Written Findings Required. RCW 28A.410.100 Revocation of Authority to Teach - Hearings. WAC 181-87 Professional Certification - Acts of Unprofessional Conduct WAC 181-88 Sexual Misconduct, Verbal and Physical Abuse  
- Mandatory Disclosure – Prohibited Agreements  
Adopted: September 13, 2010 (PN Feb 2010)

### **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, marital status, honorably discharged veteran or military status, sex, sexual orientation, 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. 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.

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

#### **TITLE IX OFFICER & COMPLIANCE COORDINATOR**

Eric DeJong  
Executive Director of Human Resources  
315 N. French Ave., Arlington, WA 98223  
360-618-6212  
Email: [edejong@asd.wednet.edu](mailto:edejong@asd.wednet.edu)

#### **SECTION 504 COORDINATOR**

Kathy Ehman  
Assistant Superintendent  
315 N. French Ave., Arlington, WA 98223  
360-618-6217  
Email: [kehman@asd.wednet.edu](mailto:kehman@asd.wednet.edu)