

MISSION STATEMENT:

“The mission of the Oakville Educational Community is to ensure learning experiences that meet the needs of all students in a safe, civil and caring environment. Oakville is committed to molding students who are respectful, productive and successful members of a diverse and changing society. Each member of the educational community will encourage all students to reach their full potential through high expectations and accountability while promoting a sense of pride and ownership in their school.”

The Oakville School District does not discriminate on the basis of age, natural origin, race, color, religion, sex, marital status or non-job related sensory, physical or mental disabilities in its educational programs, activities, employment procedures and personnel practices as required compliance with these laws should be directed to the District’s Action/Compliance Office, Ms. Kathy Lorton at 103 School Street, Oakville, WA 98568, or call (360) 273-0171.

It is also the policy of the district to provide a learning environment that is free from all forms of intimidation, bullying, cyber bullying, retaliation or harassment, including conduct, which constitutes sexual or racial harassment. The district recognizes that regardless of intent, racial, ethnic, sexual, and other harassing slurs have the capacity of substantially harming individuals toward whom the slurs are addressed and the educational community as a whole. Any student who engages in or participates in the act of intimidation, bullying, discrimination or harassment shall be subject to disciplinary action, up to and including expulsion.

Students are encouraged to notify a staff member in the event they believe any form of harassment is occurring. Staff must notify a building administrator who will investigate all such matters and take appropriate action.

GENERAL SCHOOL INFORMATION

Activity Scheduling

An activities calendar is kept in the office. All school events must be placed on the calendar in sufficient time to allow for adequate planning. All fund raising projects must be approved by the ASB Executive Board and the office at least a week in advance of the event.

All major activities must have at least one advisor, two additional staff members, and two parents chaperoning. Activities such as dances must be approved by the ASB Executive Board and the Principal seven days before the dance. Forms for this purpose may be obtained from the office or the ASB advisor.

It is the responsibility of the group and the sponsor to remove all decorations, posters, etc., as well as general clean up, immediately following the close of the activity.

Activity Conduct

Students and guests attending a school activity will be admitted one time only and will follow all school rules. Students leaving an activity will not be allowed to return. A student is responsible for their guest's behavior. If the guest gets in trouble, so does the student.

ASB Cards

All students participating in co-curricular activities must purchase an ASB card. This card not only allows for participation, but also admission to all home sports events. It may also provide discounts for student plays and some assemblies, and other school activities.

Book Checkouts

Books are given to students to use in each of their classes. It is the student's responsibility to care for the books and return them in the same condition he/she received them, except for normal wear. Any marks or damage will be the student's responsibility, and will be fined accordingly. If students are aware of any damage when they are issued the book, they should write the name of the book, the book number, their name, and the damages on an 8 1/2" x 11" sheet of paper and turn it in to their teacher. This way the student will not be responsible.

Students Walking or Being Transported by Parent/Guardians

Students who walk to school are not allowed to arrive on campus before 7:40 a.m. each day unless prior approval has been made with a faculty member. Parents/Guardians who transport their children to school should not have them at school earlier than 7:40 a.m. unless prior approval is given.

Change of Student Record Information

Any student, who has a change of address, telephone number, doctor, or other student record information, must notify the office so that records can be kept up to date. If an emergency arises, it is vital that information is correct.

Emergency School Procedures

In the event inclement weather, adverse road conditions, or some other unforeseen emergency forces a change in school scheduling or a school closure, information will be broadcast on the following radio and television stations:

Centralia	AM	KITI - 1420
	AM	KELA - 1470
	FM	KELA - 102.9
Olympia	FM	KXXO - 96
	AM	KGY - 1240
Television		KING 5
		KIRO 7
		KOMO 4

If school closure is not announced on the above radio stations, you may reasonably assume that normal school operations will prevail.

Fines

Students are responsible for all equipment issued to them. They may be assessed fines for abuse of books, lockers, and other school equipment and materials which they use. Students will pay for lost books. All fines must be paid before final withdrawal from school is completed. Seniors will not receive diplomas at graduation unless all fines incurred at school are paid. Students' report cards or transcripts will not be forwarded unless all fines are paid. Students owing money

or failing to return uniforms will be precluded from participating during subsequent activities until such obligations are satisfied.

Guest for Dances

High school students may invite guests to be part of our dances. Students must turn in a guest pass at least two days prior to the dance. All necessary paperwork must be completed before being submitted to the office for approval. Those guest allowed must be enrolled in a high school or be a registered home school student. High school graduates, under the age of 21, who provide the school they graduated from, as well as the year, may be allowed to attend dances. Any guest may be asked to come to the school for an interview with the principal. Any of the above guests who meet the above criteria will be admitted pending the approval of the principal.

Library

The library is a shared resource for high school and middle school students. Sometimes the library is closed and cannot be used by individual students. If there is a sign that indicates the library is closed, students are not to knock or enter. Failure to comply could result in a non-severe write-up.

Computer Lab

Students are not to use any computers without supervision. Violation of this rule may result in the loss of the privilege. All printing should be for school purposes only. Students who violate this rule may again have their computer privileges revoked. The school must have a signed copy of the district's acceptable use policy before computer use is allowed. A violation of the computer use policy may result in the loss of computer use for up to the end of the year.

Lost and Found

Lost and found articles are taken to the office area. It is the student's responsibility to check there periodically for lost items. Labels on clothing, lunch boxes, and other articles helps assure that lost items are returned to the proper owners. All lost and found items are kept until the end of the school year and then turned over to charity.

Meals

Forms for application for free and reduced lunches are available in the school office. State law does not permit the charging of school lunches.

Breakfast	\$1.00
Milk	\$0.25
Grades K-6	\$1.50
Grades 7-12	\$1.75
Adults	\$3.00

The cafeteria is to be properly maintained by students. Students are expected to maintain proper behavior in the cafeteria. In addition, students may not enter the cafeteria wearing hats or hoods. Teachers have been instructed to go to the front of the line so they may return to any task they may have to do during lunch period. Your understanding of this necessity is appreciated.

Medications

If a condition requires administration of prescribed medication at school, a form obtained in the office **must** be filled out by your physician and **must** be brought in before medications can be administered. The prescription medication must be brought in by a parent/guardian in its original container. We **can not** administer them if they are in any other type of container.

No other medication is to be brought to school such as aspirin, cough drops, cold medicines, etc. If over the counter medication is brought to school, the same pertains to these. They must be left at the office, in original container with directions intact, and no administration unless permission slip is signed by the parent/guardian.

These are requirements from the state that our district **must** comply with.

School Visits

Parents are invited to visit classrooms and to establish conference times with teachers. In both cases, confirmed dates and times need to be established in advance with the teacher.

We do not allow students from outside the district or those too young to attend school to visit during the school day unless prior arrangements have been made and only under special circumstances.

Student Body Funds

All school organizations and clubs are required to manage their funds through the Student Body Treasury. No funds are to be disbursed in cash unless arrangements are made with the ASB advisor, organization advisor and the Student Body Treasurer. To purchase any article, students must obtain a purchase order from the advisor and follow state and school district requirements before purchasing materials.

Use of District Telephones

Student's use of the telephones will be limited to school related business or emergency calls. Calls should only be made during class breaks and only at the office.

STUDENT GRADING INFORMATION

Grading

The following is an interpretation of grades:

A	Superior	F	Failure
B	Above Average	I	Incomplete
C	Average	NC	No Credit
D	Below Average	P	Pass

Grades may be adjusted slightly for ability, attitude and effort. No credit is given in courses where a grade of "F" or "NC" is received.

After two weeks an "I" or Incomplete, becomes an "F" unless work is made up or special arrangements are made in writing with the teacher.

Grade Point Average

In determining academic standing and rank in class, a grade point average is determined for each student. Points are assigned as follows:

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	F = .0
B = 3.0	C- = 1.7	

The total points a student receives is divided by the number of grades received. Thus, a student with all B's would have a GPA of 3.00, while a student with half B's and half C's would have a GPA of 2.50

Graduation Rate

Graduate rank of seniors is determined by using the grade point average from grades 9 through 12. This rank is considered important by employers, for college entrance, and as a basis for awarding scholarships. It is also used to determine the valedictorian and salutatorian. Questions regarding this process should be directed to the Principal. Transfer students from other schools qualify for these honors if they have been in attendance at our school for a minimum of one academic year.

All students shall be enrolled in six classes each year, except where a waiver is petitioned for and granted. Students with special causes or problems will need to work them out with the principal.

Honor Roll

Student in Grades 7-12 will be recognized for their outstanding work at the end quarters 1 and 3, and semester 1 and 2. Students will be recognized for receiving perfect 4.0, (A's in all Classes) or for having a GPA of 3.00 or better.

Make-Up Work

- Students are expected to make up all worked missed.
- Students will be given one day for every day of excused absence to make up missed work.
- Teachers may choose to extend the time allowed for make up work at their discretion.
- Failure to complete missed assignments will result in loss of credit for those assignments.

STUDENT CONDUCT, RULES AND RESPONSIBILITIES

There are general rules of conduct that are applicable at all schools. Individual buildings may distribute additional written rules of conduct that cover additional areas of student behavior. Violation of a rule of conduct may result in corrective action or punishment imposed by authorized employees of the district. General rules of conduct are as follows:

- A student shall be punctual and regular in attendance unless officially excused.
- A student shall remain on school grounds throughout the entire school day unless officially excused.
- A student shall comply with school bus rules of conduct; obey driving and parking regulations.

- A student shall avoid any conduct or action that is detrimental to other students or staff or any conduct or action that unduly disrupts a class, subject, activity or the educational process of the school district.

PROHIBITED CONDUCT

Any student who willfully performs any act which interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity or any other aspect of the educational process within the school district shall be subject to discipline, suspension or expulsion. Such acts shall include, but not be limited to, those below. The following acts by a student on school premises (or in reasonable proximity thereto) or off school premises at any school-sponsored activity shall constitute sufficient cause for discipline, suspension or expulsion:

- disruptive or obscene conduct, vulgarity or profanity
- truancy or unauthorized absence from class;
- cheating, or forgery,
- use and possession of tobacco;
- use, possession or being under the influence of alcoholic beverages;
- use, possession or being under the influence of any controlled substance as defined by RCW Chapter 69.50 (including, without limitation, any narcotic drug, hallucinogenic substance or marijuana) not prescribed by a physician for such possessor or user;
- sale or delivery of alcohol or any controlled substance to another person;
- possession of drug paraphernalia intended or designed for use, storage or distribution of any controlled substance except to the extent authorized by a physician for such possession;
- abuse by inhalation, ingestion or otherwise of any substance for its intoxication effect;
- destruction or defacing of school property;
- extortion, coercion, harassment or intimidation of another student or a staff member;
- assault or battery of another student or staff member;
- stealing;
- possession or use of explosives, firearms, firearm look-alikes, or any dangerous weapons or objects;
- possession of personal property or electronics which disrupt the educational process;
- misrepresenting information which he/she is aware of that is relevant to an investigation or hearing conducted by school officials; and
- intimidating a student in an effort to induce false testimony or to avoid cooperation with an investigation or hearing by school officials.

Beverages on Campus

Students will be allowed sealable bottled drinks on campus. The use of these drinks in the classroom will be at the discretion of the teacher.

Take care of your gym: beverages other than sealed water bottles, are not allowed in either gymnasium from the hours of 7:30 a.m. to 5:00 p.m., Monday through Friday.

Dress and Appearance

Our students understand that dress and appearance must not present health or safety problems or cause disruption. It is safe to wear shoes. Students' choices in matters of dress should be made in consultation with their parents. Student dress shall be regulated when, in the judgment of school administrators, there is reasonable expectation that:

- (a) A health or safety hazard shall be present by the student's dress or appearance including possible membership in a gang or hate groups;
- (b) Damage to school property shall result from the student's dress; or
- (c) A material and substantial disruption of the educational process will result from the student's dress or appearance.

Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, gang-related apparel.

Personal Electronic Devices

Students in grades K-8 are not allowed any personal electronic device or cell phone during any part of the school day. Students in grades 9-12 are allowed to use these devices until 7:55 am, during lunch (11:55 am-12:25 pm) and after the final bell 2:25 pm. Students who use these devices during off hours will be asked to give them up to the faculty member who requests them. The staff member will then turn the item over to the superintendent, the principal when the superintendent is not available.

Other Personal Possessions

Bringing any personal possessions to school is hazardous, since the school cannot be responsible, and these items might be damaged or misplaced. If any item disrupts the educational process of the school it may be taken away.

Vehicle Use

Vehicles must park in designated student parking areas only. Cars are not to be taken out or moved during the day without permission from the office.

Students operating vehicles are expected to obey all traffic laws, especially those concerning speed and equipment. Students who drive to school must provide a copy of their driver's license, proof of insurance and vehicle registration.

Students are not to be in the parking lot during the day except by permission. **Students are not permitted in cars during the school day. This includes riding with others, eating lunch or just sitting as well as driving.**

Any damage, theft or vandalism should be reported to the office immediately. The school assumes no responsibility for damage or theft of vehicles.

It is a privilege for students to drive cars to school. Violation of the above rules and regulations will result in the suspension of this privilege.

The Oakville School District promotes Citizenship and Community Service. Students choosing to care about themselves and others will receive citizenship recognition in one or more of the following options:

Personal Congratulations	Parent Phone Call Home	Parent Letter Home
Award at Assembly	Article Published In Local Newspaper	Honors At Monthly School Board Meeting
Name Put In School Honors Drawing	Recognition by PTSA	Individual Classroom Recognition
Award for Showing Kindness	Award For Community Service	Academic Accomplishments
Athletic Honors		Sportsmanship Honors

Students making choices that harm themselves and/or others need a behavioral intervention to correct the behavior and assist them in making better choices through problem solving.

Inappropriate Choices Include (but are not limited to the following):

**Profanity Directed to Harm
Failure to Follow Educational Directives
Bullying, Harassment
Cyber Bullying
Cheating
Truancy
Tardy's**

Interventions To Increase Positive Student Citizenship Include:

Parent/Guardian Phone Call Home	Parent/Guardian Letter Home	Conference with Parent/Guardian
Take “5” Calm Down Option in the Office (Yellow Ticket)	Care Team Referral	Indian Educator Referral
Mentor Staff Referral	Host Assistance	Coaching Staff Referral
Student to Student Mentor	Grays Harbor Family Services	Tribal Family Services
Law Enforcement	Campus Work Study	Restitution
Choices AM, Lunch, PM, After School	Other Classroom Placement	Saturday School
Tutoring Assistance	In School Suspension	Independent Study
After School up to 30 Minutes	Tribal After School Program	Home Visit
Student Contract and Goal Setting	Short Term Suspension up to 10 days per policy #3241	Long Term Suspension +10 days per policy #3241

Saturday School

Saturday Schools will occur on a monthly basis when there sufficient amounts of students have been assigned this consequence. The district will notify the student and parent/guardian of an upcoming Saturday School. The time frame is from 8:00 am until 12:00 noon. After being assigned a date if the student does not show up, he/she will be assigned the next possible date. If he/she again fails to attend for any reason, that student will be placed on a short term (3 day) suspension.

Choices

Our school district does not have a counselor on staff therefore, the “Choices Room” is available for students to learn strategies to take responsibility for their own actions. Upon arrival, each student must fill out a problem solving form. They are then assisted in developing personal goals to increase their opportunity to be productive students.

Alcohol and Drug Related Readmissions

If a student desires to be readmitted to school after being suspended for a violation school rules related to drugs, alcohol or other controlled substances, the student may submit a written application to the principal who shall consider the application. In the written application for re-admittance, the student shall include:

- Request for an alcohol/drug assessment with a qualified counselor and agree to follow treatment recommendations; and
- Reasons the student wants to return and why the request should be considered; and
- Evidence that supports the request; and
- Supporting statements from the parents and/or others who may have assisted the student.

The principal may accept or reject the application. If, after review of the written application for re-admittance the decision of the principal is to readmit the student, the principal shall specify the conditions under which the student may return to school, with a minimum of a 5 day out of school suspension.

Subject to the limitations set forth in policies relating to the suspension or expulsion of students, all principals and the superintendent shall have the authority to discipline, suspend or recommend expulsion of any student for any violation of rules for student conduct.

ATTENDANCE

Daily attendance and active participation in each class is a critical part of the learning process. The following policies and procedures are designed to help students learn responsibility and increase their potential for success.

Reasons for the Attendance Policy:

- Students must be in school on a regular basis if they are going to be successful.
- The State is demanding that districts accept more accountability for student attendance, and there is a chance that in the near future our local funding will be tied to student attendance.
- Set clear limits for the students.

Responsibility for Attendance

- Students and parents or guardians must accept full shared responsibility for regular school attendance. Failure to do so may result in loss of credit and grades, removal from class, or removal from school.
- The State has mandated (BECCA Bill) that all districts take a hard stand on truancy (truancy -one who stays out of school without permission). Students must be in school if learning is to take place.
- After 2 unexcused absences within a calendar month the district is required to schedule a conference with the parents and the principal. The attendance clerk will contact the parents or guardians to schedule conferences.

Summary of Washington’s Truancy Petition Process

Student is Absent:

The School determines if the absence is unexcused.

(RCW 28A.225.020(2)).

Student has one unexcused absence in one month:

The school shall inform the parents of the potential consequences of additional unexcused absences.

(RCW 28A.225.020(1)(a)).

Student has five unexcused absences in one month:

The school shall schedule a conference with the parents and the student and take additional steps described in the law.

(RCW 28A.225.020(1)(b)(c)).

Student has five unexcused absences in one month:

The school shall enter into an agreement with the student and the parents, or refer the student to a community truancy board that shall enter into the agreement *or* may file a truancy petition with the juvenile court **(RCW 28A.225.030(2)(a)(b)(c)).**

The parent *may* file a petition with the court if the school district fails to do so.

(RCW 28A.225.030(4)).

Student has seven unexcused absences in one month or ten in one year:

The school district *shall* file a truancy petition with the juvenile court.

(RCW 28A.225.030(1)).

The Juvenile Court

The court shall schedule a hearing, unless other actions can be taken **(RCW 28A.225.035(4)).** If the truancy petition is granted, the court shall assume jurisdiction to intervene for a period of time determined by the court **(RCW 28A.225.035(7)).** The court has several options at this stage.

(RCW 28A.225.090(1)).

If the child fails to comply with the court order:

The court may order the child to report to a county detention facility, or may impose alternatives to detention such as community service.

(RCW 28A.225.090(2)). The court may fine the parents or impose community service in lieu of a fine.

(RCW 28A.225.090(3)).

such as October), the
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has been absent and has

not brought in a written excuse when they return to school.

- If the parent/guardian cannot be contacted by phone, a letter will be sent home asking for the parent/guardian to contact the school.

Approved Absences

The district has developed reasons for absences which will be considered excused. They are as follows:

- Personal
- Family Emergency, i.e. funeral, death in family, hospitalization
- Medical or dental appointments
- Pre-arranged parent activities, i.e. vacations, out of state trips, etc. Parents must give the school at least one day advance notice
- Religious observations
- Disciplinary action, i.e. short term suspensions.
- Appearances in court when required by law
- School approved activities

Attendance Document of Record

Teachers are required by law to have accurate attendance records. The teacher's grade book is the document that will be audited. Teachers are not to have teacher assistants take roll. **By law, it is part of the teachers' responsibility to maintain accurate attendance records.**

Students Returning After an Absence

- Students are expected to attend all classes.
- Students returning to school after an absence are to report to the office for an admit slip.
- Excuses for absences will be accepted through the end of the second school day after the absence has occurred. Failure to provide an excuse by this time will result in the absence as being counted unexcused.
- Excuses for absences are written before school. It is the student's responsibility to get his/her excuse between 7:45 a.m. and 7:55 a.m. Class begins promptly at 8:00 a.m.

Written Excuses

- The following information should be included when writing excuses:

Full name of the student.

Calendar date of absence or tardy.

Brief reason (see list of approved absences- Sec. 4.0).

Parent's telephone number.

Complete signature of the parent/guardian.

Example:

"John Jones was absent due to sickness on Friday, April 8, 1993.

Sally Jones

333-3333"

Parents or guardians should call the school when their child(ren) will be absent for the day.

The teacher will take attendance each period in each class. An absence is defined as any time a student misses class or when a student is more than 10 minutes late for class.

Partial Day Absences

- Students who leave the school during the day **MUST** check out through the office prior to leaving the school.
- A telephone call or note from the parent is required to leave during the day. When the student presents a note, or a call is received, the student will be issued a pass to be excused at the time designated.
- Students are to sign out in the office upon departure. If students leave without signing out, disciplinary action will follow.
- Upon returning to school, the student will go to the office, sign in, and get a regular admittance slip to be signed by the teacher(s) of the period missed.

Pre-Arranged Absences

Pre-arranged absences are excused absences, arranged in advance.

Pre-arranged absences are included in the total accumulation of absences unless the absences are school sponsored activities or for religious observances.

The following procedure must be followed when a prearranged absence is to occur. The student must:

- Get a prior release form from the office.
- Circulate it among his/her teachers who will sign it and indicate what assignments/tests will be missed.
- Have the parent/guardian sign the slip.
- Have appropriate administrator sign it.
- Return it to the office within one day prior to the absence.

Teacher to Teacher Absences

Immediate prior approval in writing from both teachers will be adequate for this absence. It is the student's responsibility to obtain such verification. Missing a class to study for a test or to complete an assignment for another class is not appropriate, and may result in a truancy.

For in-building events involving a few students, such as lunch-time sales, activity set-ups, the requesting teacher will confer with the sending teacher prior to having students circulate pre-arranged absence forms and grade/progress report forms.

Tardiness

Tardiness is defined as not being ready to work in the classroom when the bell rings. Unexcused tardiness will be considered a behavior concern and will be addressed as follows:

- Students arriving in class more than ten (10) minutes late will be considered and recorded absent. Students who leave more than 10 minutes prior to the end of a class will also be considered absent.
- In both High School and Middle School, the second tardy will result in a referral from the teacher.

Early Dismissal/Late Arrival

Students who have early dismissal are to be off campus no more than 10 minutes following their departure time. Students who have late arrival are to be on campus no more than 10 minutes prior to their class. Exceptions are to be cleared in writing by an administrator and will permit the student to be in the library or commons, not the hallways.

Your Attendance Record

- A copy of the attendance record of each student is kept by the attendance clerk.
- An employer frequently requests information regarding the attendance of a student when considering applicants for jobs.
- It is felt that dependability and promptness are positive traits that should be developed in students as part of their training for adulthood.
- The school expects all students to be at their desks and ready for class to start when the bell rings.
- Attendance records may definitely affect your future. Most failures in high school are due to absenteeism, and being absent from any class for any reason invites failure.

A part of your education is learning how to be punctual and faithful in attendance. If you learn this now and form habits of good punctuality and attendance, it will help you immeasurably on any future job.

Disciplinary Procedures

Discipline: “Discipline” shall mean all forms of corrective action other than expulsion and suspension and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not to exceed the balance of the immediate class, provided that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district. No form of discipline shall be administered in such a manner as to:

- (a) Prevent a student from accomplishing specific academic grade, subject or graduation requirements; or
- (b) Adversely affect a student’s academic grade or credit in a subject or course because of tardiness or absences, except to the extent that the student’s attendance and/or participation is related to the instructional objectives of the subject or course and such attendance and/or participation has been identified pursuant to a school district policy as a basis for grading.

Emergency Removal. Notwithstanding any other provision of this policy, a student may be removed immediately from a class, subject or activity by a teacher or administrator and sent to the principal or a designated school authority. This action may be taken when the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process of the student's school. The removal shall continue only until:

- (a) The danger or threat ceases, or
- (b) The principal or designated school authority acts to impose discipline, impose a short-term suspension, initiate a long-term suspension or an expulsion, or impose an emergency expulsion.

The principal or designated school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action. In no case shall the student's opportunity for such meeting be delayed beyond commencement of the next school day. The teacher or administrator who removed the student shall be notified of the action, which has been taken or initiated.

Suspension. "Suspension" shall mean denial of the right of attendance (other than for the balance of the immediate class for the "discipline" purpose) at any single subject or class, or any full schedule of subjects or classes, for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the school district.

No student shall be suspended or expelled for one or more unexcused absences unless the school district has also first:

- (a) Provided notice, to the extent feasible, to the student's parent or guardian, in the primary language of such parent or guardian;
- (b) Scheduled a conference or conferences with the parents(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes of the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his or her educational success; and
- (c) Taken steps to reduce the student's absence which include, where appropriate in the judgment of school officials and, where possible, discussed with the student and parent or guardian, adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that ameliorate the cause(s) for the student's absence from school.

The nature and circumstances of the violation must reasonably warrant a suspension and the length of the suspension imposed. As a general rule, no student shall be suspended unless another form of corrective action reasonably calculated to modify his or her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature. If, however, the violation of school district rules for student conduct constitutes "exceptional misconduct" as defined in below, suspension may be imposed notwithstanding the fact that prior alternative corrective action has not been imposed upon the student involved. Disciplinary and hearing officers may grant exceptions to the suspension of students who engage in "exceptional misconduct" in cases involving extenuating and/or exceptional circumstances.

Short-term suspension shall mean a suspension for all or any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

- (a) No student in grades kindergarten through four shall be subject to a short-term suspension for more than a total of ten (10) school days during any single semester/trimester and no loss of academic grades or credit shall be imposed by

reason of the suspension of such a student.

(b) No student in the grade five and above program shall be subjected to short-term suspensions for more than a total of fifteen (15) school days in a semester or ten (10) school days in a trimester.

(c) Any student subject to a short-term suspension shall be provided the opportunity upon returning to make up assignments and tests missed by reason of the short-term suspension if:

i. Such assignments or tests have a substantial effect upon the student's semester grade or grades; or

ii. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

(d) All short-term suspensions and the reasons therefore shall be reported in writing to the superintendent of the school district or to his or her designee within twenty-four (24) hours after the imposition of the suspension.

(d) Before any special education student is given a short-term suspension, the administrator in charge of the school district's special education program, or the appointed designee, must be promptly notified. The suspension may not be imposed until the administrator of the special education program and other necessary parties determine whether the behavior is related to the student's disability, unless provision for such discipline has been included in the student's individualized education program.

“Long-term suspension” shall mean a suspension in excess of ten days

(a) No student in grades kindergarten through four shall be subject to long-term suspensions.

(b) No single long-term suspension shall be imposed upon a student in the grade five and above program in a manner which causes the student to lose academic grades or credit for in excess of one semester trimester during the same school year.

(c) All long-term suspensions and the reasons therefor shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four (24) hours after the imposition of the suspension.

Exceptional misconduct" is a violation of district rules for student conduct, which is of such frequent occurrence, or so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to suspension. "Exceptional misconduct" includes the following:

(a) Possession, use or being under the influence of any controlled substance not prescribed by a physician for such possessor or user;

(b) Sale or delivery of any controlled substance (including alcohol) to another person;

(c) Fighting or assault (physical or verbal) of another student, staff member or guest;

(d) Possession, use or being under the influence of alcohol;

(e) Use of tobacco;

(e) Acts of harassment such as threatening to cause bodily injury, physical

damage to a person or school structure and/or property, or physical restraint of another, or maliciously threatening to do any other act intended to substantially harm the physical or mental health of another;

(g) Possession of a dangerous weapon, explosive, or firearm, or look-a-like;

(h) Falsely reporting a fire or bomb on school property.

(i) Belonging to a gang as recognized by law enforcement and knowingly engaging in gang activity on school grounds;

(j) Being present and remaining present in an area where the use of alcohol and/or controlled substances, including tobacco, is occurring.

(k) Any student who incites another student to commit an act of exceptional misconduct or who aids another student in the commission of an act of exceptional misconduct, shall be considered to have committed that act of exceptional misconduct.

Expulsion: "Expulsion" shall mean the denial of the right of attendance at any single subject or class or any full schedule of subjects or classes for an indefinite time period. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the school district.

The nature and circumstances of the violation must reasonably warrant the harshness of expulsion. No student shall be expelled unless other forms of corrective action reasonably calculated to modify the student's conduct have failed or unless there is good reason to believe that other forms of corrective action would fail if employed.

Notwithstanding the paragraph above, students who carry onto, or who possess on, school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools any firearm, or other dangerous weapons, nun-chu-ka sticks, throwing stars, air guns, or other projectiles shall be subject to expulsion. Students who, with malice, display an instrument that appears to be a firearm shall be subject to expulsion for up to one year. Students carrying or possessing a firearm shall be expelled for a period of not less than one (1) year. The superintendent may modify the expulsion of a student on a case-by-case basis.

Emergency Expulsion: "Emergency expulsion" shall mean the immediate denial of the right of school attendance for a student prior to the opportunity for a hearing pursuant to the provisions of paragraph 12 hereof. An emergency expulsion may only be imposed if the expelling authority has good and sufficient reason to believe that the student's presence is an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process. Such emergency expulsion shall continue until the student is reinstated by the expelling authority or until modified or reversed pursuant to a hearing.

Procedures for Short-Term Suspension

Procedures for Short-Term Suspension: A short-term suspension may be imposed upon a student by a designated school authority subject to the limitations and conditions set forth and provided that a prior conference is conducted with the student as follows:

An oral or written notice of the alleged misconduct and violation(s) of school district rules shall be provided to the student;

An oral or written explanation of the evidence in support of the allegation(s) shall be provided to the student;

An oral or written explanation of the corrective action which may be imposed shall be provided to the student; and

The student shall be provided the opportunity to present his or her explanation.

In the event a short-term suspension is to exceed one calendar day, the parent or guardian of the student shall be notified of the reason for the student's suspension, and its duration, orally and/or by letter deposited in the United States mail as soon as reasonably possible. The notice shall also inform the parent or guardian of the right to an informal conference pursuant to paragraph 11 and that the suspension may possibly be reduced as a result of such conference.

Procedures for Long-Term Suspension and Expulsion

Procedures for Long-Term Suspension and Expulsion: No long-term suspension or expulsion may be imposed until written notice of the suspension or expulsion has been delivered to the student and to his or her parent or guardian by certified mail or in person. Such notice shall:

- (a) Be provided in the primary language of a student and/or a parent or guardian, to the extent feasible;
- (b) Specify the alleged misconduct and the school district rule(s) alleged to have been violated;
- (c) Set forth the corrective action or punishment proposed;
- (d) Set forth the right of a student and/or the parent or guardian to a hearing for the purpose of contesting the allegation(s) and/or sanction;
- (e) State that a written request for hearing must be received by the designated school authority on or before the expiration of the third school business day after the receipt of the notice of opportunity for a hearing, and further, that the right to a hearing may be deemed waived, and the proposed sanction imposed without further opportunity to contest the matter, if such a request is not received within the prescribed period of time; and
- (f) Include a schedule of the school business days applicable to the exercise of the right to request such a hearing.

The student and or parent or guardian shall reply in writing or in person to the notice within three (3) school business days or receipt, indicating whether a hearing will be requested.

If such a request is not received within the three (3) school business day period, the student and parent or guardian shall be deemed to have waived the right to a hearing and the proposed sanction shall Take effect.

Procedures for Emergency Expulsion

If an emergency expulsion has been imposed, the notice requirements are as follows:

- (a) Be provided in the primary language of a student and/or a parent or guardian, to the extent feasible;
- (b) Specify the alleged misconduct and the school district rule(s) alleged to have been violated;
- (c) Set forth the corrective action or punishment taken and proposed;
- (d) Set forth the right of a student and/or the parent or guardian to a hearing for the purpose of contesting the allegation(s) as soon as reasonably possible;
- (f) The written notice of emergency expulsion shall be prepared and delivered to

the student and parent or guardian within twenty-four (24) hours of such expulsion. In addition, reasonable attempts shall be made to notify the student and parent or guardian by telephone or in person as soon as reasonably possible;

- (g) The student and parent or guardian shall have ten (10) school business days in which to reply in writing to the notice of opportunity for a hearing; and
- (h) Include a schedule of the school business days applicable to the exercise of the right to request such a hearing.

Grievance Procedure -- Informal Conference

Any student, parent or guardian who is aggrieved by any disciplinary action, or by the imposition of a short-term suspension has the right to an informal conference with the principal or his or her designee and any other staff member involved. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible.

At such informal conference the student, parent or guardian shall be subject to questioning by the principal or his/her designee and shall be entitled to question school personnel involved in the matter being grieved.

Any student, parent or guardian who may be aggrieved following the informal conference may, upon two (2) school business days' prior notice, present a written and/or oral grievance to the superintendent of the district or to his/her designee. If the grievance is not resolved, the student, parent or guardian, upon two (2) school business days' prior notice, may present a written and/or oral grievance to the board of directors at its next regularly scheduled meeting. Grievances before the board of directors shall be heard in a closed meeting. The board of directors shall notify the student and the student's parent or guardian in writing of its decision within ten (10) school business days following the meeting. The disciplinary action or short-term suspension shall continue notwithstanding the implementation of the grievance procedure unless the principal or his or her designee elects to postpone such action.

Hearing Procedures

Upon the timely receipt of written request for a hearing, the principal or other appropriate school authority shall schedule the hearing to commence within three (3) school business days after the receipt of such request, unless an emergency expulsion has been imposed on the student, in which event the hearing shall be scheduled to commence as soon as reasonably possible. The student and parent or guardian shall promptly be informed of the time, date and place of the hearing. The hearing shall be conducted by a hearing officer designated for such purposes by the superintendent. The hearing officer shall not be witness and shall determine the facts of each case solely on the evidence presented at the hearing.

The student and parent or guardian shall be permitted to inspect in advance of such hearing any documentary and physical evidence, which the school district intends to introduce at the hearing. The designated school authority assigned to present the district's case shall likewise be permitted to inspect in advance of the hearing documentary and physical evidence which the student and parent or guardian intend to introduce at such hearing.

At any hearing conducted in accordance with this paragraph, the student shall have the following rights: The student may be represented by counsel. The student may question and confront witnesses, present at the hearing. The student may present his/her explanation of the alleged misconduct. The student may make a relevant showing by way of witnesses and the introduction of such documentary and physical evidence as he/she desires. A tape recording shall be made of the hearing by the district.

A written decision setting forth findings of fact, conclusions and the nature and duration of the suspension or expulsion, or lesser form of corrective action to be imposed, if any, shall be provided to the student's legal counsel, if any, or to the student and parent or guardian. If a student is in an emergency expulsion status, the decision shall be rendered within one (1) school business day after the date upon which the hearing concludes, and shall be communicated to the student's legal counsel or, if none, to the student and parent or guardian by depositing a certified letter in the United States mail. If the hearing officer imposes a sanction of a long-term suspension or expulsion or continues an emergency expulsion, the student or the student's parent(s) or guardian shall have the right to appeal such decision to the board of directors by filing a written notice of appeal at either the office of the superintendent or at the office of the hearing officer within three (3) school business days after the receipt of the decision.

If timely appeal is taken to the board of directors, the school may impose long-term suspension or expulsion during the appeal period for no more than ten (10) consecutive days or until the appeal is decided, whichever is the shortest period. Any days that the student is temporarily suspended or expelled before the appeal is decided shall be applied to the term of the student's, suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.

If the hearing officer imposes a sanction of long-term suspension or expulsion, and if at the time of the hearing the student is in an emergency expulsion status, such sanction shall not be stayed if the decision includes a conclusion that the student continues to pose an immediate and continuing danger to himself or herself, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process of the student's school.

If an appeal is not taken, the sanction shall take effect on the calendar day following the expiration of the three (3) school business day period.

Appeal to the Board of Directors

If timely appeal is taken to the board of directors, the board shall schedule and hold a closed meeting to review the matter within ten (10) school business days from receipt of such appeal. At that time the student and parent or guardian or legal counsel 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 material submitted and render its decision within ten (10) school business days; or Schedule and hold a special meeting to hear further arguments based on the record and render its decision within fifteen (15) school business days; or Hear and try the case again within ten (10) school business days.

School Board Decision

Any decision by the board of directors to impose or to affirm, reverse, or modify the imposition of discipline, suspension or expulsion upon a student shall be made: Only by those board members who have heard or read the evidence. Only by those board members who have not acted as a witness in the matter.

Only at a meeting at which a quorum of the board is present and by majority vote.

Readmission

Any student who has been suspended or expelled may apply for readmission at any time by making written application to the superintendent. Any such application should state the reasons therefor and should include such assurances as may be appropriate concerning the nonoccurrence of the problem, which led to such suspension or expulsion. The superintendent may designate an individual or committee to consider the application and make recommendations concerning such readmission.

The superintendent shall, in writing, advise the student and the student's parents or guardian of the superintendent's decision within thirty (30) days of the receipt of such application.

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School Business Day

As used in this policy, "school business day" shall mean any calendar day, exclusive of Saturdays, Sundays, and any federal and school holidays, upon which the office of the superintendent is open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view

about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: Please notify the office at 273-5947 if you do not wish your student to have directory information published in the annual or other school publications.

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.