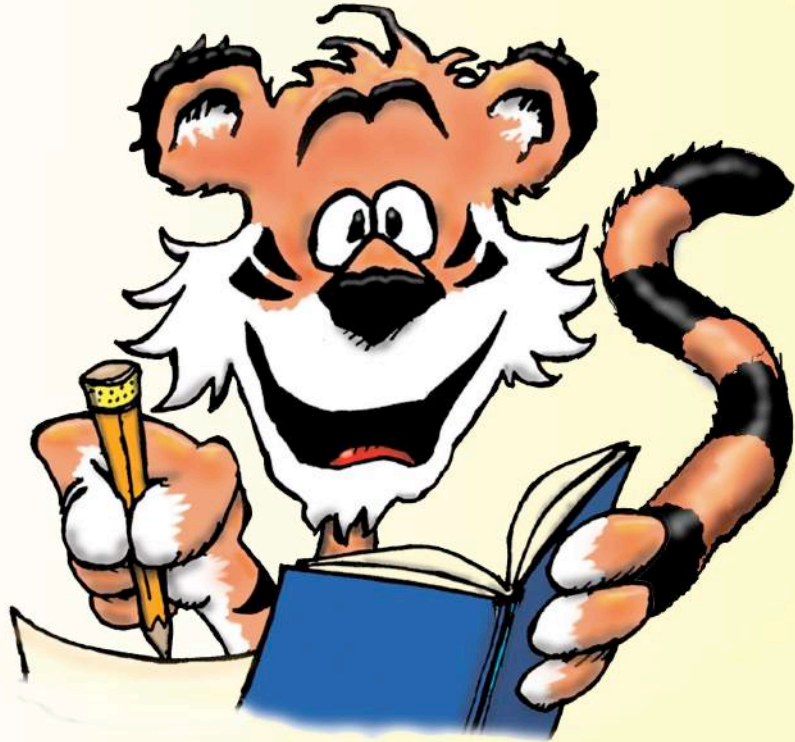


TENINO



ELEMENTARY

2014-15

Student Handbook

www.elem.teninoschools.org

Welcome To Tenino Elementary School!

The Tenino Tiger Staff eagerly awaits the opportunity to work alongside you and your "Tiger"! You will find this handbook an informative guide as we partner together in the educational process. It is our mission to grow our students to their potential. We thank you for the support and involvement in your child's academic progress. A stable and structured home environment will be essential to our success.

The administrative team, the Principal and Dean of Students, are available to field questions or concerns throughout the year by phone call, e-mail, or a personal meeting. We are looking forward to a great year!

Sincerely,

David Ford
Principal

Sincerely,

Heather McCarthy
Dean of Students

TELEPHONE INFORMATION

Tenino Elementary School	360-264-3700
Tenino Elementary Information Line	360-264-6603
Tenino Elementary School FAX	360-264-3738
Food Services	360-264-3616
First Student Transportation	360-264-4948
Special Services	360-264-3408
Tenino School District Office	360-264-3400
Tenino Elementary Web Site	www.elem.teninoschools.org

TENINO SCHOOL DISTRICT ADMINISTRATIVE OFFICE

Mr. Joe Belmonte, Superintendent
Mrs. Brenda Padgett, Business Manager
Mrs. Melody Bedford, District Secretary
Mrs. Terry Frasl, Payroll

BOARD OF DIRECTORS

Mr. Jim Cutler	Mr. Jeffery Copeland
Ms. Tammy Schroder	Mrs. Kasey Schiewe
Mrs. Trisha Claridge	

**TENINO ELEMENTARY SCHOOL
STUDENT HANDBOOK
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TENINO ELEMENTARY SCHOOL

VISION STATEMENT

Tenino Elementary School is a community of diverse learners working in a safe and caring environment. Students, parents, and staff are engaged in relevant learning through cooperation, mutual trust, and respect.

GOALS

We believe in staff and parents working together to provide opportunities for students to:

experience learning as fun, exciting, and challenging

learn responsibility, accountability, and self-discipline

gain academic, social, and study skills

develop skills to become life-long learners

value the innate worth of each individual

strive for continuous growth

recognize and celebrate successes

meet their potentials and provide evidence that students are at or

exceed grade level competencies.

TENINO ELEMENTARY STAFF

David Ford	Principal
Heather McCarthy	Dean of Students
Doris Penfield Judy, Goebel	Secretary Assistant Secretary State Assessment Manager Breakfast/Lunch Program
Rachel Peters Jill Stiles	School Nurse Health Room Secretary
Lori Morales	Library Assistant

THIRD GRADE

Renee Bottoms
Autumn Gunsolley
Caitlin Craig-Mickel
Angela Todd

FOURTH GRADE

Lisa Atchinson
Tim Edmonds
Marc Anderson
Hayley Pearce

FIFTH GRADE

Jared Hadaller
Kris Johnson
Laura Boyd
Karissa Cochran

READING AND MATH SUPPORT

Heather McCarthy
Vicki Agnew

SPECIAL EDUCATION RESOURCE ROOM

Candy Scheuffele

SPECIALIST

Karla Jensen, P.E.
Gary Witley, Technology & Music

PARA-EDUCATORS

Vicki Gubbe
Lori Morales
Gayle Vasser
Denise Rodriguez
Jenice Schuler
Martie Smith
Brigitte Nelson

TENINO SCHOOL DISTRICT STAFF

Joanne Mabbott, Executive Director of Student Services
Nick Cook, District Technology
Glenn Fleming, Maintenance
Brian Goldenstein, Custodian

DAILY SCHEDULE

(Subject To Change)

**TENINO ELEMENTARY SCHOOL IS OPEN TO STUDENTS AT 8:00 A.M.
BREAKFAST IS IN ROOM 18 FROM 8:00-8:18 A.M.**

DAILY SCHEDULE

8:00-8:20	Building Opens Students Enter By Outside Classroom Doors
8:20	Class Begins
10:00-10:10	Morning Recess
10:55-11:25	Lunch
11:40-12:10	Recess
1:40-1:50	Afternoon Recess
2:50	Dismissal

SCHOOL INFORMATION

ARRIVAL TIME:

Students should not arrive at school before 8:00 A.M. Due to supervising limitations and safety concerns, we ask all parents to avoid dropping students at school earlier than 8:00 A.M. Please do not park in the driveway when dropping off or picking up students.

ATTENDANCE INFORMATION

ABSENCE:

When your student is unable to attend school, please call the office by 9:00 A.M. You may leave a message on voice mail before or after office hours. Please give the student's name, teacher's name, and a reason for the absence. Washington State Law requires schools to report all absences as excused or unexcused. In order to excuse an absence, we must have contact with a parent/guardian. Please send a note or call us at 360-264-3700 if we have not made contact.

Excessive Absences: If a student is absent 20 school days either excused or unexcused, the school may require a note from a medical professional before excusing any further absences, and may also file a truancy petition with juvenile court. Please be sure to acquaint yourself with the state mandated attendance requirements. It is important for you to know that there are legal ramifications for students with excessive absences or tardies.

TARDY: It is important that children are in class for instruction at 8:20 A.M. If a student arrives after the school day has started, he/she is to report to the office and get a pass to enter the classroom.

PLANNED ABSENCE: Extended planned absences can have an adverse impact on student learning and should be limited during the school year as much as possible. Please send a written request to school and make arrangements for completion of all assignments that will be turned in upon return to school. **Please avoid planning events resulting in extended student absence during the assessment window during the months of April and May**

TRUANCY LAW:

Absences must be excused either by a phone call or by a note brought to the office when the student returns to school. After two unexcused absences in a month, the administration will request a parent conference. After seven absences in a month or ten unexcused absences in a school year, the administration is required to file a petition for truancy with Juvenile Court (RCW 28A-225.010).

PARENT/GUARDIAN-TEACHER COMMUNICATION

Effective communication between parents and teachers is extremely important as we work together to provide the best educational experience possible. The following are guidelines to consider when making contact with your child's teacher:

1. If you ever have any concerns regarding what is happening at school, call the school as soon as possible so that those concerns can be addressed. TES teachers want to provide the best possible learning experience and cannot address potential issues if not notified. Any concerns related to the classroom should be **FIRST** addressed with the classroom teacher before approaching the building principal. The best way to contact your child's teacher is via e-mail.
2. You may call the office (360-264-3700) to make contact with the classroom teacher or any staff member. You may also contact staff via the Tenino Elementary Web Site (www.elem.teninoschools.org).
3. Communication is an important part of the educational process and is sometimes necessary to meet the needs of students, teachers, and parents/guardians. Please call to set up an appointment. Drop-in visits cannot be accommodated. We respectfully require at least 24 hours notice so that teachers can be prepared when meeting with you about any concerns.

CHANGE OF ADDRESS/TELEPHONE:

It is very important that every student maintain up-to-date address and telephone number information at the school office. Please notify the school office immediately if you have a change of address, telephone number, or place of employment during the school year.

SECOND HOUSEHOLD INFORMATION

The office staff will gladly send non-custodial parents copies of report cards, newsletters, and other information upon request. Please call or come into our office with the name and address of the non-custodial parent to whom the information should be sent.

CUSTODY DOCUMENTATION:

Custody issues are an acute concern for safety of elementary children. In order to honor parent/guardian requests on this issue, Tenino Elementary School must have legal documentation on file. Without legal documentation, we cannot withhold information about, or **access** to your child from a biological parent. Please allow us to protect your child by providing us with current information.

CONFERENCES:

Parent/Guardian/Teacher conferences occur in the fall. Parents are asked to make a specific appointment with their child's teacher regardless of the progress of the child. For your convenience, conference times are available one evening of conference week or before school. Spring conferences will be held ~~April 1-3, 2013~~. You will receive a phone call from your child's teacher to set an appointment. These conference times are very valuable to the overall education of your child.

VOLUNTEERS

Tenino Elementary School considers its parent volunteers a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. All volunteers are required annually to complete the Tenino School District Volunteer Application form and provide a copy of their driver's license. **Forms are available in the office. Once you have a volunteer assignment, please sign in at the office and pick up your volunteer/visitor identification tag.** Training is required for volunteering with some school programs. **We require that student dress code rules are followed and all cell phone ringers be turned off while in classrooms to minimize disruptions.**

TENINO COMBINED PTSA

Tenino school district has an active Parent, Teacher, and Student Association. You may contact the office for further information.

CLASSROOM STRUCTURE SUPPORT

HOMEWORK:

Homework/class work is intended to support student learning. If the student chooses not to finish the work a teacher may request the student to complete the work during recess in the learning center. A repeated pattern may result in a request for a meeting with parents to develop a plan of support for work completion.

PETS:

Due to student allergies we do not allow reptiles, or any pets with fur or feathers in the classroom. All pet visits must be pre-approved by the teacher and/or principal.

CELL PHONES:

We understand that some parents provide cell phones to their children for safety concerns outside of school hours. Cell phones need to remain off and stored in backpacks. The phone will be confiscated if used or displayed. An office phone is accessible to all students and parents at the front desk.

LITERACY SPECIFIC TECHNOLOGY:

We understand that some parents will provide electronic readers for their students. The school cannot be responsible for lost or damaged devices. If the devices are used inappropriately they will be taken from the student and returned at the end of the day or release them directly to the parent.

TOYS:

Students are not to bring toys, playground equipment, electronic games, or personal items to school from home. This will prevent these items from being lost, broken, stolen, or traded. The school cannot be responsible for lost or damaged electronic devices or personal items. They can also interrupt learning in the classroom. The school will confiscate inappropriate items and will return them after school or release them directly to the parent.

BREAKFAST AND LUNCH PROGRAM:

Breakfast is served daily, except for late start days, from 8:00-8:18 in room 18. Hot lunch is served daily. Students eat their hot lunch or sack lunch in the classroom under the supervision of the teacher.

The purchase of breakfast and lunch for Tenino Elementary Students is set up on an automated meal account system. Money deposited into a student account may be used for breakfast, lunch, or milk. Each student is assigned a barcode number. Each time the student’s account is scanned; money is automatically deducted from the account. You can monitor your student’s account balance through Skyward Family Access. Meals cannot be charged.

Deposits to the meal account may be made in the morning before school from 8:00-8:20 in the office.

Applications for free or reduced meals are available in the office for those who may qualify.

Breakfast and Lunch Prices

(Subject To Change)

	<u>Lunch</u>	<u>Breakfast</u>	<u>Milk</u>
Daily	\$2.45	\$1.75	\$.70
Weekly	\$12.25	\$8.75	\$3.50
Monthly	\$49.00	\$35.00	\$14.00

SCHOOL EMERGENCIES
Tenino Elementary School Information Line 264-6603

SCHOOL EMERGENCIES:

We continually plan for all emergencies that may arise, from various school closures to keeping students at school. Such situations range from snow, power outages, volcanic eruptions, earthquakes and other disruptive situations. Tenino Elementary School has a Crisis/Emergency Plan and team.

SCHOOL HOUR CHANGES:

Inclement weather can impact school hours and bus routes. **You may call the main office 360-264-3700 and press option 8 for any school changes.** School closures and delays are requested to be announced between 6:00 and 7:30 A.M. on radio stations **KGY AM 1240, KGY FM 96.9, KAYO 99.3, KELA 1470, KXXO 96.1, KMNT 102.9, and KITI 1240;** and TV stations **KOMO, KING, and KIRO.**

SCHOOL REACH:

The Tenino School has implemented a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may be used from time-to-time to communicate general announcements or reminders. School Reach, a company specializing in school-to-parent communications, provides this service. Tenino School District will continue to report school closings due to snow or weather via Flash Alert, radio and television stations, and will use this system as an overlay to the public announcements.

Please make every effort to provide the school with current and accurate phone information any time there is a change to ensure that you do not miss important information.

FLASH ALERT: Parents, if you want the most up-to-date information on emergency school closures, please register at Flash Alert. It will instantly notify you via e-mail and/or text message if we have late starts, closures, or early release due to weather. **To subscribe or renew access simply go to: www.flashalert.net**

If school is delayed two hours or more breakfast will not be served.

Early closures are also announced on the radio. Parents should plan ahead for adequate home supervision in the event that unscheduled early dismissal of classes is necessary. If school is closed after students arrive, all staff will be utilized to organize walkers and bus students and communication with families. Every effort will

be made to contact parents/guardians in the event of an unscheduled early dismissal. If students are to be kept at school or overnight, the staff will help with supervision until other help can be arranged. All classrooms are equipped with flashlights and other emergency equipment.

PICKING UP STUDENTS AT SCHOOL DURING EMERGENCY PROCEDURE:

All students are to remain at school until they can be safely bused home. Students will only be released to parents or recognized responsible adults after they have checked out through the school office. It is hoped that each family will discuss emergency procedures at home so that students know whether you will pick them up at school or if other arrangements have been planned. Please notify the school immediately if you have a change of address, telephone number, or place of employment during the school year.

SPECIAL SERVICES

Remediation services for students are available at several levels of intervention. If a staff member or parent is concerned about the academic progress of a student, we provide the following:

RTI (Response To Intervention):

A team of educators reviews student referrals. Teacher and parent concerns, school records, academic progress, health concerns, testing results, and frequency of social skills counseling are reviewed. When necessary parents are contacted to discuss recommendations.

TESTING:

Students in fifth grades are given the Science Measurement of Student Progress (MSP) each spring. Students in third, fourth, and fifth grade are given the Smarter Balanced Assessment (SBA) also in the spring. The results of these assessments show how well students have mastered Washington State's National Core Standards and become a part of the student's permanent record file.

Measurement of Academic Progress (MAP) is administered three times a year to screen and monitor for academic progress. By comparison with 24 million other students who have taken this test, we have a high degree of confidence in where your student stands compared with this larger population. Please contact the principal or your child's teacher for more information.

EMERGENCY SAFETY PLAN

INFORMATION



**TENINO ELEMENTARY SCHOOL
EMERGENCY PLAN
PARENT/GUARDIAN INFORMATION**

As Tenino schools prepare to care for your children if a disaster occurs during the school day, remember to have a Family Emergency Plan. The principal or designees will be in charge of the comprehensive plan for the school. Working together we will make your child's experience as calm and safe as possible.

1. Upon Registration:

Fill out the Emergency Information Form - it provides us with the names and phone numbers of adults who can be called if your child needs assistance. The signature at the bottom allows for childcare in a severe disaster by an adult you may not have listed, but your child recognized as a safe friend of the family.

2. Phone Calls:

Severe Disaster - students will be evacuated outside to our large field. Phones will not be answered. Phone calls out to families will occur as soon as possible by cellular phones or in the elementary office if the building can be re-entered and if phones are functioning.

3. Student Pick-up - Parent/Guardian Reunion:

Small-scale disaster - if the building is safe, enter by the front double doors, request your child, and sign him/her out.

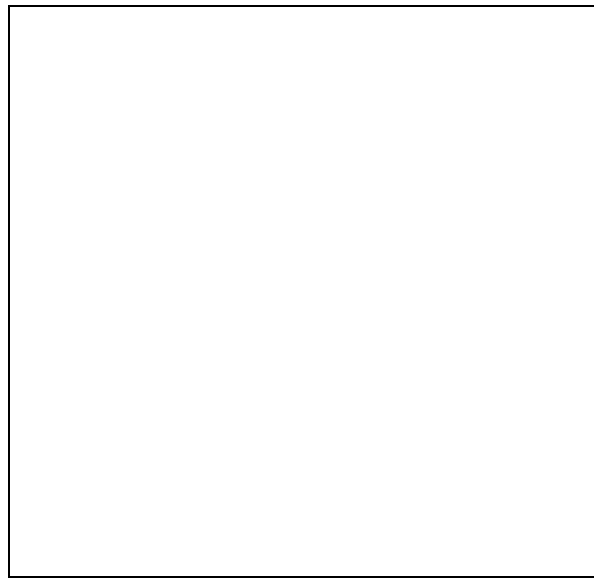
Severe disaster - Public Information Officers will wear orange vests in front of the elementary school and in the middle school driveway. They will direct you to the student request table. You or your emergency release designee will sign a release form at that time for our records and future reference. The students will remain with teachers in the field or building or where deemed safe until the release form is signed. Meet your student at the reunion gate. Every attempt will be made to control the release of students.

4. Food/Warmth/Water Pack:

Each school year families are invited to purchase a commercial packet containing food, water, a poncho, and a Mylar blanket. A list of items needed for a homemade kit is also available. This packet will follow your student to the next grade. Mylar blankets, plastic sacks, water, and snacks are in storage for the students without kits.

5. **First Aid:**
Staff members trained in first aid will set up a first aid station in the field or in an area deemed safe.
6. **Sanitation:**
A station will be set up with buckets and plastic bags.
7. **Search and Rescue:**
A team has been assigned to check the electricity, water, damage to rooms, and to assist children and staff.
8. **Volunteers:**
Volunteers will be assigned duties by the principal or secretary at the command post.

HEALTH INFORMATION



HEALTH INFORMATION.

NURSE:

Our school nurse is Mrs. Rachel Peters. Her office is located in the main office. The school nurse is responsible for the maintenance of health records, routine health checks, hearing and vision screening, parental contact concerning health problems, care of minor injuries, and she assists in teaching health curriculum. Please call the school nurse if your child is absent from school due to a communicable disease. Precautions may need to be taken to protect other children.

ILLNESS:

When your child is ill the evening before or day of school, please keep him/her at home. Children who run a fever, vomit, experience diarrhea, coughing, sore throat or other cold/flu related symptoms are not ready for a rigorous day of school. They need at least 24 hours rest before returning to school.

MEDICATION:

Washington State law authorizes Tenino Elementary to administer medication to students during school hours. It is our policy that such medication will only be administered when failure to receive the medication may result in the student being unable to attend school and/or being well enough to participate in learning activities.

Medication is defined as all drugs whether prescription or over-the-counter, including cough drops.

A physician's order indicating medication to be given, directions for administration including dates, and parent/guardian request form must accompany all medications and be renewed yearly. To insure the safety of all children, parents/guardians are to deliver the medication to school in its original container with a label that includes the student's name, physician's name, drug name and dosage. Students are not to carry their own medication to school unless a physician's authorization is on file at the school. You will find a copy of the appropriate form on the following page.

DISASTER PLANNING/MEDICATIONS:

Student's daily medication issues must be addressed at all times. There are two elements to consider: 1) the school should have at least a **three day supply** of medications on hand for students who take medications during the school day and 2) the parents need to identify medications that students normally take only at home of which the missing of three days of medications would pose a serious health risk for the student or others. The parents must then provide a three-day supply of these medications and the necessary parent and physician requests and instructions for these medications.

Terrific Tiger

Discipline



The critical component for student success is found in the relationship established between the classroom teacher and the student. We will strive, with your support, to provide a process that builds positive relationships throughout Tenino Elementary School.

A school with over three hundred students also needs a discipline system that supports wise student choices, and a **SAFE, ORDERLY LEARNING ENVIRONMENT**. The following program assists in creating a sense of security. Please read it and help us teach your child how to be a good citizen!

Tenino's CHOICES



Say " Stop it!"



Ignore



Cool down



Walk away



Discuss



Compromise



Apologize



Share



Do something else . . .

If there's a conflict, what would Tenino do?

TENINO ELEMENTARY SCHOOL RULES, PROCEDURES & DISCIPLINE

Philosophy: Learning, playing, and teaching in a physically and emotionally safe environment is the right of every Tenino Elementary student and staff member. If a student chooses not to follow rules he/she will be corrected by the staff member and may receive disciplinary consequences. For moderate and severe offenses the behavior grid will be activated.

Expectations:

1. Every student will keep his or her hands & feet to him/herself.
2. Every student is responsible for his/her own language, manners, and behavior.
3. Every student is responsible for respecting him/herself, others, and school.
4. Every student is responsible for his/her own learning.
5. Understanding the progressive consequences for behavior outlined in the grid.

Tiger Pride Standards:

*** Be Safe:**

To prevent injury do not:

Throw objects: rocks, sticks, etc.

Roughhouse

Play war ball or tackle football

Push others or have any unwanted uninvited contact

Go out of assigned areas

Play or run on sidewalks or driveway

*** Be Respectful to Self, Staff, and Others:**

Do not use hurtful words, threats, putdowns, or intimidation

Do not use inappropriate gestures

Do not play in the bathroom, or vandalize school property

*** Be A Responsible Problem Solver:**

Settle differences peacefully: stop, talk, walk away, or get help from an adult
(see Tenino Choices)

Follow directions of all staff members at all times

*** Be Kind To Others**

*** Substitute Teachers:**

Students are expected to be on their best behavior when a substitute teacher covers their class. For students who are removed from a substitute teacher's class disciplinary consequences will be doubled.

The following behaviors are so disruptive to our school they will result in serious consequences:

1. Fighting, physical or verbal abuse
2. Defiance towards an adult
3. Disobedience
4. Vandalism - intentional destruction of property
5. Sexual harassment
6. Intimidation or verbal threats of violence
7. Dangerous objects/weapons, or look alike weapons
8. Illegal drugs, tobacco, alcohol, fireworks, matches, lighters, or look alike items

Students who violate the dangerous weapons regulations of the Tenino School District discipline policies are subject to a minimum of one (1) calendar year expulsion, with the possible case-by-case modification by the superintendent.

The use and/or possession of alcohol, drugs, or tobacco products are prohibited. Alcohol, drugs, or tobacco use is defined as bringing, carrying, drinking, chewing or smoking of any of the above-mentioned products. The use of any kind of pipe, cigar, cigarette, or any other tobacco related paraphernalia, or the chewing or sniffing of a tobacco product at school or school sponsored event/activities, or while a passenger in district vehicles, or on school property is considered in violation of this rule.

Any violation will be an immediate referral to the principal. The principal shall determine the level of discipline, based off of School District and/or State Guidelines.

Discipline Grid:

Depending on the severity of the behavior problem and the frequency of student referral, a series of consequences are outlined such as:

1. Removal of student from activity and reteach appropriate expectation
2. Principal, student, parent/guardian, teacher conference
3. Learning Center time and/or recess removal with completion of solution plan
4. In school suspension (~~ISS~~)
5. Home suspension
6. Expulsion
7. Police contact

SCHOOL CAMPUS RULES AND REGULATIONS

PLAYGROUND EXPECTATIONS:

- * Be Safe
- * Be Kind
- * Be Responsible
- * Be Respectful
- * Hands & feet to self

RED RECESS IN CLASSROOM EXPECTATIONS

- * This is a sit down, visiting, and playing board games time
- * Students must stay in the classroom until recess ends
- * There will be quiet activity games available for students.
- * Students are under the direct supervision of staff and must comply with directions

ORANGE RECESS

- Field off limits. Students may choose to play outside or quietly visit in the M.P. Room. Staff has the right to direct students to an area that they will successfully meet behavior expectations.

WALKING STUDENTS:

We believe student safety is our number one responsibility. We will have a staff person with our Safety Patrol members at Old Hwy 99 and Garfield. We have two bus stops available in the morning and afternoon for the safety of students who walk to and from school. This information is subject to change.

Morning Pick Up

- * 4th and McClellan
(left on street past county sheds)
- * 5th and Wichman
(apartments across from Corner Grocery)

Afternoon Drop Off

- * 4th and McClellan
- * 5th and Wichman
- * Lincoln & Olympia

CLOSED CAMPUS:

Students shall remain on school grounds from time of arrival until close of school unless officially excused. During the school day parents or guardians are to sign their children out of the building at the school office.

BIKES, SKATEBOARDS, ROLLER BLADES, OR ROLLER SKATES:

Park and lock bikes. The school is not responsible for lost or stolen items. Riding bikes and skateboards, roller blading, or skating on shoe/roller skates are not allowed anywhere on campus between 8:00 A.M.-3:00 P.M. during the school week for safety.

CELL PHONES, TAPE PLAYERS, RADIOS, ELECTRONIC GAMES, TRADING CARDS, TOYS, OR PERSONAL ITEMS: Please do not bring these items to school. They are often stolen or broken. Electronic readers may be used in the classrooms with approval from the teacher. The school is not responsible for lost or stolen items.

FOOD/GUM:

Food is not allowed outside of classrooms due to carpet maintenance and student hygiene (we sit on the floor at times). **NO GUM CHEWING IS ALLOWED ON CAMPUS DURING SCHOOL HOURS.** Water bottles are allowed in the classroom with teacher permission. Pop or juice is allowed during the half-hour lunchtime only with teacher permission. Food or beverages not finished during lunchtime will be discarded. For maintenance reasons, we are asking that no kool-aid or drinks with intense dyes be sent to school with children.

PASSES:

Hall Pass: Students must have a pass any time they leave the classroom.

Restroom Pass: Students must have a pass to use the restroom. Recess supervisors will have restroom, office, and nurse passes. During class time teachers may sign out students or have a special pass for students to use.

DRESS CODE: All students are expected to come to school well groomed as well as neatly and appropriately dressed. Students are encouraged to show pride in themselves and their school as reflected by their appearance. A student will be given the option of changing into acceptable attire, turning the offensive item inside-out, or being sent home when, in the judgment of the principal or principal designee, the clothing and/or accessories: 1) could pose a health or safety hazard, 2) may represent membership in a gang or hate group, 3) could damage school property, and/or 4) could disrupt the educational process. The following are examples of items that are not acceptable:

Micro-mini skirts/shorts, spandex/lycra as primary clothing, see-through clothing, overly baggy/sagging pants, halter tops, tank tops with less than two adult fingers width, spaghetti straps, articles of clothing that advertise alcohol, drugs narcotics, tobacco or any other substances that are not in compliance with the school's behavior expectations, midriff or chest exposure, and clothes with excessive cuts, rips, and tears. Hats, caps or headwear are not to be worn inside any building.



The shaded portion of this figure represents front and back views. These portions (sitting, standing, bending, reaching) must be covered while attending school.

Torso: Clothing must cover stomach, back, shoulders, chest, and undergarments

Legs: Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be worn.

Feet: Footwear appropriate to the activity must be worn at all times. Strapless shoes, flip-flops and high heels are highly discouraged for safety reasons and may result in removal from an activity.

Violation of the school's dress code provisions may result in the student being asked to: call home for a change of clothing, turn a shirt inside out, change into a school provided shirt or pair of pants, wear a belt or cord to keep pants up or tie a sweater around his/her waist to cover the midriff.

EXTRA AND CO-CURRICULAR ACTIVITIES:

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

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

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

Insert Grid

BUS RULES

RIDING SCHOOL BUSES

While riding buses to and from school, students shall comply with the rules of conduct set forth in this policy in addition to those rules adopted by the District's Board of Directors pursuant to WAC 293-145-035. School bus drivers shall possess the authority to discipline students in accordance with rules and regulations of the District.

DISCIPLINE RULES:

1. Obey and be courteous to bus drivers.
2. Fighting or physical abuse is not allowed.
3. Possession of dangerous items, tobacco, drugs/alcohol, etc. is not allowed.
4. Be courteous to other students.
5. Walk directly to class or to the bus up arrival and dismissal.

SAFETY RULES:

1. Remain seated - facing front.
2. Talk quietly - silent at railroad crossings until cleared.
3. No eating or drinking.
4. Cross in front of the bus.
5. Throwing objects is not allowed.
6. Windows may be opened with driver permission. No part of the body or object is to be put out of the window.

RIDING OTHER BUSES:

1. Emergency - call First Student Transportation, (360-264-4948). If the First Student Transportation supervisor is unavailable, call the elementary school office (360-264-3700). The driver will be notified.
2. If your child needs to ride another bus, send a note to the school office or call the school secretary stating which bus your child needs to ride and where or with whom he/she will be getting off. A signed form will be given to your child. Permission for your child to ride a different bus or get off at a different stop should be called in only when absolutely necessary. Please send a note when possible. Please remember that buses will stop only at regularly scheduled bus stops. If "Grandma's house" is not a regular stop, students will be dropped off at the closest scheduled stop. If appropriate notice is not given, the student will need to ride his/her own bus.
4. The First Student Transportation Supervisor can be reached between 6:00 A.M. to 5:00 P.M. at 264-4948.

GETTING OFF AT A DIFFERENT STOP:

Students must get off at their own stops unless parent/guardians have contacted the school or the First Student Transportation supervisor.

If there are adults who should not be allowed to take your child off the bus, please notify the school - school officials will contact the driver.

Family Rights And Student Conduct & Responsibilities

A complete packet of the following may be obtained in the office of each school building:

Student Handbook Addendum Policy and Law 2007-2008

- Promotion
- Excused & Unexcused Absences
- Classroom Management Corrective Actions or Punishment
- Prohibition of Harassment, Intimidation and Bullying
- Sexual Harassment
- Student Dress
- Student Privacy
- Student Conduct
- Regulation of Dangerous Weapons on School Premises
- Electronic Information System (K-20 Networks)

STUDENT RIGHTS & RESPONSIBILITIES
IN THE
TENINO SCHOOL DISTRICT

This handbook sets forth the written rules and regulations of the Tenino School District regarding student conduct, discipline and rights. It indicates the types of misconduct for which discipline, suspension, and expulsion may be imposed. In addition to these rules and regulations, each school in the District provides written rules and procedures regarding the administering of discipline at that school.

Every teacher, school administrator, and other school employee, designated by the School Board, subject to the limitations of this handbook, shall have the authority to discipline any student for disruptive or disorderly conduct while under his or her supervision; to impose an emergency removal of a student from a class, subject, or activity; and to make recommendations to appropriate school authorities for the suspension or expulsion of any student. A principal, assistant principal, or designee of the superintendent may initiate a suspension or expulsion.

This handbook is also in compliance with Public Law 101-226, Drug-Free Schools and Communities Act Amendments. Compliance with standards of conduct is mandatory.

PART I STUDENT CONDUCT AND RESPONSIBILITIES

The mission of the Tenino School District is to provide learning experiences which will assist all students to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen. In order to maintain and advance this mission, it shall be the responsibility and duty of each student to pursue his or her course of studies, and comply with the written rules of the District.

It shall be the responsibility and duty of each student to attend school as required by law and to be on time to all classes. Each student must dress in a manner which is not disruptive to the educational process nor which threatens the health and safety of the student or others. Each student must identify himself or herself upon request of any school district personnel or authorities in a school building, on school grounds, at school-sponsored events, or on school buses. Students must follow the reasonable request of school employees who are acting in the performance of their duties.

Any student who willfully performs any act, which materially interferes with or is detrimental to the orderly operation of a school, a school activity, or any other aspect of the education process within the District, shall be subject to discipline, suspension, or expulsion. Such acts shall include, but are not limited to those outlines in Part II of this handbook.

PART II EXCEPTIONAL MISCONDUCT AND PROHIBITED STUDENT CONDUCT

A student shall comply with the school district policies, school rules, and with the directions of teachers, student teachers, substitute teachers, educational assistants, principals, or other authorized school personnel during any period of time when he or she is properly under the authority of school personnel. The frequency with which students violate various school policies, rules, and

regulations is often of equal or greater concern than single violations. The cumulative effects of these acts may determine the form of discipline to be assigned, including suspension and/or expulsion.

Any conduct which materially and substantially interferes with the educational process is prohibited. Such conduct is specifically prohibited on school grounds, on school-sponsored transportation, and at school events off school grounds. Each student is held accountable to the rules and regulations section of his or her building handbook. A student committing an act of exceptional misconduct may be subject to an immediate suspension and/or an immediate expulsion.

*EXCEPTIONAL MISCONDUCT

Exceptional misconduct(s) has been judged to be so serious in nature and/or serious in terms of the disruptive effect upon the operation of the school(s), that students may be subject to an immediate expulsion for a first-time offense. However, administrative discretion in determining discipline to be imposed may be applied on a case-by-case basis. The administrator shall use discretion in deciding if law enforcement is to be informed.

Exceptional Misconduct shall include:

- * Arson - Setting or causing a fire on school premises.
- * Assault or Threat of Assault - The use, or threat of use, of excessive physical force against another person, which could include the use of a weapon or other instrument for the purpose of inflicting injury.
- * Bomb Threat - Threats to bomb or injure any public school building facility or property.
- * Defiance – Open disregard or contempt for lawful authority.
- * Extortion or Robbery – The wrongful taking of a person’s money or property without his or her consent by the use of threat or violence.
- * False Alarm – Activating a fire alarm for other than the intended purpose of the alarm.
- * Fighting, Assault or Verbal Assault – Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to another person; the use of excessive physical force against another person, which could include the use of a weapon or other instrument for the purpose of inflicting injury; or when a person is threatened verbally.
- * Harassment, Intimidation, or Bullying – Any intentional written, verbal, or physical act including, but not limited to one shown to be motivated by any characteristic such as: race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics, when the intentional act(s): Physically harms a student or damages the student’s property; or has the effect of substantially interfering with a student’s education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.
- * Obscenity or Profanity Directed Towards a School District Employee – Directing an obscenity or profanity toward a school district employee.
- * Occupation of School Property – Occupying a school building or school ground in order to deprive others of its use, or blocking normal pedestrian or vehicular traffic on school property.
- * Theft or Property Damage – The wrongful taking, knowledgeable possession, or destruction of property that does not belong to that person.
- * Use, Sale, Delivery, or Possession of Drugs or Alcohol - Being under the influence of, using, distributing, selling or being in possession of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens, or other drugs, medications (or items that purport to be any of the preceding), during school time, on school premises, or during school-sponsored activities.

* Weapons - The possession, use, transmission, or transporting of any object that could reasonably be considered a firearm or a dangerous weapon; or the possession of any exploding item or device that would be capable of producing bodily harm, damage to property or disruption of the educational process.

PROHIBITED STUDENT CONDUCT

The following conduct is prohibited in the Tenino School District and will lead to disciplinary action. The list is not intended to be exclusive. Administrative discretion would be allowed on each individual case. The forms of prohibited conduct marked with an asterisk (*) have been identified as Exceptional Misconduct.

1. Academic Ethics (Cheating) – Dishonesty on an assignment, test, quiz or project. This includes students who work together on a project or test without the approval of the teacher, students who share the contents of a test, and students who copy.
2. Academic Ethics (Plagiarism) – Implying that the words and ideas of another writer are your own.
3. Affectionate (Intimate) Behavior – Any embracing, kissing, lap sitting, and sexually suggestive behavior. Hand holding is also not allowed for students in eighth grade and below.
- *4. Arson – Setting or causing a fire on school premises.
5. Assault - Unconsented touching or application of undue force to another person.
- *6. Assault or Threat of Assault – The use or threat of use of excessive physical force against another person, which could include use of a weapon or other instrument for the purpose of inflicting injury.
- *7. Bomb Threat – Threats to bomb or injure any public school building facility or property.
8. Closed Campus – School campuses are closed beginning at the start of the school day through the end of the school day. It is a violation to leave campus without office permission.
9. Damage or Destruction of Property - Intentional or careless damage to school property or private property.
- *10. Defiance - Open disregard or contempt for lawful authority.
11. Disobedience - Refusal to follow reasonable directives by school district personnel.
12. Disruptive Conduct - Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.
13. Dress and Appearance - Dressing in a manner which causes disruption to the educational process or which threatens the health and safety of the student or others.
- *14. Extortion or Robbery - The wrongful taking of a person's money or property without his or her consent by the use of threat or violence.
15. Failure to Complete Detention as Assigned – Failure to complete detention by the date assigned by administration.
16. Failure to Complete Saturday School as Assigned (High School Only) – Failure to complete Saturday School by the date assigned by administration.
17. False Accusations - Untrue charges of wrongdoing.
- *18. False Alarm - Activating a fire alarm for other than the intending purpose of the alarm.
19. Falsification or Forgery of Documents - Altering or falsifying times, names, dates, grades, addresses, or other data.
- *20. Fighting, Assault or Verbal Assault – Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to another person; the use of excessive physical force against another person, which could

- include the use of a weapon or other instrument for the purpose of inflicting injury; or when a person is threatened verbally.
- *21. Harassment Intimidation, or Bullying - Any intentional written, verbal, or physical act, including, but not limited to one shown to be motivated by any characteristic such as: race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics, when the intentional act(s): Physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.
 - 22. Hat Wear – Wearing a hat or headwear inside the school building during school hours.
 - 23. Inappropriate Language or Verbal Abuse - The use of vulgar or profane language on school property whether spoken, written, or gestured.
 - 24. Intentional Misuse of School Equipment, Supplies or Facilities - Deliberate abuse and/or misuse of school equipment, supplies, or facilities, including failure to follow safety rules established for laboratory instructional areas.
 - 25. Leaving School Without Checking Out – Leaving school and not checking out through the office, whether or not the person has written permission from his/her parent or guardian and/or teacher.
 - *26. Obscenity or Profanity Directed Towards a School District Employee – Directing an obscenity or profanity at a school district employee in a way that is emotionally abusive to that employee.
 - *27. Occupation of School Property - Occupying a school building or school ground in order to deprive others of its use, or blocking normal pedestrian or vehicular traffic on school property.
 - 28. Occupying an Unauthorized Area - Being present in an area(s) without permission of school authorities.
 - 29. Tardy – Being late for class (5 minutes or less).
 - 30. Theft or Property Damage – The wrongful taking, knowledgeable possession, or destruction of property that does not belong to that person.
 - 31. Trespass - Unauthorized entry upon the property of the school district.
 - 32. Truancy – The willful and/or unauthorized absence of a student from school or a class. Truancy includes students who arrive to class more than five (5) minutes late without an excused absence. Truancy also applies to students who leave class without permission.
 - 33. Tobacco - Carrying or smoking of any kind of pipe, cigar, cigarette, or any other lighted smoking equipment or material, or the chewing or sniffing of a tobacco product at school or school sponsored events or activities, or while a passenger in school district vehicles or on school property.
 - 34. Unauthorized Gatherings - The assembly or meeting of students and/or non-students on school property without the permission of school authorities.
 - *35. Use, Sale, Delivery, or Possession of Drugs or Alcohol - Being under the influence of, using, distributing, selling or being in possession of alcoholic beverages, unlawful drugs, controlled substances, hallucinogens, or other drugs, medications (or items that purport to be any of the preceding), during school time, on school premises, or during school-sponsored activities.
 - *36. Weapons – The possession, use or transmission of any object that could reasonably be considered a firearm or a dangerous weapon; and the possession of any exploding item or device that would be capable of producing bodily harm, damage to property or disruption of the educational process.
 - 37. Other – Other infractions as observed by school staff which may not necessarily be included in the previously listed prohibited student conduct.

SCHOOL RECORDS

School records include academic and health information. Information as requested by parents/guardians may be placed in the file. Such information might include court decisions that affect child custody, court records that mandate attendance, letters of recommendation or referral.

Parents/guardians have a right to review their children's records in the principal's office. Minor students may review records with their parents/guardian present. If parents/guardians or students find inaccuracies in the records, they may appeal to the principal for correction.

LEARNING BY CHOICE

In March 1990, the Washington State Legislature adopted Learning by Choice, a law relating to student enrollment options. The legislation has three (3) major components:

1. It gives parents greater choice in selecting which public school their child attend;
2. It allows eleventh and twelfth grade students to enroll in community college, authorized universities and vocational-technical institutes while attending high school through the Running Start Program
3. It allows seventh and eighth grade students to earn high school credits that may be applied toward graduation requirements.

Please contact the District Office at 360-264-3400 if you wish more information.

NON DISCRIMINATION/TITLE IX/SEX EQUITY/AMERICAN DISABILITIES ACT

The school districts in the Thurston County Vocational Educational Consortium comply with all federal and state rules and regulations and do not discriminate on the basis of race, color, national origin, sex or disability. This holds true for all students who are interested in participation in educational programs and/or extra curricular school activities. Inquiries regarding compliance and/or grievance processes may be directed to the school districts title IX/RCW 28A.640 Officer and/or Section 504/ADA Coordinator.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

The right to inspect and review the students' records within 45 days of the day the district receives a request for access.

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

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. They should write the school official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

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

The right to consent to disclosures of personally identifiable information contained in the student's records except to the extent that FERPA authorizes disclosure without consent.

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

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

NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of a records request unless it states in its annual notification that it intends to forward records on request.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with requirements of FERPA. The name and address of the office that administers FERPA: Family Policy Compliance.

U.S. Dept. of Education
600 Independence Ave. SW
Washington DC 20202-4605

Tenino School District
Disciplinary Procedure for Students with Disabilities

Special Education Students – Individual Education Plan – Discipline Procedures

Any student with a disability may be subject to the same discipline treatment as a nondisabled student. The federal and states regulations will be followed when disciplining a handicapped student. Individual modifications to the procedure will be determined by the student’s Individual Education Plan (IEP) team.

Students identified for special education who have an Individual Education Plan may be suspended or placed in an alternative interim setting for not more than 10 school days without team meetings to determine relationship between behavior and student’s disability. Before or not later than 10 days after taking a disciplinary action the IEP team must conduct a functional behavioral assessment and implement a behavioral intervention plan for the student. If the student already has a plan the IEP team must make the appropriate modifications to the plan. The IEP team must make a determination if the behavior is related to the student’s disability, if not related to the student’s disability the disciplinary procedures for non disabled students may be applied. (Discipline exclusion may exceed 10 school days)

Procedural Requirements: The building IEP team needs to complete the necessary steps based upon the offense and behavioral history of the student. (The student’s parent is a member of the IEP team for their child.)

1. Copy of the discipline referral is provided to the parent and building Special Services Provider.
2. Principal’s letter is mailed home along with a copy of the special education *Procedural Safeguards and Due Process for Parents and Children* and notice for an IEP conference.
3. The building IEP team begins a functional behavioral assessment (FBA).
Or
The building team reviews the functional behavioral assessment.

(The staff and parents look at the behavior, to see if any pattern exists, to try to determine cause and to develop a plan to change the inappropriate behavior. Staff completes a records review. Staff may complete a student interview, other staff interview and/or a parent interview.)

4. The FBA is used by the building IEP team to complete the manifestation determination.
OR
A new manifestation will be needed if the behaviors are significantly different from earlier reported concerns.

(The staff and parent look at the behavior in relationship to the student’s disability and his/her placement.)

If behavior is not related to the student’s disability the regular discipline procedure may be followed.

5. The building IEP team (who are knowledgeable about the student) need to determine whether a “significant change of placement” is to be recommended. A significant placement change requires the call for a reevaluation under Section 504 of the Vocational Rehabilitation Act of 1973. All special education students are also protected by 504 requirements.

An accumulative total of 10 or more days of suspension time is a significant change of placement.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying (HIB).

The District is committed to preventing HIB from occurring and responding to acts of HIB through interventions that may include discipline, education and/or counseling. District employees, students, volunteers, parents or guardians, and visitors are expected to support the dignity and safety of all members of the school community.

Harassment, intimidation or bullying means any intentional written, verbal, or physical act, including, but not limited to one shown to be motivated by any characteristic such as: race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics, when the intentional act(s):

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

A student affected by HIB does not need to actually possess a characteristic that is a basis for the HIB. Other distinguishing characteristics of a student that can be the basis for HIB can include, but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. HIB can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral or physical actions. Intentional acts of HIB refer to the individual's choice to engage in the act(s) rather than the ultimate impact of the act(s).

District staff shall not tolerate any form of HIB on District property, at District sponsored off campus events and activities, and on school District provided transportation. Falsely reporting acts of HIB or retaliation against another for reporting suspected acts of HIB constitutes violations of this policy. District staff who observe, or become aware of acts of HIB shall take immediate and appropriate steps to intervene or seek assistance. Such intervention, whether it results in resolution or not, shall be followed by a prompt verbal or written report to a school administrator, for recording and for further investigation and resolution, if necessary. Students, who observe or become aware of acts of HIB, shall report such acts to school staff. Volunteers, parents or guardians, and visitors who become aware of acts of HIB should report those acts to a school administrator for investigation and resolution.

Acts of HIB, false reporting of HIB, or retaliation shall result in disciplinary action that may include suspension or expulsion and/or referral to law enforcement. Other interventions such as educational training and counseling may be used in an effort to further reduce the impact on the victim and to change the behavior of the perpetrator. Factors to be considered in determining the appropriate disciplinary action and/or intervention shall include, but not be limited to, the sever-

it and frequency of the harassment, the age of the harasser and the victim, the harasser's attitude and intent, the effect it has on other students and/or staff, and the student's general disciplinary history.

This policy is implemented in conjunction with all District policies related to harassment of any kind. It serves as a component of the District's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with training of staff and volunteers, including the education of students.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.

The Superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of the policy and procedures related to Sexual Harassment.

Cross References:	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3240	Student Conduct
	Policy 3241	Classroom Management, Corrective Action and Punishment
	Policy 4220	Complains Concerning Staff or Programs
	Policy 6590	Sexual Harassment

Legal Reference: Chapter 207	Laws of 2002
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Tenino School district

Adopted by the Board: July 28, 2003

Prohibition of Harassment, Intimidation and Bullying

Informal Complaint Process:

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying (HIB). At the building level, procedures may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform the principal or principal designee when they receive complaints of HIB, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a public statement from the principal or principal designee reviewing the District HIB policy and procedures without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent(s) or guardian(s), or because the District believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process:

Anyone may initiate a formal complaint of HIB, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The District will implement the anti-retaliation provisions of this policy to protect complainants(s) and witness(es). Student complainants and witnesses may have a parent, guardian or trusted adult with them if requested, during any District initiated investigatory activities. The Superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the District needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. All formal complaints shall be in writing. Formal complaints shall set forth the specific acts; conditions or circumstances alleged to have occurred that may constitute HIB. The compliance office may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- B. The compliance officer shall investigate all formal, written complaints of HIB, and other information in the compliance officer's possession that the officer believes requires further investigation.
- C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. After consultation with the Superintendent, the compliance officer shall notify the complainant of the results of the

investigation. If the matter has not been resolved to the complainant's satisfaction, the complainant may submit the grievance to the Superintendent who may take further action on the grievance.

- D. The Superintendent or Superintendent designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty (30) days, stating:
 - 1. That the District intends to take corrective action;
 - 2. That the investigation is incomplete to date and will be continuing; or
 - 3. That the District does not have adequate evidence to conclude that HIB occurred.
- E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the Superintendent's or Superintendent designee's written response, unless the accused is appealing the imposition of discipline and the District is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
- F. If a student remains aggrieved by the Superintendent's or Superintendent designee's response, the student may pursue the complaint by following the guidelines outlined in the discrimination or complaint policies and procedures of the District.

Staff will be provided information on recognizing and preventing HIB. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of HIB. Classified employees and regular volunteers shall receive orientation relevant to their rights and responsibilities.

Students shall be provided with information regarding their rights and responsibilities under this policy.

Tenino School Board

Endorsed by the Board: July 28, 2003

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