



**\*Age for Admission to School**

**3110-P**

Procedures:

- A. Parents must furnish birth certificates, or reasonable substitutes, as proof of age for all pupils entering kindergarten or first grade.

**\*\*Early Entrance to Kindergarten**

**3110.1-P**

Regulations & Procedures:

- A. The assessment shall be done at the parent's expense by private contract with a qualified/certificated psychologist.

Assessment instruments deemed appropriate may include but are not limited to the following:

1. Mental Ability
  - a. Stanford Binet Intelligence Scale - Fifth Edition
  - b. KABC - II
  - c. Wechsler Preschool and Primary Scale of Intelligence III
  - d. Woodcock-Johnson III - Cognitive
  - e. Differential Ability Scales–Second Edition (DAS – II)
  - f. Cognitive Assessment System (CAS)
2. Gross Motor Skills
  - a. Alpern Boll Screening Test
  - b. Brigance Inventory of Basic Skills
3. Fine Motor Skills
  - a. Alpern Boll Screening Test
  - b. Brigance Inventory of Basic Skills
4. Visual Discrimination
  - a. Mann Suiter Screening Device
  - b. Brigance Inventory of Basic Skills
  - c. Test of Visual-Perceptual Skills – Revised
5. Auditory Discrimination
  - a. Mann Suiter Screening Device
  - b. Brigance Inventory of Basic Skills
  - c. Auditory Discrimination Test (ADT)
6. Emotional/Social Development
  - a. Alpern Boll Development Profile
  - b. Vineland Adaptive Behavior Scales-II
  - c. Behavior Assessment System for Children – 2 (BASC-2)
  - d. Burks' Behavior Rating Instrument
  - e. Preschool Behavior Questionnaire
  - f. Professional Judgment



**\*\*Early Entrance to Kindergarten -- 3110.1-P (cont'd)**

- B. To be eligible for early kindergarten enrollment, the child must:
1. Demonstrate a measured level of intellectual ability at the ninetieth (90th) or greater percentile. (IQ 120 or above).
  2. Pass all of the foregoing areas (1 through 6) at the five year old (entry kindergarten) or above level.
- C. The parent will provide the principal with the examiner's written report including the assessment data and recommendations. The principal will make the final decision on early kindergarten entrance based on available information and spaces for enrollment remaining after children whose birth dates fall before midnight, August 31 have enrolled.

In the event an exception is denied, the parents shall be promptly notified of the reasons and of the opportunity to have the decision reviewed in the manner provided by the district's complaint and grievance procedure (3429).

**4/9/97 (Revised)**

**Home Based Instruction**

**3112-P**

1. The Sumner School District will distribute district-developed home-based instruction forms upon request.
2. The District will maintain documentation of students placed in home-based instruction.
3. The District will advise parents of their rights to enroll students in ancillary services and/or part-time instruction upon request. Parents must appropriately file the Declaration of Intent form to access ancillary services and/or part-time instruction.
4. The District will claim students involved in part-time instruction and/or ancillary services as "enrolled" for financial reporting purposes.
5. The District may provide materials and/or equipment for home-based instruction, if providing such materials will not interfere with the education of students enrolled in the school district. Materials and/or equipment will only be provided following appropriate filing of the Declaration of Intent form.
6. A student who transfers to Sumner School District from home-based instruction may be allowed to credit courses toward high school graduation under the following conditions:
  - a. course documentation consisting of the following is submitted:
    - course description,
    - course goals and objectives,
    - course outline of the program,
    - learning activities and student log of instructional learning time showing 90 hours for each .5 credit,
    - description of how student performance is assessed,
    - documentation of student progress and final grade (final grade will be converted to pass/fail on the Sumner High School transcript).
  - b. Home-based instruction courses taken during the time a student is enrolled full-time in Sumner School District will not be accepted as credit toward graduation.



**Attendance**

**3120-P**

- 1.0 Teachers shall be responsible for taking attendance; all teachers shall maintain accurate attendance records in all classes.
- 2.0 Notification of absence to parents or guardians.  
Unless the school has been contacted regarding an absence by the parent or guardian, the school will attempt to notify the parent or guardian of the student's absence.
- 3.0 Absence from school shall be classified as either an excused absence or an unexcused absence/truancy.
  - 3.1 All absences shall require notification from the parent or guardian.
    - 3.1.1 All absences shall require notification by phone or written note within 48 hours of the student's return to school.
    - 3.1.2 An eighteen-year old student not residing with a parent or guardian shall be allowed to provide his/her own excuse for absences.
  - 3.2 A conference shall be scheduled with a student's parent or guardian following the second unexcused absence/truancy within a 30-day period.
  - 3.3 Secondary teachers shall communicate to students and parents or guardians in writing at the beginning of the year/semester the extent that a student's academic grade or credit in a particular subject or course may be adversely affected by absences or tardiness.
  - 3.4 Credit shall not be denied if work missed for days of excused absences has been satisfactorily made up through arrangements with the teacher.
- 4.0 Excused Absence
  - 4.1 An absence is granted for personal illness or injury, serious family illness, quarantine, death in the family, or absences which are due to extraordinary or unusual circumstances, after the parent/guardian provides notification of the dates and reasons for the missed days. Suspension from school is an excused absence. Court appearance, religious observance and school-related field trips are also excused absences.
  - 4.2 It shall be the responsibility of the parent and/or student to schedule medical, dental, or legal appointments during non-school hours whenever possible. However, if attending a medical appointment, bring verification from the medical provider.
  - 4.3 Excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student's educational progress. (RCW 28A.225.010 (d))
  - 4.4 Unless there is a written agreement or a qualification for home and/or hospital services, a student who is absent for 20 or more consecutive days will be withdrawn from the school record system.



**Attendance**

**3120-P**

- 4.5 In some cases, certain experiences may provide the student with valuable educational exposure which the school cannot duplicate and should not be denied the student. In all such cases, prior arrangements with the school are to be made for the period of the absence and the student is required to complete coursework for credit or grade. Prearranged absences may be considered unexcused if it is deemed to cause a serious adverse effect upon the student's educational progress. (RCW 28A.225.010 (d) **(Revised 11/08)**)
  - 4.6 Certain educational experiences are unique (i.e., labs, films or discussions) and it may not be possible to replicate them. An alternative assignment of equal value may be provided if possible.
  - 4.7 Make-up work will be provided by the teacher for an excused absence at the request of the student or parent/guardian.
- 5.0 Unexcused Absence/Truancy
- 5.1 An unexcused absence/truancy is the absence from school or class or scheduled activity without permission of the parent/guardian and/or school based on criteria in 4.1. Truancy will be cause for disciplinary action up to and including long-term suspension for the semester.
  - 5.2 If the actions taken by a school district under RCW 28A225.010 are not successful in substantially reducing a student's unexcused absences from school, upon the seventh unexcused absence by a student within any month during the current school year, or upon the tenth unexcused absence during the current school year, the school district shall file a petition with the juvenile court alleging a violation of RCW28A.225.010 (1) by the parent; (2) by the child; or (3) by the parent and the child.
  - 5.3 Teachers are not required to provide and/or accept make-up work for an unexcused absence/tardy.
- 6.0 Tardy
- 6.1 A student will be marked as tardy if he/she arrives at the workstation after class begins. Excessive tardiness will be cause for disciplinary action. Teacher will notify parents/students if additional tardy expectations are in place.
  - 6.2 Tardiness may negatively affect the student's grade in a particular class.
- 7.0 Extended Illness or Health Condition as Verified by a Medical Provider
- 7.1 If a student is confined to home or hospital for an extended period, whenever practical, the school will arrange for the student to complete assignments off campus.
  - 7.2 If a student is unable to do his/her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class, the student may be required to withdraw from the class.



**Attendance**

**3120-P**

- 8.0 Chronic Health Condition Verified by a Medical Provider
- 8.1 A student with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program.
  - 8.2 The student and his/her parent shall apply to the principal or counselor and a limited program shall be written considering the recommendation of the student's medical provider.
  - 8.3 The recommended limited program shall be approved by the principal and necessary staff shall be informed of the student's needs.
  - 8.4 Confidentiality of medical information shall be maintained per federal regulation (HIPAA).

**2/20/08 (Revised)**

**\* 12/15/04 (Adopted)**

**\* MOE rescinded 4/18/07**

**Attendance Areas--Intradistrict Transfers**

**3141.1-P**

A parent or guardian may request that his or her child be allowed to attend a school outside his or her attendance area within the Sumner School District.

Intradistrict transfers may be requested in writing on the appropriate district form and submitted to the Superintendent and/or his or her designee.

Intradistrict transfers will be granted subject to:

1. Space availability.
2. The transfer not being detrimental to the student's educational program.

Decisions regarding Intradistrict transfers will be made and communicated to parents or guardians as soon as possible.

**12/10/97 (Revised)**



**Attendance Areas – Interdistrict Transfers**

**3141.2-P**

Any nonresident student may apply to attend a school in the district. A parent or guardian shall apply for admission on behalf of his or her child by completing the appropriate district form.

The superintendent and/or his or her designee will accept or reject an application for nonresident admission based upon the following standards:

1. Whether space is available in the grade level courses or programs at the building in which the student desires to be enrolled;
2. Whether appropriate educational programs or services are available to address the student's condition or educational needs as stated in the approved release from his or her district of residence.
3. Whether the superintendent or his designee reasonably believes that a student's attendance, grades, academic progress, citizenship or disciplinary record will be enhanced by attendance in the Sumner School District, taking into account a student's current and prior educational history.
4. Whether a student has a history of violent or disruptive behavior, gang membership or conviction or reasonable probability of conviction for criminal offenses.
5. Whether a student in the opinion of the superintendent or his designee has a history of excessive absences, expulsions or suspensions.
6. Whether transportation is available through the parents or guardian of the student.

A student who resides in a district that does not operate a secondary program shall be permitted to enroll in secondary schools in this district in accordance with state law and regulation on financial responsibility of the resident district.

The superintendent and/or his or her designee shall provide all applicants with written notification of the approval or denial of the application in a timely manner.

If the request is denied, the superintendent and/or his or her designee shall notify the parents of their right to a hearing with the Superintendent and/or his or her designee. A decision shall be communicated to the parents promptly thereafter.

**12/12/07 (Revised)**



**Attendance Areas – Homeless**

**3141.3P**

To the extent practical and as required by law, the District will work with homeless students and their families to provide stability in school attendance and other services. Homeless students will be provided District services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including:

- A. Sharing the housing of other persons due to loss of housing or economic hardship;
- B. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
- C. Living in emergency or transitional shelters;
- D. Abandoned in hospitals;
- E. Awaiting foster care placement;
- F. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
- G. Living in cars, parks, public space, abandoned buildings, substandard housing, transportation stations or similar settings;
- H. Migratory children living in conditions described in the previous examples.

The Superintendent shall designate an appropriate staff person to be the District's Liaison for homeless students and their families. Final resolution of disputes related to homeless students rests with the Office of Superintendent of Public Instruction and shall be carried out in accordance with OSPI.

To the extent feasible and in the child's best interest, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing.

The District will provide immediate enrollment, to homeless children and youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation.

The District will also maintain and make available in a timely fashion, any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different District, or a homeless student is living in another District but will attend his or her school of origin in this District, The Districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

**12/17/10 Revised**



**Optional Student Expense**

**3143-P**

Regulations:

1. In no class necessary for graduation will fees be required to achieve a grade.
2. Minimal payments may be required of pupils under the following conditions:
  - a. Students shall be expected to pay for cost of any object constructed or repaired when the object becomes the property of the child and is removed from the school.
  - b. Students will be expected to reimburse the school district for any damage to or loss of school property.
  - c. Fees may be authorized for participation in extra-curricular activities.

**Testing**

**3146-P**

The following procedure applies to the selection and use of standardized tests, inventories, questionnaires, check lists, and opinionnaires by Sumner Public Schools.

1. All standardized assessment instruments and supplies will be purchased through building principals.

Achievement, ability, and aptitude tests will be administered upon approval by the building principal for use in instruction, planning, evaluation, guidance, and counseling.
2. Standardized instruments may be used in conjunction with research studies approved by the principal and superintendent.
3. A supply of approved standardized achievement, abilities, and aptitude instruments may be maintained for supplementary use by classroom teachers with the approval of the building principal.
4. Classroom teachers will administer appropriate teacher-made tests to evaluate progress and mastery of information, skills, and concepts included in the curriculum for that class.
5. Secondary school students are encouraged to participate in various commercial pre-college vocational-technical testing programs in conjunction with high school and post high school planning.
  - a. Participation is at the student's own expense.
  - b. District responsibilities in such programs are limited to the perceived usefulness of the information to school personnel in efforts to help the student while he is still in attendance in the Sumner Public Schools.

**\*12/15/93 (Revised)**



**Testing -- (cont'd) Regulations & Procedures 3146-P**

6. Tests and inventories that assess the student's values, opinions or attitudes regarding sex, family and religion are administered only at the written consent of the student's parent or guardian and with the knowledge and approval of the superintendent.
7. Where contractual arrangements permit assessment, instruments in the schools of this district are available for inspection through the principal's office.

**\*Promotion**

**3148-P**

Key transition points are entering grade 4 and entering grades 7 through 12.

Promotion will occur when a student has attained established standards for academic achievement and demonstrated acquisition of required knowledge and skills as evidence of preparedness to be successful at the next level.

For a student with Individualized Education Plan (IEP) goals, if those goals do not address specific standards, then the standards for all students will be used. The IEP goals determine appropriate achievement levels for promotion. As appropriate, a student's IEP is to align with standards.

Students at risk of not meeting standards will be identified as early as possible. Strategies will be implemented to monitor student work, assess achievement and intervene to accelerate progress. Timely and effective communication among those involved (educational team, parent/guardian, student, as appropriate) is essential.

Standards will include district assessments as well as classroom-based assessments.

Standards will be communicated to parents, school staff, and the public at the beginning of each school year.

**\*3/2000 (Revised)**



**Foreign Exchange Students**

**3150-P**

Regulations:

1. Only those organizations sponsoring foreign exchange students who have been approved by the U.S. International Communication Agency as having teenager exchange-visitor program designations, will be considered for possible acceptance by the District.
2. The sponsoring organization must be able to demonstrate that:
  - a. appropriate screening of exchange candidates takes place;
  - b. exchange students have a J-1 certificate in a non-immigrant category;
  - c. adequate medical coverage is guaranteed the exchange student;
  - d. medical and emergency travel are available to the exchange student at no charge to the school system, student, or the family with which he/she resides;
  - e. the student will be responsible for all fees normally charged regular students;
  - f. appropriate screening of host families;
  - g. reliable area representative(s) readily available;
  - h. orientation, both pre-departure and upon arrival in the United States, to all foreign exchange students has been accomplished;
  - i. foreign exchange students satisfy the same age and other general requirements of regular students as established by state and local education agencies.
3. No organization sponsoring a foreign exchange program shall place a student in a secondary school without first notifying the principal or superintendent and obtaining approval for the admission of the student. The designated program sponsor is responsible for the selection of the American host family. A program sponsor's representative must personally interview and visit the home of each host family before that family is permitted to receive an exchange student. Telephone interviews are not sufficient. Personal interview must be done before student's arrival.
4. Sponsoring organizations must provide the host school with the foreign student's English translation of his/her transcript and other pertinent information that may be desired by the school district at least two months prior to the time of enrollment.
5. Students from sponsoring organizations will be entered only at the beginning of a semester and for a minimum of one semester of attendance and a maximum of two. Any student attending less than one full school year will not be awarded a diploma; however participation in Baccalaureate and Commencement is allowed.



**Regulations & Procedures**

**Foreign Exchange Students (3150-P) cont'd**

6. All exchange students must:
  - a. take courses for credit;
  - b. take an English class and the appropriate history (11th or 12th).

A student desiring a Sumner High School diploma must meet minimum graduation requirements or the equivalent. In addition, they must successfully complete English, Senior Social Studies, and Washington State History.

7. Students from sponsoring organizations will be subject to the same policies, to the same rules of conduct, and to the same attendance requirements that apply to regular students. Exchange students from sponsoring organizations shall be accorded all of the rights and privileges of a regular student during the period of enrollment.
8. Immigration authorities and the International Communication Agency will be notified if the student and/or organization does not comply with the policy governing the admittance of foreign exchange students.
9. If in the judgment of the school district a sponsoring organization did not meet its responsibilities as outlined above, it will be denied the opportunity to place a student(s) in any of the District's schools the following year.



**Student Records**

**3200-P**

Student records shall include any and all official records and data directly related to a student including all material incorporated into the student academic record, and where applicable, the student administrative and student confidential record.

**Student Academic Record**

A Student Academic Record will be maintained by the principal or his designee(s) for each student which will contain:

1. Basic Identifying Data: Name, age, sex grade or year in school, address, phone number, birthdate, name of parents or guardians, pertinent emergency information which may include employment address and phone number of parents or guardians, family doctor, babysitter, siblings, and/or other relatives and friends.
2. Attendance Records
3. Academic transcripts, course, grades, credits, awards, honors, special placement;
4. Health Records: This data should be verified by the written statement of parents or a health professional.
5. Test Scores: Achievement, aptitude, and interest test scores.
6. Parental signed legal documents and request for record forms from outside agencies.

**Student Administrative Record**

A Student Administrative Record will be maintained by the school principal as necessary and will contain all school correspondence regarding the student, reports of disciplinary action, pupil personnel recommendations, and other legal documents.

**Student Confidential Record**

Any student confidential record such as Special Services information which may include psychological reports, and/or additional medical information, will be maintained in a locked file.]

**Custody of Student Records**

At each place where student records are kept the school district will designate one or more school officials who will be responsible for the maintenance of school records in accordance with the provisions of this policy. Access to student records will be permitted in accordance to applicable and state and federal laws.



## **Regulations & Procedures**

### **Student Records -- (3200-P) cont'd**

#### Parental Access to Records

Parents desiring to inspect and review a student's record shall present a written request to the administrative office of the school attended by their child. The review shall occur at the office of the administrator in charge of the records at a mutually agreed upon time and in no case more than ten (10) days after the request has been received provided, however, that such review shall be in the presence of and an interpretation made by the professional person(s) designated by the administrator in charge. Where records include information on more than one student, the parents of a student are entitled to review that part of the record which pertains to their child. This right extends to any parent or step-parent with custody or legal guardianship of the student. Requests for information contained in the student's record shall not be honored when made by a student's relatives or immediate family members other than the parents except with written parental or guardian consent or the consent of a student eighteen years old or older.

#### Challenge of the Content of a Student's Record

A parent, legal guardian, or student upon attaining the age of eighteen years may request in writing of the administrator in charge of the record that a record be changed so that the record does not contain inaccurate, misleading, inappropriate information or that which violates the right of privacy of a student.

If an agreement cannot be reached as to a change in the record, a written request may be made to the superintendent of schools or his designee for a hearing.

1. The superintendent or his designee will appoint a Hearing Officer, generally another district administrator who does not have a direct interest in the outcome of the hearing and will conduct a hearing within thirty (30) days after he has been appointed.
2. The parent, guardian, or eligible student will be provided an opportunity to present evidence relevant to the issues raised.
3. The Hearing Officer will render a decision in writing to the superintendent of schools and parent(s) or guardian(s) or the eligible student within five (5) school days following the conclusion of the hearing.
4. If the parent and/or guardian or the eligible student is not satisfied by the decision of the Hearing Officer, the parents, upon written request, shall be given the opportunity for a hearing before the board of directors or a committee thereof. Such hearing shall be held within a reasonable time following the receipt of the request.



## **Regulations & Procedures**

### **Student Records -- (3200-P) cont'd**

#### Notification of Policy Existence

Upon the adoption of this policy, and therefore on an annual basis, the school district shall take such steps as may be practicable to advise parents and students eighteen years of age or older of the existence of this policy and their rights thereunder.

#### Student Access to Records

For students under eighteen years of age, information from academic records shall be interpreted to students upon request. Information contained in administrative and/or confidential records shall be interpreted to such students when a request is accompanied by parental consent. Students under eighteen years of age shall not have the right to examine those records, data or test results for which the Board of Directors had determined direct student access may be detrimental to educational interests.

Whenever a student has attained eighteen years of age, the permission or consent required of and the right accorded to parents with respect to student records shall thereafter be required of and accorded to the student, except that information from student records may be released to parents of a student eighteen years or older if the student is a dependent of the parents. For the purpose of this policy "dependents" shall be defined as in Section 152 of the Internal Revenue Code.

#### Access of School Personnel

Teacher, administrators, and other qualified school personnel (counselors, psychologists, nurses, etc.) involved with the student during the current year shall have access to the student record(s) with approval of the administrator in charge of those records.

#### Other Schools

Other schools or school districts in which the student intends to enroll will be provided with a transcript of the contents of a student's academic records upon receipt of an official request from the school district. The parent(s) of the student shall be notified of the transfer of records.

Upon receipt of written response from the student or parents a transcript will be sent to an institution of post secondary education in which the student seeks to enroll. The student's parents shall be notified of the request and shall be sent a copy of the record if desired when a request is from other than the parents.

The Student Confidential Record may be transmitted to other schools or non-school agencies only with the written consent of the parent or guardian or eligible student with the provision that the confidential information will be sent only to certificated personnel qualified to interpret and properly use the information upon condition that the student's parents be notified of the transfer, receive a copy of the records, if desired, and have an opportunity for a hearing to challenge the content of the record within a reasonable time before the record is transmitted.

**1/12/94 (Revised)**



## **Regulations & Procedures**

### **Student Records -- (3200-P) cont'd**

#### Federal and State Agencies

The school district may release data from student records to authorized representatives of federal and state educational agencies in connection with the evaluation of educational programs without written consent of parents, provided that the data shall not include information which would permit the personal identification of individual students or their parents.

#### Accrediting and Educational Research Agencies

The school district may release to accrediting agencies information from student records needed to perform their accrediting functions. Such information may also be released to agencies or institutions which are conducting studies for the purpose of developing predictive tests or improving instruction provided that such studies are conducted so as not to permit personal identification of students and their parents by persons outside the agency or institution and that the information will be destroyed when no longer needed for such studies.

#### Emergencies

In connection with an emergency, information from student records may be released to appropriate persons if the knowledge of such information is necessary to protect the health and safety of a student or other persons.

#### Other Non-School Agencies

Non-school agencies or persons such as employers, colleges, and various professionals will be provided with appropriate information contained in the academic, administrative or confidential records, with any necessary interpretation provided by qualified school personnel only upon written request or consent of parents, legal guardians and, where applicable, the senior high school student himself (if eighteen years of age or older).

Any court order, or order of a public officer or an administrative agency having the power of subpoena, directing the release of information concerning students, will be honored in accordance with legal provisions. Parents and students shall be notified of all such orders and subpoenas forty-eight (48) hours in advance of compliance by the school district.

If information concerning students is requested by public officers or agencies, the request must be made in writing to the superintendent of schools or designee. Unless the request is pursuant to a court order or subpoena, or is within the provisions of the above federal and state agencies section, the information shall be provided only if the written consent of the parent, guardian, or student (if s/he is eighteen years of age or order) has been given.



## **Regulations & Procedures**

### **Student Records -- (3200-P) cont'd**

#### Parental Written Consent

Whenever student records are furnished with parental consent, or with the student's consent if the student is eighteen years of age or older, the consent shall be in writing and specify the records to be released, the reasons for such release, and to whom release is to be made. A copy of the records to be released shall be furnished to the student's parents and to the student if desired by the parents. A reasonable cost shall be assessed by the superintendent of the school district at the time of duplication.

#### Procedure for Release of Information

All persons, agencies or organizations (other than school personnel identified under the above Access by School Personnel section), desiring access to student records shall be required to sign a written request. The request shall specifically indicate the legitimate educational or other interest that such person, agency, or organization has in seeking the information. Requests shall be kept permanently with the file of the student as a "record of access" which shall be available only to the parents, custodian of the records, and authorized auditors of the record system.

All personal information from student records shall only be transferred by the school district to third parties on the condition that such party will not permit any other party to have access to such information without written consent of the parents of the student.

#### Directory Information

The district is prohibited from releasing any personally-identifiable records or files about an individual student without written parental consent. However, the district may release a list of students belonging to a group (e.g., graduating seniors, etc.). A student's name will be excluded from a listing of students upon written request by a parent. Information in a list may include:

- a. the student's name, address;
- b. date and place of birth;
- c. major field of study;
- d. participation in officially recognized activities and sports;
- e. weight and height of members of athletic teams;
- f. dates of attendance;
- g. degrees and awards received; and
- h. the most recent previous educational agency or institution attended by the student.

The district may also release photographs of students for public information purposes.

At least once a year, parents shall be notified of their right to request that any or all of these categories of information, including personally-identifiable photographs, not be released without prior consent.



**Student Records -- (3200-P) cont'd**

Disposition of Student Records

If two years has elapsed since an elementary or junior high school student has withdrawn from the district schools and no official request for the student's records has been received, the student's academic records shall be filed and the remaining records destroyed except in those instances where the building principal or other administrator recommends that specific information be maintained on file at the District Pupil Services office.

If no official request has been received from another school district for the records of a senior high school student by the time the class from which that student withdrew has graduated, the student's academic record shall be filed and the remaining records destroyed except in such isolated instances where the building principal or other administrator recommends that specific information be maintained on file at the District Pupil Services office.

When a student has graduated from high school his academic permanent record shall be filed and maintained in a safe, fireproof place. Other records shall be destroyed when a student has graduated or has reached his eighteenth birthday, whichever is the later date, except signed statements by parents, step-parents or legal guardians which granted the school district permission to exchange information and/or place a student in a special program. Such documents shall be held in a confidential file for an indefinite period of time and destroyed when designated by the superintendent of the school district.

**1/12/94 (Revised)**

**Form: 3200F-1 Request to Gain Access to Student Records**

<http://docushare.sumner.wednet.edu/docushare/dsweb/View/Collection-3641/Document-7379>

**Form: 3200-F3 Student Information Waiver and Release**

<http://docushare.sumner.wednet.edu/docushare/dsweb/View/Collection-3641/Document-7379>



**Sumner School District**

*...a great place to learn!*

(SAMPLE NOTICE)

## **PARENTS' AND STUDENTS' RIGHTS WITH REGARD TO STUDENT RECORDS**

In compliance with the Family Educational Rights and Privacy Act, this is to notify parents that the school district will keep such records concerning each student as deemed as necessary to provide school programs to meet the student's needs. Parents and students have certain rights with regard to these records.

It is the right of parents to inspect all school records related to their dependent child, and 18-year-old students may inspect all of their school records. Students of any age may inspect certain of their academic records with the consent of the parents. Arrangements for review of a student's records may be made with a school counselor or principal.

Copies of the contents of the records will be furnished upon request of the parents or the eligible student. A charge will be made to defray the cost of copying.

If parents or students have concerns regarding the accuracy or appropriateness of any information maintained by the school about the student, they are encouraged to inform the principal of this concern. An opportunity will be provided by the principal to meet and attempt to resolve this concern. Failing agreement with the principal, a formal hearing with another school official may be requested. Parents and students may ask that inaccurate or misleading information be deleted from the student's records or may add their own comments in the records.

With certain exceptions, the school cannot release information regarding a student to persons or organizations outside the school district without written consent of the parents or the 18-year-old student. In most instances, consent of the parents of minor students is required, although high school students may consent to the release of certain types of information from their records such as transcripts for college applications and employment. School district records for your child will be transferred to another school district in which the child enrolls or intends to enroll upon receipt of a request from the other district. If you do not wish records to be released on such occasions, you must notify us in writing.

The Family Educational Rights and Privacy Act permits a school district to identify certain information as "directory information" which may be released publicly without the permission of the parents of the student. The school district identifies directory information about the student as the following: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and school attended. If you object to the release of all or any of the above information, please notify the school office in writing.

**1/12/94 (Revised)**



**Prohibition of Harassment, Intimidation, and Bullying**

**3207P**

**A. Introduction**

Sumner School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

**B. Definitions**

Aggressor – is a student, staff member, or other member of the school community who engages in the harassment, intimidation, or bullying of a student.

Harassment, intimidation, or bullying – is an intentional electronic, written, verbal, or physical act 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.
- Has the effect of substantially disrupting the orderly operation of the school.

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

Incident Reporting Form – May be used by students, families, or staff to report incidents of harassment, intimidation, or bullying. An incident reporting form is posted on the Sumner School District Web site at: <http://www.sumndersd.org>

Retaliation – when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.



**Prohibition of Harassment, Intimidation, and Bullying, continued**

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Staff – includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

Targeted Student – is a student against whom harassment, intimidation, or bullying has allegedly been perpetrated.

**C. Relationship to Other Laws:** This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention.

The District will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or District from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

**D. Prevention**

1. Dissemination

In each school and on the District's Web site the District will prominently post information on reporting harassment, intimidation, and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the District compliance officer. The District's policy and procedure will be available in each school in a language that families can understand.

Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and District offices and/or hallways, or is posted on the District's Web site.

Additional distribution of the policy and procedure is subject to the applicable requirements of Washington Administrative Code.

2. Education

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying at student orientation sessions and on other appropriate occasions. The information will include a copy of the Incident Reporting Form or a link to a Web-based form.

3. Training

Staff will receive annual training on the school District's policy and procedure, including staff roles and responsibilities, how to monitor common area, and the use of the District's Incident Reporting Form.

4. Prevention Strategies

The District will implement a range of prevention strategies including individual, classroom, school, and District-level approaches.



**Prohibition of Harassment, Intimidation, and Bullying, continued**

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Whenever possible, the District will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation, and bullying in schools.

**E. Compliance Officer**

The District compliance officer will:

1. Serve as the District's primary contact for harassment, intimidation, and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
6. Assess the training needs of staff and students to ensure successful implementation throughout the District, and ensure staff receive annual fall training.
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation, or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between District staff and the child's parents/guardians to develop a safety plan to protect the student.

**F. Staff Intervention**

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation, or bullying, may require no further action under this procedure.

**G. Filing an Incident Reporting Form**

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member.

**H. Addressing Bullying – Reports**

**Step 1: Filing an Incident Reporting Form**

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).



**Prohibition of Harassment, Intimidation, and Bullying, continued**

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Status of Reporter

a. Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff.

b. Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report

c. Non-confidential

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the District release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The District will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

**Step 2: Receiving an Incident Reporting Form**

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a District Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint.

**Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying**

All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

- a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or District designee will begin the investigation. If there is potential for clear and immediate physical harm to



**Prohibition of Harassment, Intimidation, and Bullying, continued**

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- the complainant, the District will immediately contact law enforcement and inform the parent/guardian.
- b. During the course of the investigation, the District will take reasonable measures to ensure that no further incidents of harassment, intimidation, or bullying occur between the complainant and the alleged aggressor. If necessary, the District will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.
  - c. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the District's policy and procedure on harassment, intimidation, and bullying.
  - d. In rare cases, where after consultation with the student and appropriate staff the District has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the District may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation, and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow District policy for reporting suspected cases to Child Protective Services.
  - e. The investigation shall include, at a minimum:
    - An interview with the complainant.
    - An interview with the alleged aggressor.
    - A review of any previous complaints involving either the complainant or the alleged aggressor.
    - Interviews with other students or staff members who may have knowledge of the alleged incident.
  - f. The principal or designee may determine that other steps must be taken before the investigation is complete.
  - g. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the District will provide the parent/guardian and/or the student with weekly updates.
  - h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:



**Prohibition of Harassment, Intimidation, and Bullying, continued**

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- The results of the investigation.
- Whether the allegations were found to be factual.
- Whether there was a violation of policy.
- The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a District chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States postal service with return receipt requested unless it is determined, after consultation with the student and appropriate staff that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow District policy for reporting suspected cases to Child Protective Services.

If the incident is unable to be resolved at the school level, the principal or designee shall request assistance from the District.

**Step 4: Corrective Measures for the Aggressor**

After completion of the investigation, the school or District designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to District Policy 3310—Student Discipline. If the accused aggressor is appealing the imposition of discipline, the District may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation, or bullying, that student may be subject to corrective measures, including discipline.

**Step 5: Targeted Student's Right to Appeal**

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.



**Prohibition of Harassment, Intimidation, and Bullying, continued**

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2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth (5) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final District decision.

**Step 6: Discipline/Corrective Action**

The District will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation, or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation, or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance.

Corrective measures that involve student discipline will be implemented according to District Policy 3310—Student Discipline.

If the conduct was of a public nature or involved groups of students or bystanders, the District should strongly consider schoolwide training or other activities to address the incident.

If staff have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

**Step 7: Support for the Targeted Student**

Persons found to have been subjected to harassment, intimidation, or bullying will have appropriate District support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

**I. Immunity/Retaliation**

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged



**Prohibition of Harassment, Intimidation, and Bullying, continued**

**3207P**

act of harassment, intimidation, or bullying. Retaliation is prohibited and will result in appropriate discipline.

**J. Other Resources**

Students and families should use the District's complaint and appeal procedures as a first response to allegations of harassment, intimidation, and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or District from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. An harassment, intimidation, or bullying complaint may also be reported to the following state or federal agencies. A list of these agencies is found on the District Web site at: <http://www.sumnersd.org>.

**K. Other District Policies and Procedures**

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation, or bullying as defined herein, but which are, or may be, prohibited by other District or school rules.

**5/14/2003 (Adopted)**  
**June 2011 (Revised)**



**6 Period Day Transition & Sumner School District Graduation Requirements**

The graduation requirements changed for students in the class of 2014 to reflect changes in the high school schedule to a 6-period day. Students will be enrolled in some yearlong (1 credit) classes and some semester (.5 credit) options. Students have an opportunity to earn 6 credits each year in high school for a total of 24 credits. The chart below shows the credit requirements in place for the class of 2010, and the requirements for our entering ninth graders, the class of 2014. Following that, the requirements, listed in Policy 3220, have been adjusted until each class has been in the six-period day schedule for all four years of high school. (grades 9-12).

Graduation requirements for the class of 2014 also reflect changes in graduation requirements for the State of Washington.

*Class of 2010  
Graduation Requirements*

<b>Subject</b>	<b>Credits</b>
English	4
Social Studies	2
Contemporary World	1
Science	2
Mathematics	2
Integrated II or higher	2
Additional Math or Science	1
Health/Fitness	2
Occupational/CTE	1
Fine Arts	1
Electives	11
<b>Total to Graduate</b>	<b>27</b>
<b>Total Credits Possible</b>	<b>30</b>

4/14/10 (Revised)



**Smoking or Possession of Tobacco on School Property**

**3320.1-P**

Procedures:

1. In the case of the first violation an administrator has three options:
  - a. Confer with the pupil and notify his/her parents.
  - b. Require a pupil to participate in an educational program concerned with the health hazards of smoking.
  - c. Suspend the pupil pending a conference with student and his/her parents.

In any case the pupil and the parents must be advised, in writing, of the results of a second violation.

Regulation 3320.2 begins at Step 2 for all violations for high school students.

2. A second violation will result in a suspension of not less than three nor more than ten days and a conference with the pupil and his/her parents. In this conference, it may be recommended that the pupil participate in an educational program concerned with the health hazards of smoking. The pupil and his/her parents will also be advised, in writing, of the results of a third violation.
3. The student's third and each subsequent violation of Policy 3320.2 will result in:
  - a. Suspension from school for a period of time not to exceed nine weeks for a high school student.
  - b. Suspension from school for two weeks for a junior high student.
  - c. Suspension from school for one week for an elementary student.



**Substance Abuse/Misuse**

**3320.2-P**

Procedures:

Violations:

Any violation of Policy 3320.2 may justify an emergency expulsion in addition to the actions set forth below:

- First Offense:
- (1) Long-term suspension up to 10 days from school and school sponsored activities may be imposed depending on the nature and circumstances of the offense.
  - (2) Student Assistance assessment and family conference will occur prior to re-entry; and
  - (3) Legal authorities may be notified.

- Second Offense:
- (1) Long-term suspension up to 90 days from school and school sponsored activities or expulsion may be imposed.
  - (2) Legal authorities may be notified.

**\*Substance Trafficking**

**3320.3-P**

Procedures:

Any violation of Policy 3320.3 may justify an emergency expulsion, in addition to the actions set forth below.

Violations

- First Offense
- (1) Long-term suspension up to 90 days from school and school-sponsored activities may be imposed, or expulsion may be imposed.
  - (2) Student Assistance assessment and family conference will occur prior to re-entry; and
  - (3) Legal authorities may be notified.

- Second Offense:
- (1) Expulsion may be recommended; and
  - (2) Legal authorities may be notified.



**Conduct at Off-Campus School Sponsored Events**

**3320.4-P**

Procedures:

1. Violators of this rule will be ordered to leave the event. In case of a serious violation involving alcohol, drugs, fighting, etc., parents will be contacted and law enforcement officers may be notified.
2. Continued violation of this rule is grounds for denial of admission to future school sponsored events and disciplinary action up to and including suspension from school.

**Disruption**

**3320.7-P**

Regulations:

1. The student shall not interrupt the educational process by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or by any other conduct intended to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the schools.
2. A student shall not participate in such conduct for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process or function of the schools if such disruption or obstruction is reasonably certain to result.
3. A student shall not encourage others to participate in such conduct that could materially and substantially disrupt the educational process.
4. While not intended as exhaustive, the following acts when done for the purpose of causing substantial and material disruption of the lawful mission, process or function of the schools are included under policy 3320.7:
  - a. Occupying a school facility or grounds or any part thereof with the intent to deprive others of its lawful use.
  - b. Blocking the entrance or exit of any school facility or grounds with the intent of depriving others of lawful access.
  - c. By force or threat to others, to exclude anyone from lawful use of access to any school facility or grounds.
  - d. Reporting a false fire alarm or bomb threat involving a school plant, facility, or school property or intentionally setting a fire or placing an explosive device therein.
  - e. Using or threatening use of any weapon at school or school sponsored activity or event or on any facility or grounds.
  - f. Preventing, by any physical act or persuasion, the convening of any lawful school class, activity, meeting, assembly or the attendance of any student, parent or employee at any lawful class, meeting, activity or assembly.



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## **Regulations & Procedures**

### **Disruption -- (3320.7-P) cont'd**

- g. Except at the specific direction of any authorized school official, such as the principal or his designee, blocking normal pedestrian and vehicular traffic on or about a school campus, facility or grounds.
- h. Continually and intentionally making noise or acting in any manner or way as to interfere with the teacher's ability to conduct class or another student's right to participate in or derive benefit from the class.

#### **Procedures:**

1. The responsible office will investigate any charge against any student before charging the student with violation of district policy.
2. If, as a result of this investigation, the disciplinary officer is convinced of the student's guilt, the officer shall file a written report of charges against the student.
3. Written charges will specify violations as alleged and set forth sanctions proposed.
4. Prior to imposition of sanctions other than disciplinary dismissal, the student and parent or guardian will be informed of the student's due process rights and provided an opportunity for a fair hearing.
5. All hearings and imposition of sanctions will proceed consistent with the district's due process policy.
6. Violators will be subject to long term suspension or recommendation for expulsion from school.

**1/12/94 (Revised)**



**Student Vehicle**

**3320.9-P**

Regulations:

Students may drive motor vehicles to and from school provided:

1. The student possesses a valid operator's license.
2. The motor vehicle is parked in an appropriate manner and in an area designated by the building administrator.
3. The student remains away from the motor vehicle during the school day unless specifically authorized by school building administrator.
4. The motor vehicle is operated in a safe and sane manner while the operator is under the jurisdiction of the public schools.

Failure to comply with these regulations will be subject to disciplinary action pursuant to the Sumner Board of Directors.

**Dress and Physical Appearance**

**3321-P**

Regulations:

1. Student dress and grooming should be an expression of the student's, as well as the parents' good taste and habits of cleanliness and appropriateness for school.
2. Grooming and dress are expected to be within limits of decency, cleanliness and appropriateness for school.
3. Grooming and dress shall not interfere with teaching or learning, and shall not endanger the safety of the pupil concerned, or others.



**\*Athletic/Cheerleader Training Code**

**3323.1-P**

**I. Training Rules: Drugs and Alcohol**

**A. Substance Abuse/Misuse**

Students will not possess, use or be under the influence of alcohol, drugs, controlled substances of any kind (other than those obtained and properly used pursuant to a valid prescription) or those purported to be the same including but not limited to imitation controlled substances and/or related drug paraphernalia on school grounds, at school sponsored activities either on or off school grounds, in route to and from school, as well as while students are or should be in attendance during the school day.

**B. Substance Trafficking**

Students will not traffic (buy, sell, trade or distribute) or attempt to traffic any alcohol, drugs, controlled substances of any kind or those purported to be the same, including but not limited to imitation controlled substances, on school grounds, at school sponsored activities either on or off school grounds, in route to and from school, as well as while students are or should be in attendance during the school day.

**C. Penalties for Violations**

1. In addition to any penalties which might be imposed pursuant to other Sumner School District policies and procedures related to student conduct and discipline, penalties for violations of A & B above, for athletic or cheerleader participants during the sport season (including non school activities and/or weekends), shall include the following:
  - a. First Violation: Suspension from participation in athletic or cheerleading activities for the remainder of the present sports season if less than six (6) weeks remain in the present sports season, or suspension from participation in all athletic/cheerleading activities (including turnouts) for five (5) school days if student and parent agree to a Student Assistance Assessment and follow-up family conference prior to return to the activity.
  - b. Second and Succeeding Violations: Suspension from participation in all athletic/cheerleading activities for up to ninety (90) days.
2. The above penalties may be imposed by the coach or other advisor in season, with notice given to the activity advisor, the principal or assistant principal, and to the parent/guardian.
3. A student who has been suspended from athletic or cheerleading activities shall have the right to utilize the grievance procedure set forth at paragraph VII of the Sumner School District Student Discipline Policy and Regulations.



## **Regulations & Procedures**

### **\*Athletic/Cheerleader Training Code ----(3323.1-P --Cont'd)**

#### **II. Training rules - Student Conduct and Tobacco**

- A. A participant's conduct, both in and out of school, may affect his/her participation in athletics or cheerleading. Poor citizenship, and/or unsatisfactory school conduct, including without limitation, conduct prohibited in paragraph I of the Sumner School District Student Discipline Policy and Regulations, may subject a student to discipline, suspension, and/or expulsion from athletic or cheerleading activities.
- B. Any participant using tobacco (smoke or smokeless) will subject a student to discipline, suspension and/or expulsion from athletic or cheerleading activities.
- C. Any discipline imposed from violations to the Athletic/Cheerleading Code is in addition to any that might arise pursuant to the "Sumner School District Student Discipline Policy and Regulations."
- D. Any violation of training rules occurring within six weeks of the end of the sports season will be subject to the full length of the suspension period, even if the suspension would thus carry over into the following sports season, except at the end of the school year.
- E. A participant's letter may be denied if the participant is involved with any of the violations/penalties set forth above.
- F. A sports "season" is defined as running from the first practice for that sport until the awards presentation for the same sport.

#### **III. Training Rules - Attendance**

- A. Any athletic or cheerleading participant who is truant from school will be disciplined under administrative regulations applicable to the student body as a whole.
- B. Attendance at all turnouts is mandatory. A student who has other obligations conflicting with a turnout must notify one of his/her coaches/advisors for release ahead of time. Absence due to sickness or family tragedy will be excused without advance notification if the circumstances make it difficult or impossible to provide advance notification.
- C. Except as indicated in this paragraph, athletes and cheerleaders who are absent from school are not eligible to compete or practice on the day of absence unless permission is granted by the principal's office. In order to be eligible for practice or other athletic/cheerleading activity on any day, athletes or cheerleaders must be in school one-half (1/2) day or three (3) full periods in the high school and three and one-half (3-1/2) periods in the junior high.



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## **Regulations & Procedures**

### **\*Athletic/Cheerleader Training Code ----(3323.1-P --Cont'd)**

#### **IV. Due Process**

- A. Students in athletic/cheerleading activities who are disciplined under this Code have a right to request a hearing within three (3) days of the imposition of the penalty. The request shall be made to the coach or advisor. The hearing committee shall consist of a coach or advisor other than the one imposing the penalty, the activity advisor, and the assistant principal. Until the hearing takes place, the participant shall be permitted to continue to participate in turnouts at the discretion of the coach or advisor. Following the hearing, the student may utilize the grievance procedure set forth at Paragraph VII of the Sumner School District Student Discipline Policy and Regulations.

**\* 11/25/87 (Revised)**



**\*Defacing or Injuring Property**

**3324-P**

1. Any student who is determined to have defaced or injured any school property belonging to a school contractor, employee or another student is subject to suspension and punishment.
2. In addition, the school district may withhold the grades, diploma, and transcripts of the pupil responsible for the damage or loss until the pupil or the pupil's parent or guardian has paid for the damages.
3. If the student is suspended, the student may not be readmitted until the student or parents or legal guardian has made payment in full or until directed by the superintendent of schools. If the property damaged is a school bus owned and operated by or contracted to any school district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed by the superintendent. When the pupil and parent or guardian are unable to pay for the damages, the school district shall provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. The parent or guardian of such pupil shall be liable for damages as otherwise provided by law.

**Assault or Causing Physical Injury**

**3324.2-P**

1. Assaults or physical injury occurring during or immediately before or after school hours are included within the jurisdiction of these regulations.
2. Assaults or physical injury occurring on school grounds and facilities at school-sponsored activities, events, and functions are included within the jurisdiction of these regulations.
3. Assaults or physical injury occurring outside school hours, off school grounds and facilities, and away from school sponsored activities, events, and functions, but directly related to causes or events which occurred or originated on school grounds or facilities are included within the jurisdiction of these regulations.
4. Assaults or physical injury occurring off school grounds and facilities but while the student is enroute between home and school are included within these regulations.
5. Self-defense or action taken on the reasonable assumption the action was necessary to protect self or another is considered "defensible" under these regulations.
6. It is the responsibility of any student involved in a case of assault or physical injury to provide reasonable evidence that such action was not taken without adequate excuse or justification.
7. Justifiable use of force includes situations in which the student's use of force is not blameworthy but was taken in self-defense or to protect another person from physical injury.

**9/15/99 (Revised)**



**\*Firearms and Weapons**

**3325-P**

- (1) Any student who is determined to have carried a firearm onto, or to have possessed a firearm on, school premises, school-provided transportation, or at areas or facilities where school-sponsored activities are taking place shall be expelled from school for not less than one year. The superintendent may modify the expulsion on a case-by-case basis.
- (2) Any student found to be in violation of any prohibition in this policy other than the "firearms" prohibition may be expelled, subject to applicable due process.
- (3) School officials will search the locker of a student if there are reasonable grounds to suspect that the student has illegally possessed a fire-arm in violation of RCW 9.41.280.
- (4) The school district will notify law enforcement authorities and the student's parent or guardian of any allegation or indication of violation of this policy.
- (5) Any violation of Policy 3325 may justify an emergency expulsion in addition to other appropriate disciplinary action.
- (6) Any student found to have displayed a firearm look-alike in a malicious way may be suspended or expelled for up to one year.

**Exceptions:**

The prohibitions in this policy shall not apply to the following:

- (a) A person engaged in law enforcement or authorized school district security activities;
- (b) A person involved in a showing, demonstration, or lecture, or firearms safety course authorized by school authorities in which the firearms of collectors or instructors are handled or displayed;
- (c) A person who possesses nun-chu-ka sticks, throwing stars, or other dangerous weapons to be used in martial arts classes authorized to be conducted on the school premises;
- (d) A person who is participating in a firearms or air gun competition approved by the school or school district;
- (e) A person who has been issued a license under RCW 9.41.070, only while picking up or dropping off a student;
- (f) A person legally in possession of a firearm or dangerous weapon that is secured within an attended vehicle or concealed from view within a locked unattended vehicle while conducting legitimate business at school.

**\* 9/15/99 (Revised)**



**\*Pregnant Students**

**3327.1-P**

A pregnant student shall be encouraged to complete her education and the school staff and principal shall provide reasonable options that will help her achieve this goal.

A pregnant student shall be treated like any other student who has a temporary disability.

School personnel shall encourage a pregnant student to continue her education within the regular program whenever possible.

A student who chooses not to remain in the regular classroom programs, however, shall have the option of requesting whatever home-study programs that may be available, or of enrolling in any special in-school programs for pregnant students. Or, she may choose to request a leave of absence.

A pregnant student will be expected to follow existing attendance policies and to fulfill course requirements, except when extenuating circumstances may dictate exceptions, or when individual staff members are able to provide alternative requirements.

School personnel should make every attempt to provide options to help a pregnant student complete her education, but they shall not be required to go beyond reasonable limitations.

A pregnant student shall have all rights and responsibilities the same as a non-pregnant student in participating in extra-curricular activities.

**Search and Seizure**

**3327.2-P**

General search of school property can be conducted at any time without notice as authorized by the building principal if he has reasonable cause to believe that the student lockers or other intended object of the search is being used for some purpose inconsistent with school policy, regulation or rule.

Firearms or other dangerous weapons or other possessions that could reasonably be determined to be a threat to the safety or security of others shall be seized by school authorities and transmitted to the proper law enforcement agency.

Items of personal property shall be removed from the possession of a student when the school authority has reason to believe possession of such item constitutes a crime, rule violation, or a danger to the student or others in the school community. In such instances, the appropriate law enforcement agency shall be involved as deemed proper by the building administrator.

Items used to disrupt or interfere with the educational process may be removed from the student's possession temporarily.

**\*9/20/78 (Adopted)**



Pupils in attendance of the school district shall be subject to the following health regulations:

1. Exclusion of pupils who exhibit symptoms of contagious or infectious diseases is within the authority of the principal, either with or without the nurse's recommendation. The nurse may assume this authority in case of the principal's absence, in which event, she leaves a memorandum of action taken. When children are sent home parents should be notified to ensure adult supervision and care upon arrival.
2. Readmission of pupils after absence due to contagious disease is the principal's responsibility. When a child is presented for readmission after having had a contagious disease, it should be ascertained: (1) whether there are remaining signs of the disease; (2) if the child has been released from quarantine by the appropriate health department. (RCW 28.210.010)



**\*Administration of Oral Medication at School**

**3411-P**

1. Oral medications will be administered at school only when it has been determined that it is absolutely necessary to do so, and a written, current and unexpired request has been received as follows:
  - a. Parent or legal guardian, and
  - b. A licensed physician or dentist who states there is a valid health reason. (To include a licensed physician's assistant, or a certified pediatric or family nurse practitioner working under the direction of a physician whose name is to be stated.)
2. Authorization for the administration of the prescribed medication is good for the current school year only.
3. The building principal or his/her designee shall review the request for medication to be given at school and contact the parent or guardian, or physician or dentist prescribing medication, for additional information if necessary.
4. The building principal or his/her designee shall examine medication to determine that it appears to be in the original container and is properly labeled.
5. The medication shall be kept in the original container in a safe, locked area at school.
6. The building principal shall designate the staff members who are authorized to give the medication at school, and insure that they are trained and supervised in medication administration procedures by a licensed professional.
7. Records will be kept in the school of the date, time, and dosage of each administration of medication, along with the initials of the adult staff member administering the medication.
8. School district employees who administer medication according to the policy and in substantial compliance with the dosage prescribed by the student's physician or dentist, and parent or guardian shall be immune from liability.
9. The administration of medication may be discontinued by the school staff at the discretion of the building principal or his/her designee, provided that oral or written notice is given to the parent or guardian in advance of the date of discontinuance.
10. If a request for administration of medication is terminated by the physician, dentist, building principal, or parent/guardian, the remaining dosage shall be collected from the school by the parent/guardian; otherwise, the parent or guardian may authorize its destruction. This action is to be performed within two (2) school business days of the request for termination.
11. A record of disposition of the medication shall be made on the student's medication card. The record of administration of medication for the student shall be placed in his/her permanent file at the end of the school year.  
Legal Reference (Chapter 195, Laws of 1982, State of Washington; RCW 28A.210.260; RCW 18.71.88)

**3/24/84 (Adopted)**



**\*Administration of Prescribed Injectable Medication at School**

**3411.01-P**

Medication will be administered by injection by a staff member at school only upon parental request. The parental request shall contain the following information:

1. Statement that the student is subject to developing a sudden life-endangering situation which will necessitate the use of prescribed injectable medication;
2. That the parent or guardian has obtained the necessary prescribed medication from a licensed physician and provided this medication to the school;
3. That the parent or guardian gives permission to the trained staff of the school district to give the medication when it becomes necessary;
4. The name and telephone number of responsible persons (including themselves) to notify in case of emergency;
5. The name and telephone number of the doctor prescribing the medication or doctor to be called who will subsequently attend the patient;
6. That the parent or guardian will be responsible for expenses incurred (i.e., ambulance, emergency room) if necessary;
7. That the parent or guardian will not hold the school district or its employees responsible for any untoward reactions when the medication is administered in accordance with physician's directions accompanying the medication.

Attached to the prescribed injectable medication kit must be written, current and unexpired statement which includes:

1. Name of student
2. Name of medication;
3. Prescribed dosage, and, when kit contains multiple medication, the sequence and time element involved for administration.

Prescribed injectable medication authorizations are good for the current school year only.

The building principal or his/her designee shall review the request for medication to be given at school and contact the parent or guardian, or physician prescribing medication, for additional information if necessary.

The building principal or his/her designee shall examine to determine that medication appears to be in the original container and is properly labeled.

The medication shall be kept in the original container in a safe, locked area at school.

The building principal shall designate the staff members who are authorized to give the injectable medication at school, and insure that they are trained and supervised in medication administration procedures by a licensed professional. A list of those employees who are qualified to administer injectable medication shall be kept current in each school building, preferably in the office and health room.



**Sumner School District**  
*...a great place to learn!*

## **Regulations & Procedures**

### **\*Administration of Prescribed Injectable Medication at School -- 3411-P -- (cont'd)**

Records will be kept in the school of the date, time and dosage of each administration of medication, along with the initials of the adult staff member administering the medication.

School district employees who administer medication according to the policy and in substantial compliance with the dosage prescribed by the student's physician shall be immune from liability.

The administration of medication may be discontinued by the school staff at the discretion of the building principal or his/her designee, provided that oral or written notice is given to the parent or guardian in advance of the date of the discontinuance.

If a request for administration of medication is terminated by the physician, building principal, or parent/guardian, the remaining dosage shall be collected from the school by the parent/guardian; otherwise, the parent/guardian may authorize its destruction. This action is to be performed within two (2) school days of the request for termination.

A record of the disposition of the medication shall be made on the student's medication card. The record of administration of medication for the student shall be placed in his/her permanent file at the end of the school year.

Legal Reference: RCW 18.71 and RCW 18.

**4/11/84 (Adopted)**



**\*Sending a Student Home During the Day**

**3411.1-P**

1. The principal or designee may send a student home for illness or a disciplinary violation in accordance with these policies and procedures.
2. If the principal or designee wishes to send a student home because the student is ill or has been involved in a serious disciplinary violation, the principal or designee shall, by telephone, advise the student's parent or guardian of the school's action and request that arrangements be made for an authorized person to come to school and accept the student.
3. If the parent/guardian or designee is unable to come for the student, the principal shall provide transportation to the student's place of residence, provided a responsible person is present at that place to receive, supervise, and care for the student.
4. If the principal is unable to reach the parent/guardian or designee, the student must remain on school property until school is dismissed unless a law enforcement agency is involved and has reason to assume responsibility for the student.
5. Notwithstanding the above requirement that a student be released only to the parent, the principal may order students to leave the grounds immediately when faced with mass violation of school rules and regulations. In such situations it is not possible to keep the student on the grounds; however, distance from home and the age and sex of the individual child may require the principal to keep the student at school until the parent or guardian can be reached or until the regular time for school dismissal.
6. To eliminate any liability for injuries sustained by the unescorted or unsupervised student ordered to leave the school premises during the school day, and to avoid school responsibility for any further acts of the student after being sent home, it is strongly recommended that the parents be asked to call for the student at school or that the student be delivered to the parent by a school employee.
7. If the parent cannot be notified that a student is being sent home, the student must be placed on the status of "in-school dismissal" and required to remain in school until the end of the school day. The student can be segregated from other students by the principal but should be placed under the supervision of an authorized school employee.
8. On rare occasions involving violence or serious violation of law, a student may be released into the custody of the police after suspension; however, in such cases an effort will be made to contact the student's parent or guardian or a designee prior to release of the student to a law enforcement agency.



**\*Prevention of Disease Transmission in Schools**

**3415-P**

The Sumner School District recognizes the responsibility of upholding Washington State guidelines for control and reporting of persons who have or have been exposed to transmissible diseases, and for its staff to consult with the Pierce County Health Department for specific measures to be used in handling individual cases, including exclusions.

The district will follow the guidelines established by the office of the Superintendent of Public Instruction in the Infectious Disease Control Guide for School Staff regarding control of spread and exclusion from school of students with a variety of viral or bacterial communicable diseases.

The principal and/or supervisor has final responsibility for enforcing the regulations and procedures regarding the prevention of disease transmission in schools.

**Procedures Related to Acquired Immune Deficiency Syndrome (AIDS)**

The following procedures apply to persons who do not have symptoms but have antibodies to HTLV III/LAV (human T-cell lymphotropic virus Type III/LAV) in the bloodstream; persons who have an illness due to infection with the virus but who do not meet all of the criteria for diagnosis as a case of AIDS (called ARC - AIDS-Related Complex); and persons with active symptoms of AIDS as defined for case-reporting procedures.

**Students:**

- 1.0 Upon identification of a student by a competent medical authority as having tested positive for the AIDS virus, the procedures below shall be followed:
  - 1.1 The student shall be excluded from school pending the determination of the AIDS Review Committee as provided for in 1.2 below.
  - 1.2 The superintendent will immediately appoint an AIDS Review Committee which will have the responsibility for reviewing and recommending schooling options for such students. During the time of the student's exclusion while the committee is reviewing schooling options, the student's education shall not be adversely affected. The AIDS Review Committee will be composed of the following membership: (a) the student's physician; (b) the parents or guardians of the student; (d) the principal of the school or program in which the student is enrolled; (e) the school district health coordinator; (f) a teacher from the educational setting; and (g) a physician with expertise in AIDS.

**8/10/88 (Adopted)**



## **Regulations & Procedures**

### **Prevention of Disease Transmission in Schools -- 3415-P (cont'd)**

- 1.3 The AIDS Review Committee is responsible for: (a) assessing the risks and benefits to both the infected student and to others; (b) determining what precautions, if any, must be taken to assure no risk to others; (c) determining alternative educational instruction necessary if classroom placement is not possible.

In making the determination, the Review Committee shall consider: (a) the behavior, neurological development and physical condition of the student; (b) the expected type of interaction with others in the school setting; and (c) the impact on both the infected student and others in that setting.

- 1.4 The AIDS Review Committee must review the case and recommend school placement to the superintendent in as short a time frame as possible.

#### **Employees:**

- 2.0 Upon identification of an employee by a competent medical authority as having tested positive for the AIDS virus, the procedures below shall be followed:
- 2.1 The employee shall be excluded from the workplace in a leave with pay status pending the determination of the AIDS Review Committee as provided for in 2.2 below.
- 2.2 The superintendent will immediately appoint an AIDS Review committee to determine whether a school employee who has tested positive for the AIDS virus should be permitted to remain employed in a capacity which involves contact with students or others. The AIDS Review Committee should be composed of: (a) the employee's physician; (b) the employee and/or his or her representative; (c) the employee's supervisor; (d) the school district health coordinator; (e) the school district personnel administrator; and (f) a physician with expertise in AIDS. In making this determination, the team shall consider: (a) the physical condition of the school employee; (b) the expected type of interaction with others in the school setting; and (c) the impact on both the infected school employee and others in that setting.
- 2.3 The AIDS Review Committee must review the case and make employment recommendations to the superintendent in as short a time frame as possible.
- 2.4 If the employment of an infected school employee is discontinued, said school employee shall be entitled to use any available medical leave and receive any available medical/disability benefits.

**8/10/88 (Adopted)**



**Physical Examinations and Immunizations**

**3414-P**

1. All children entering school for the first time in kindergarten or first grade shall have had a physical examination by a licensed practitioner within the past year, or shall obtain such an examination within ninety days of admission.
2. All pupils entering seventh grade, and all pupils new to the Sumner School District in the eighth, ninth and tenth grades shall have had a physical examination within the past year, or shall obtain such an examination within ninety days of admission. (This rule may be waived upon the receipt of the written objection of the parent or guardian.)
3. All pupils who turn out for athletics must secure a physical examination before the first practice session and after July 1. These exams will be given by private practitioner at his office at regular or reduced cost. Form for completion by parents and physicians are available at the school office.
4. All children entering Sumner Public Schools in the kindergarten or first grade must provide evidence of adequate immunization against preventable communicable disease such as diphtheria, pertussis, tetanus, poliomyelitis, measles, and smallpox, or must obtain immunization within six months. Booster shots at proper intervals of time are encouraged.
5. All students are expected to have adequate immunization against preventable communicable diseases such as diphtheria, pertussis, tetanus, poliomyelitis, measles, and smallpox. (The regulations regarding immunization may be waived upon receipt of written objection of the parent or guardian.)

**Junior Safety Patrol**

**3422-P**

1. The Junior Safety Patrol shall be under the direction of the principal of the building in which it is organized.
2. The principal shall cooperate with the city police departments and the State Patrol in the operation of the School Safety Patrol.
3. Either girls or boys may be selected for the Junior Safety Patrol.
4. Absence from classes for the purpose of performing the duties of a patrolman shall be allowed.
5. Equipment, badges and supplies:
  - a. Providing equipment, badges and supplies for the Junior Safety Patrol shall be the responsibility of the building principal.
  - b. The consent of the parents must be given in writing before a child can be assigned to take part in the Junior Safety Patrol.
  - c. The school district will provide accident insurance for each member of the Junior Safety Patrol at no cost to the pupil.



**Precautionary Measures**

**3423-P**

1. Strangers before entering the building must satisfy the principal or his/her designee that they are on official business.
2. Credentials shall be demanded by the principal from any person representing an organization who seeks interviews with pupils; the organization should have official sanction from the superintendent's office.
3. Definite identification shall be made of any person who seeks to confer with a child in school, or remove a child from the building, or who telephones or leaves directions as to where a pupil should meet another person. All requests for early dismissal shall be referred to the principal.
4. Request for permission to take a child from school or other privileges which are made by separated parents shall be referred either to the home in which the child is living or to the superintendent, unless there is positive knowledge that the person making the request has legal custody of the child.
5. Whenever possible, the law enforcement agency will contact the main office of the school by telephone to inform the principal or his/her designee of a planned visit and advise the administrator of the nature and circumstance of the visit.
6. Upon arrival at the school, except in cases of "hot pursuit" the police officer shall first call upon the principal or his/her designee and request permission to interview the pupil.
7. Interviews with children by law enforcement officers or other officials shall, in all matters of serious importance, be held with the principal or his/her designee present, and a parent present, when possible, during all interviews. When female students are involved a female faculty member should be involved in the absence of the mother or a policewoman.
8. In situations where the commission of a criminal offense has occurred in the presence of the police, the police have the legal right and responsibility to take direct and unhindered action whether it be in the school or other location. The principal or his/her designee shall be notified of the action taken as soon as possible.
9. In the event it becomes necessary to make apprehension during school hours, the police officer shall contact the principal or his designee to have the child summoned to the principal's office or other suitable semi-private location before being released from the school into the custody of the police.
10. Police shall not make an arrest in the classroom except in cases of "hot pursuit" or "on view arrest" or upon the request of the principal.
11. The school shall record the name and organization of the officer, the time of departure, the juvenile court quarters, and the offense for which the apprehension was made.
12. When police authorities remove a student from the building as when making an arrest, school authorities will notify the child's parents.



**Regulations & Procedures**

**Precautionary Measures - 3423-P -- (cont'd)**

13. The following offenses shall require notification of the appropriate law enforcement agency:
- a. Assaults involving the use of weapons, or recurring patterns of simple assault;
  - b. Reports of knives, firearms, ammunition, blasting caps, or any other weapons or explosives being brought to school;
  - c. Drinking and narcotic offenses;
  - d. Indecent assaults with the intent to ravish;
  - e. Rape or assault with the intent to ravish;
  - f. Morals offenses (pornography, exhibitionism, etc.);
  - g. Organized gambling (numbers and pools);
  - h. Display of large sums of money, jewelry, not usually in the possession of school children;
  - i. Criminal neglect or abuse of child;
  - j. Adults loitering on or near the school grounds at time pupils are going to and from school;
  - k. Unknown persons parked near schools at time pupils are going to and from school;
  - l. Telephone threats made to school personnel;
  - m. Arson or suspicion of arson;
  - n. Observation of reckless driving and traffic hazards endangering lives of school children;
  - o. Rumors or observations of any gang rivalries or activities;
  - p. Reports of incest or sexual exploitations;
  - q. Evidence of threats or intimidation or extortion;
  - r. Larcenies.
14. The following law violations occurring outside of normal school hours shall require notification of appropriate law enforcement agency:
- a. Burglaries and any burglary attempts of school buildings;
  - b. Malicious mischief.



**\*Child Abuse**

**3425-P**

It is necessary that a uniform system be observed for the reporting and follow up of child abuse. Without such, the mandatory reporting requirements of the law and the needs of children may not be met.

Regulations:

1. When any district employee, practitioner, professional school personnel, registered or licensed nurse, social worker, or psychologist, has reasonable cause to believe that a child has suffered child abuse or neglect, he/she shall report such incident or cause a report to be made to the proper law enforcement agency or to the Child Protective Service (CPS). In all cases, the person making the report shall inform his/her principal/supervisor after making the report.
2. An immediate oral report shall be made by telephone or otherwise to the proper law enforcement agency or to Child Protective Services and shall be followed by a report in writing. Such reports shall contain the following information, if known:
  - a. the name, address and age of the child;
  - b. the name and address of the child's parents, step-parents, guardians or other persons having custody of the child;
  - c. the nature and extent of the child's injury or injuries;
  - d. the nature and extent of the neglect of the child;
  - e. the nature and extent of the sexual abuse;
  - f. any evidence of previous injuries, including their nature and extent;
  - g. any other information which may be helpful in establishing the cause of the child's injuries and the identity of the perpetrator or perpetrators.

Procedures:

These procedures are based on RCW 26.44 and may change to reflect the changes in the law.

1. In meeting the requirements of the law, the principal or program administrator will be the person with the responsibility to make the report. However, this duty may be designated to or assumed by an appropriate person such as counselor, nurse, social worker, teacher, etc. The person who suspects that abuse or neglect has occurred is responsible for insuring that the report has been made.
2. A record of each report shall be retained by the school district.
3. Recognizing that a possible conflict exists between the child abuse reporting stature and laws governing confidentiality between counselors and students in certain circumstances, the attorney general's office has offered the opinion that the reporting requirement of RCW 26.44 must still be met, since failure to comply is a misdemeanor. It has further been determined that compliance with the requirements of the child abuse reporting statute will not conflict with the rights of parents to privacy or confidentiality of records. School personnel who report in good faith are not subject to civil or criminal liability.



**Child Custody**

**3426-P**

1. Any legal document pertaining to child custody which may involve the school will be filed with the building principal.
2. The adult who enrolls the students will be presumed to be the parent or legal guardian of the student for school purposes, unless a legal order to the contrary is presented to the school.
3. Custody rights granted in other states will be respected in the absence of conflicting decrees of Washington courts or the courts of another state.
4. A natural parent who does not have custody rights will be allowed access to school records consistent with district record procedures, unless there is a legal order on file denying such right.
5. An individual, including the child's natural parent, who does not have custody rights, will not be permitted personal access to the student at school nor permitted to remove the student from school without the signed written consent of the responsible parent or guardian.
6. Inquiries by telephone or letter related to school records of students, including their whereabouts, enrollment, attendance, non-attendance, discipline, grades, or test scores, will not be answered unless the identity of the inquirer can be established as one who is authorized to receive such information. Any questions regarding authorization of any individual will be referred to the superintendent's office.
7. Inquiries from law enforcement agencies not having jurisdiction within the Sumner School District attendance area will be referred to the local law enforcement agency of proper jurisdiction.
8. A student will be enrolled in official school records by legal name, although he/she may be unofficially known in the school by another name designated by the responsible parent or legal guardian. Court orders regarding official or unofficial naming of children in the school will be honored.



**Interview and Apprehension of Students**

**3428-P**

Regulations:

1. Normally, school authorities will deal with disciplinary problems, misconduct, insubordination, and violation of school rules on property.
2. Petty incidents will not be reported to the department unless police assistance is desired.
3. The police department is charged with the responsibility for the protection of children going to and from school.
4. The police department is charged with responsibility for investigating violations of law and, therefore, have jurisdiction in investigating all such offenses.
5. In the best interests of responsible administration and for the protection of the student body, teaching and administering staff, and the community, the following types of offenses occurring during school hours on school property or at school sponsored activities or events will be reported to the appropriate law enforcement agency for investigation. (ALL such information received by the police from school personnel shall be regarded as confidential.)
  - a. Assaults involving use of weapons or recurring patterns of simple assault.
  - b. Reports of knives, firearms, ammunition, blasting caps, firecrackers, and any other weapon or explosive being brought to school. (See Policies 3310 and 3423)
  - c. Drinking and narcotic offenses. (See Policies 3320.3, 3320.4, 3310)
  - d. Indecent assaults on students.
  - e. Rape or assault with intent to ravage.
  - f. Morals offenses (pornography, exhibitionism, etc.)
  - g. Organized gambling (numbers and pools).
  - h. Display of any large sums of money or jewelry not usually in the hands of students.
  - i. Criminal neglect or abuse of children (see Policy 3425).
  - j. Adults and non-students loitering on or near schools at times when students are going to and from school. (See Policy 3336).
  - k. Unknown persons parked near schools at times when students are going to and from school (see Policy 4336).
  - l. Telephone threats made to school employees or students.
  - m. Arson or suspicion of arson. (See Policy 3324)
  - n. Reckless driving and traffic hazards endangering the lives of school children. (See Policy 3320.9)
  - o. Incest or sexual exploitation (See Policy 3310, 3425)
  - p. Evidence of threats or intimidation or extortion (See Policy 3310.)
  - q. Gang rivalries or activities (See Policies 3310., 3324, 3324.1/.2/.3)
  - r. Larceny. (See Policies 3310, 3324.1)



**Regulations & Procedures**

**Interview and Apprehension of Students -- 3428-P - (cont'd)**

6. Appropriate law enforcement agencies will be officially notified of the following kinds of violations or potential violations which may occur or are intended to occur at a time other than during normal school hours. The list is not intended to be inclusive.
  - a. Burglaries and attempted burglaries at school buildings. (See Policy 4336)
  - b. Malicious mischief and school vandalism. (Policy 3324)
  - c. Arson and attempted arson on school property. (See Policy 3324)
  - d. Malicious telephone calls. (See Policy 3310)
  - e. Disorderly or destructive groups enroute to and from school. (See Policies 3310, 3324, 3324.2/.3)
  - f. Trespassing on school property. (See Policy 4336)
  - g. Children being molested or solicited for rides with strangers.
  - h. Assault to and from school. (See Policies 3310, 3324.2/.3)
  - i. Exhibitionism. (See Policies 3423, 3310)
  - j. Reports from parents that their child or children have not returned home from school at the usual time.



**Complaint and Grievance Procedures**

**3429-P**

The following grievance procedure is provided for the use of district employees, students, or parents of students.

1. The District's Title IX Compliance Officer shall investigate all allegations of sex discrimination.
2. Upon receipt of a complaint, the complainant and the designated employee shall meet with the appropriate supervisor in order to attempt to resolve any allegations of sex discrimination.
3. If the complainant remains aggrieved, and in order for the allegations to continue to be grievable under this policy, all allegations of sex discrimination shall:
  - 3.1 Be written on the sex discrimination inquiry form provided by the district;
  - 3.2 Be signed by the complaining party;
  - 3.3 Set forth specific acts, conditions, or circumstances alleged to be in violation of the district's obligations in regard to sex discrimination;
  - 3.4 Be filed as soon as possible if the allegations relate to existing conditions or circumstances;
  - 3.5 Be filed within thirty (30) days of the allegations relate to a specific act.
4. Upon completion of the investigation, the compliance officer shall provide the superintendent or his/her designee with a full written report of the complaint and the results of the investigation unless the matter is resolved to the satisfaction of the complaining party prior to the submission of a full written report.
5. The superintendent or his/her designee shall respond in writing to the complaining party within thirty (30) calendar days following receipt of the sex discrimination inquiry form by the school district.
6. The response by the school district shall state either:
  - 6.1 That the school district denies the allegations contained in the complaint received; or
  - 6.2 That corrective measures deemed necessary to eliminate any such act, condition or circumstances within the district have been determined, with an accompanying statement of the nature of these measures.
7. Any corrective measures deemed necessary shall be instituted within thirty (30) calendar days following the superintendent or his/her designee's mailing of a written response to the complaining party.
8. The complaint procedure shall not prohibit the processing of grievances by an employee bargaining representative and/or member of a bargaining unit pursuant to grievance procedures established by the school district level of the local bargaining agreement.



## **Regulations & Procedures**

### **Complaint and Grievance Procedure -- 3429-P -- (cont'd)**

9. In the event a complainant remains aggrieved after the superintendent or his/her designee has responded, said complainant may appeal to the Board of Directors by filing a written notice of appeal with the secretary of the Board of Directors on or before the tenth day following:
  - 9.1 The date upon which the complainant received the superintendent or his/her designee's response; or
  - 9.2 The expiration of the thirty (30) day response period provided in section 5 above, whichever occurs first.
10. Upon receipt of an appeal, the Board of Directors shall schedule a hearing to commence on or before the twentieth day following the filing of a written notice of appeal.
11. Both parties shall be allowed to present such witnesses and testimony as the Board deems relevant and material.
12. The Board of Directors shall render a written decision on or before the tenth day following the termination of the hearing and shall provide a copy to all parties involved.
13. In the event a complainant remains aggrieved with the decision of the Board of Directors in connection with any matter, which if established, would constitute a violation of any provisions of Title IX, the complainant may appeal the Board's decision to the Department of Health, Education and Welfare.
  - 13.1 A notice of appeal must be received by the Department of Health, Education and Welfare, Office of Civil Rights, on or before the twentieth day following the date upon which the complainant received written notice of the Board of Directors' decision.
  - 13.2 A notice of appeal must be in writing and must set forth (a) a concise statement of the portion or portions of the Board of Directors' decision which is appealed from and (b) the relief requested by the complainant/appellant.



**\*Associated Student Body Organizations**

**3510-P**

1. Each secondary principal shall designate a staff member as the primary advisor to the ASB and assure that all groups affiliated with the ASB have an advisor assigned to assist them. Advisors shall have the authority and responsibility to intervene in any activities that are inconsistent with district policy, ASB standards, student safety, or ordinarily accepted standards of behavior in the community. When in doubt, advisors shall consult the principal regarding the propriety of proposed student activities.
2. Each ASB shall prepare and submit an annual budget for the support of the ASB program through the principal to the Board for approval.
3. The ASBs in the schools of the district shall operate within the following guidelines:
  - 3.1 ASBs are mandatory in secondary schools with the approval and under the supervision of the district. The School Board has authority over ASBs. ASBs are subject to the same fiscal laws as the district, including accounting procedures, budgets and warrants.
  - 3.2 Financial Operations
    - The district shall have an ASB fund budget approved by the School Board.
    - All ASB money shall be accounted for, spent, invested and budgeted the same way as other public money.
    - Disbursements may be made either by warrant, imprest bank accounts or petty cash funds.
    - ASB purchases in excess of \$15,000 must comply with state bid procedures.
    - All property acquired with ASB moneys becomes property of the school district.
    - Those portions of ASB moneys which constitute bona fide voluntary donations, and are identified as donations at the time of collection or fund-raising activity, may be expended as gifts or grants for charitable or scholarship purposes.
    - ASB funds may not be used for gifts to individuals for private benefit; however, canned food collections, gifts to the needy or support for an exchange student are allowed.
  - 3.3 Student Fund-Raising Activities

Solicitation of funds from students, staff and citizens must be limited because students are a captive audience and because solicitation might disrupt the program of the schools. Solicitation and collection of money by students for any purpose including the collection of money in exchange for tickets, papers, magazine subscriptions, or for any other goods or services for the benefit of an approved school organization may be permitted, providing that the instructional program is not substantially adversely affected, and providing that proper legal and policy guidelines are followed.

\* 2/12/03 (Revised)



**\*Associated Student Body Organizations, cont.**

**3510-P**

4. Guidelines for student fund-raising activities are as follows:
  - Student participation must be voluntary.
  - The fund-raising activity must be such that it is not likely to create a poor public relations image for the district.
  - Fund-raising activity efforts must not substantially interfere with the educational program.
  - Fund-raising activities conducted by Associated Student Bodies, or sub-groups thereof, must conform to the district ASB accounting requirements. All expenditures of ASB funds must be approved by the ASB.
  - Fund-raising activities conducted by outside groups (including parent groups) must not involve the official student body organizations and must not utilize district materials, supplies, facilities or staff unless reimbursement is made.
  - Official parent groups are encouraged to sponsor fund-raising activities and donate the money to the Associated Student Bodies.
  - All legal procedures must be followed, e.g., permits obtained when required.
5. The following fund-raising activities may be permitted, providing that they do not substantially interfere with the school day:
  - Sales of goods (candy, T-shirts, magazines, etc.)
  - Car washes, school supplies, rummage and garage sales
  - Paper drives, bottle drives, etc.
  - Carnivals when organized and supervised by the school and/or the recognized parent group
  - Skating and bowling parties
  - Bandathons, bikeathons, and walkathons
  - Ball games, athletic contests
  - Talent, variety, musical, and drama productions (after school hours)
  - Dances
  - Any major fund-raising activity that is not listed above must have prior administrative approval.
6. It is expected that there will be adequate adult supervision, liability protection, and insurance protection for participants and facilities included in the contract for all activities.
7. Fund-raising activities with revenues/expenditures in excess of \$25,000 must be submitted by the principal to the Superintendent for approval. Application for approval must include the sponsoring group, the proposed activity, the manner in which the money is to be collected, and the purpose.

*Legal References: RCW 28A.325.020 Associated Student Bodies – Powers and responsibilities affecting RCW 28A.325.030 Associated student body program fund – Created – Source of funds – Expenditures – Budgeting – care of other moneys received by students for private purposes; WAC 392-138-030 Powers – Authority and policy of Board of Directors; WAC 392-138-020 (2) Powers—Authority and policy of Board of Directors*

**\* 2/12/03 (Revised)**



**STUDENT FUNDRAISING FOR CHARITABLE PURPOSES**

8. Charitable fund-raising can be defined as an official, organized effort by student groups to raise money for donation to a specific group, individual or cause.
9. Each charitable fund-raiser must be pre-approved by the building principal.
  - 9.1 Approval of the type of activity must be documented on the Fund-raising Activity Form.
  - 9.2 The intended beneficiary must be identified on the Fund-raising Activity Form (attached) at the time of pre-approval.
  - 9.3 The principal will take reasonable steps to insure that the proposed beneficiary is a legitimate charitable organization or cause.
10. The fund-raiser must follow all Sumner School District guidelines for fund-raising.
  - 10.1 Money, inventory and other assets must be secured.
  - 10.2 Appropriate record keeping forms must be used document details of the event.
  - 10.3 Money must be deposited according to district guidelines.
  - 10.4 A financial summary must be completed at the end of the event.
11. Charitable fund-raising is a private activity and district funds cannot be used to offset, front-fund or pre-pay expenses.
  - 11.1 All expenses, including start up costs, must be paid from the proceeds of the fund-raiser or by donation.  
NOTE: Reimbursements following the event are allowable if proceeds are sufficient to cover the amount.
  - 11.2 The district shall withhold an amount (or otherwise be compensated) for the direct cost of its services when appropriate.
12. Supporters and prospective customers of the fund-raiser must be notified of the intended use of the proceeds, and informed that the proceeds are not ASB funds, but will be held in trust by the district exclusively for the specified purpose(s).
  - 12.1 Notification can be on a sign, posted in plain view of where money is exchanged; on preprinted cards that are handed out at the time of a transaction; or affixed to the back of tickets or receipts.
  - 12.2 The following language must be used for notification.

*“Proceeds from this event will be donated to \_\_\_\_\_. Funds collected are not Associated Student Body (ASB) funds, but will be held in trust by the Sumner School District exclusively for the specified purpose.”*



**\*Associated Student Body Organizations, cont.**

**3510-P**

13. Money must be deposited to the ASB fund. A unique, site-defined code in the 6000 series of accounts must be used for each event.
14. Request for donation payment must be processed after completion of the fund-raiser.
  - 14.1 Copies of the receipts and/or deposits must be attached to the payment request as backup documentation and sent to the Accounting Department.
  - 14.2 The payment request may not exceed the amount indicated on the backup documents.

\* 2/12/03 (Revised)



**Sumner School District**  
*...a great place to learn!*

## **Regulations & Procedures**

### **\*Social Events**

**3530-P**

The following regulations shall apply to all social events sponsored by the Sumner Public Schools:"

1. All dances and parties must have the prior approval of the building principal.
2. Only one alumni dance may be permitted each year.
3. Students and student organizations may not sponsor public dances.
4. The principals shall draw up such rules and regulations as will guarantee the dances and parties are well chaperoned and in good taste.

**\* 5/9/79 (Adopted)**