# DIRECTORY

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Dear Students and Parents:

Welcome to the 2018/2019 school year. The Paterson staff has already been hard at work, preparing to make this the “best year ever” for each and every student. As always, we remain committed to the success of every learner.

One of our top priorities at Paterson Elementary is to maintain the family atmosphere that makes Paterson special. To do this, we rely on a positive partnership with the students and parents of Paterson. We hope that throughout the year, parents will be able to take part in activities in the school setting. We look forward to seeing parents at conferences, PTO activities, Family Fun Learning Nights and other school related activities. We also encourage all parents to consider being involved as school volunteers. Most importantly, we want to encourage a connection between home and school to support the learning outlined in the Essential Learnings listed below.

Good communication is an important part of our partnership with you. To help increase communications, we have prepared this handbook for students and parents. We hope it will provide you with basic information, and serve as a reference throughout the year. We do not however, want it to become a replacement for direct contact with the school. I want to encourage you to contact us if you have additional questions, comments or concerns about how to best meet the needs of your child(ren) and their attendance here at the Paterson Elementary School.

Once again, we want to welcome you to Paterson . . . where we work together to show our school pride!

Sincerely,

John R. Seaton, Superintendent
and the Paterson Staff

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**Washington State Essential Learning Guidelines**

Established by the Washington State Commission on Student Learning.

(The Basics . . . PLUS)

- **Read** with comprehension, write with skill, and communicate effectively and responsibly in a variety of ways and settings.
- **Know** and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history; geography; arts; and health and fitness;
- **Think** analytically, logically, and creatively, and to integrate experience and knowledge to form reasoned judgements and solve problems, and
- **Understand** the importance of work and how performance, effort and decisions directly affect career and educational opportunities.

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**Paterson School District is an EEO/AA Employer:** The Paterson School District complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. This holds true for all district employment and opportunities. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer and/or Section 504 Coordinator.

Title IX Officer: John Seaton  
Section 504 Coordinator: Michael Prudhomme
2018-2019 District Goals

**GOAL #1: The district will focus on academic excellence.**
- Continue district wide emphasis on literacy to close the achievement gap especially for our English language learners.
- Continue to emphasize literacy education to close the achievement gap for all students.
- Continue to implement the Advance Placement teaching strategies.
- Continue to implement the math and science educational changes.

**GOAL #2: The district will continue to implement their technology plan.**
- Continue implementation of technology integration into all areas of instruction.
- Continue to provide technology training opportunities for staff.
- The District will continue to be proficient with the CSRS student records system and the MSRS (Migrant Student) records system.

**GOAL #3: The district will continue to encourage staff develop opportunities which will enhance the instruction being provided to students.**
- Professional development activities will incorporate the best and most well-researched techniques to make a difference in the classroom. Specific intent will be to provide staff development in the areas of math, reading and science.

**GOAL #4: The district will provide ongoing student assessments (MSP, EOC, MAPS, etc.) To determine which students are making adequate yearly progress and which need more intervention to achieve grade level outcomes.**
- The District will implement MAPS (Measures of Academic Progress) testing three times per year (Fall, Winter and Spring) for all students in grades 2-8. Testing will include Language Arts/Writing, Reading and Math.
- Curriculum will be modified according to student needs determined by assessments.
- The District will continue to provide math and science enhancement and enrichment components.
- Sheltered instruction will be provided to students who need additional support in Language Arts, Science and Math.

**GOAL #5: The District will continue to explore and implement processes to supplement and support the District’s educational programs. This will include the continued support for the modified flexible calendar; as well as, actively researching and applying for federal and state grants that are applicable to our educational needs.**

**Goal #6: Safety -- Student Dress --** The District will continue to focus on providing a safe and nurturing environment for students and staff. Student dress should promote safety and a general respect for the learning process. Students are asked to conform to the dress code designed by a committee of parents and staff members, and adopted by the school board on June 9, 2009. The dress code is designed to prevent dress from distracting in any way from the educational process. The District administrator will be responsible for any modifications to the Uniform Dress Guide. This plan is reviewed annually and modified as necessary.
2018-2019 District Goals

GOAL #7: Continue to support the Modified/Flexible Calendar Waiver:

The District will continue to accommodate the instructional content during the three years of the Pilot Program to ensure that the delivery of instruction is intentional and deliberate.

- The District will maintain at a minimum the number of minutes currently provided in each core curricular area (reading, math, science). For example, our 90 minute reading blocks will become 112 minute instructional blocks. (450 minutes per week)
- The modified calendar will create longer blocks of time available to complete lessons
- More Tier 1 and Tier 2 Intervention time will be available by adding 10-20 minutes to the core curriculum areas daily (math, language arts, science).
- More learning opportunities will be available for advanced students, including Advanced Math, Speech and Honors Reading as well as additional enhancing and enriching activities such as robotics. Some of these activities will take place during the regular school day and others will be provided during the off-schedule Adventure Friday activities.
- Using federal grant funds and community support funding (M&O dollars), the District will continue to explore ways to provide enhancing and enriching activities that have been lost due to funding cuts on non-scheduled Fridays: field trips, college visitations, outside instructional experts, staff support for projects such as science fair.
STAFF –

Principal/Superintendent ................................................................. John Seaton
Vice Principal .................................................................................. Monica Burnett
Administrative Secretary ................................................................. Rachelle Munn
Family Involvement Coordinator ...................................................... Nora Reyes
Pre-School
  Kindergarten .................................................................................. Patty Clark
  Grade 1 ............................................................................................... Brandi Thornbrugh
  Grade 2 ............................................................................................... Tonya Steinbock
  Grade 3 ............................................................................................... Susan Turner
  Grade 4 ............................................................................................... Kerry Evans
  Grade 5 ............................................................................................... Jill Durrant
Grades 6th-8th Science ....................................................................... Jessica Wheeler
Grades 6th-8th History ......................................................................... Corey Ingvalson
Grades 6th-8th ELA and Math ............................................................ Monica Burnett
Bilingual Coordinator ......................................................................... Tonya Steinbock
SPED: Mike Purdhome, Coordinator; Teri Tucker, SPED Teacher
  .............................................................................................................. Ashley Crawford - Speech
Technology: Vic Cooper
Teacher Assistants: ........................................................................ Erica Mendoza and Dawn Steinmetz
Migrant Home Visitor: ...................................................................... Nora Reyes
Food Services Assistant: ................................................................. Kim Minter
School Nurse: .................................................................................... Kathy Mara
Custodian: ......................................................................................... Teresa Carrizales
Maintenance: .................................................................................... Raul Maciel
Bus Drivers: Vic Cooper, Kim Minter, Jeff Harris and Dana Mohr

Daily Schedule:

7:45 ........................................................................................................... Building Opens
7:50 ........................................................................................................... Teachers Arrive
8:05 ....................................................................................................... Buses Arrive
8:10 ........................................................................................................... Student Day Begins
10:00 ..................................................................................................... AM Recess for K-3
11:35 Kinders to Lunch
11:40 - 12:05 K-5 Lunch; 6-8 Recess/Structured Activities
12:05 - 12:25 K-5 Recess/Structured Activities; 6-8 Lunch
12:25 PM Classes Resume
2:00 .......................................................... K-2 Recess
3:40 ........................................................................................................... Student Dismissal
3:45 ........................................................................................................... Buses Depart
4:10 ........................................................................................................... Teacher's Leave
4:15 ........................................................................................................... Building Closes

EARLY RELEASE DAYS: (No lunch service) ....................................... Students Leave at 12:00
Calendar
GENERAL SCHOOL OPERATING PROCEDURES

Care of the School Grounds: The students, staff, and community members of Paterson have established a special pride in their school. Because of the many generations that have gone to school here, there is a special sense of family that has developed. Even though our school building is small, it is in good condition. This is because the students and staff treat it with the respect and dignity it deserves. As students, we ask that you help keep our school in tip top shape. We all need to do our part to pick up litter, to keep the furniture and walls free from marks, and to show respect for student projects on display.

Supervision of Students: Children will be carefully supervised from the time the buses arrive until the buses depart for the day (normally between 8:00 a.m. and 3:00 p.m.). In the interest of their safety, children should not be left on the school grounds before or after these hours.

Closed Campus: Paterson Elementary has a closed campus policy. This means that once students arrive at school, they are not to leave the school grounds without permission from the office until they return home on the bus. Students who arrive late to school need to stop by the office for an admit slip. Students being picked up early by their parents, must check out at the office by their parents.

Visitors: We encourage close communication between home and school, and welcome parent visitations. We also stress student safety and the importance of minimizing the disruption to learning. For these reasons, we insist that all visitors check into the office before stopping in the classroom or on the playground. We also encourage parents to prearrange visits with the classroom teachers to help avoid scheduling conflicts.

Transportation To and From School: Students will be expected to board their regular bus home each night and get off at their regular stop, unless the office receives a signed note from the parent or legal guardian indicating a change of plans. The school is not permitted to release children to anyone other than the parent/guardian (including older siblings, and other relatives), unless we have a signed permission on file. Please join us in working to keep all children safe in and around the parking lot areas.

Emergency Information Cards: Parents are asked to fill out an emergency information card at the beginning of each school year. This card is EXTREMELY IMPORTANT because it provides the school with vital information about how to locate the parents quickly in the event of an emergency. It also provides the school with an emergency medical release and designates adults who can act on your child's behalf should you not be available. Please remember to update this card if you change address, phone number, have a change in employment, or if you have a change in the name(s) of adults that can act in your absence. Remember, the school cannot release a child to anyone other than the legal guardian or parent without this documentation. This would include grandparents and other family members. THIS INFORMATION IS EXTREMELY IMPORTANT!

Enrollment/Withdrawal Information: Parents enrolling their students in Paterson Elementary School are required to provide immunization records and other basic information. Parents needing to withdraw their child from Paterson must contact the office in person or in writing. The student will be required to return all materials, and to take care of any charges and/or fines prior to checking out of school.

Attendance: Students are required by law to attend school on a regular basis. Illness, medical appointments, funerals and court requirements are really the only acceptable excuses for missing school. Parents and guardians will want to check with the office about any other types of absences to insure that they do not conflict with Washington State attendance laws.
In all cases, parents are required by law to make contact with the office when the child misses school (in person, by note, or phone). The child's name, date and reason for absence(s) is required. The laws require the school to track each absence and the reason for the absence.

Schools are also required to report attendance law violations. Please see Appendix A for specific information about attendance laws. We appreciate the parents’ help in meeting the expectations of this law. Children arriving late to school need to stop by the office for an admit slip.

**Prearranged Absences:** Parents are encouraged to plan family vacations and trips during non-school days, however, we realize that this is not always possible. Much of what happens at the elementary level is direct instruction provided by the teacher and/or interactive activities. It is not possible to effectively make up this type of instruction. Regular attendance is a critical component in a child's success in school.

Occasionally, an emergency may make it necessary for a student to be gone for a few days during the school year. Parents are asked to notify the school if their child needs to be gone. The school staff can help to determine compliance with the attendance laws, and help arrange for homework when possible. This is a time-consuming task, so parents should provide as much advance notice as possible. Assignments for prearranged absences should be completed and turned in before the absence when possible, or turned in on the first day upon returning to school.

**Make Up Work:** It is the responsibility of the student to request and turn in make up work following an absence. Parents are asked to call the school in the morning when requesting work for a child who is home ill. This material can then be ready for pick up after school.

**Conferences:** Parent/teacher conferences are scheduled twice during each school year. A letter will be sent home to provide more detailed information regarding the conference schedule and directions for making conference appointments. The staff of Paterson recognizes the importance of parent involvement for student success and strongly encourages parent participation at conference time.

**Report Cards and Grades:** Student achievement is one of our school's most important goals. Because grades are one indication of achievement, students are encouraged to work hard to be sure they are doing their very best. Report cards are issued at the end of each trimester.

**Student Dress:** In the interest of student safety, clothing displaying or containing information inappropriate for viewing by school age children (profanity, alcohol, drugs, sexual comments, et cetera) does not belong at school. We also ask that students not wear revealing clothing such as short-shorts, tube tops, crop tops, or tops with spaghetti straps. Baseball caps are not allowed. Students attending Paterson have a reputation for being courteous and demonstrating proper etiquette. The full dress code policy/procedures is attached for your information.

**Lost and Found:** We strongly recommend that students mark their coats, shoes, and other school materials. This will greatly reduce the volume of lost and found items. Lost items can be viewed and claimed through the office.

**Reporting Stolen Items:** Students should report stolen items to their teacher or the office as soon as possible. Please leave your name, your grade, a written description of the item(s) including any distinguishing marks, and any information about when the item became missing with the building staff.
School Pictures: Individual student pictures are usually scheduled in October. All students need to have their picture taken (free of charge) so that it can be placed in their student record file and so that they will appear on the classroom composite picture. Students who wish to purchase pictures need to pay the photographer at the time they are taken. An envelope will be sent home for this purpose.

Phone Use: Students are required to ask permission before using the phones. Phones should only be used for emergency situations. Parents wishing to leave a phone message for their students need to contact the office prior to 2:30 p.m. (1:30 p.m. on Wednesday) to insure time for delivery.

Cell Phone Use: If it is absolutely necessary for your child to carry a cell phone to and from school, those phones will need to be checked in at the office each morning and picked up as the child is leaving to get on the bus in the afternoon. Cell phones are not to be used at school during regular school hours. If a child needs to call a parent, they may do so by coming to the office and using a school phone.

Electronic Devices: Personal electronic devices are a distraction to the learning environment and the school is not responsible for their loss. If your student does bring any of these electronic devices to school they are required bring them to the office in the morning. They may pick them up from the office at the end of the instructional day.

School Newsletter: A regular newsletter is published to keep each parent informed of school events. Please read these notices carefully, as they will contain important information regarding upcoming events and schedule changes.

Parties or Celebration Activities: Three celebration activities are regularly scheduled per year: Halloween, Christmas Program, and Valentine's Day. Individual teacher's will be making the specific plans for their class activities. If you would like to help with an activity, please contact the teacher directly. We also ask that you contact the classroom teacher before making plans for birthday parties. Special arrangements can be made for students who do not participate in celebrations due to religious reasons.

Field Trips: If funding is available, we try to offer at least one curriculum related field trip per grade level per year. Occasionally, additional educational trips will be planned as activities and events become available.

Fund Raising: All sales and fund-raising activities done on school grounds must have the approval of the superintendent. Individual students are discouraged from bringing items for sale or trade to school. Each year, certain school organized fund-raising activities are planned to pay for special assemblies and trips. Because of the age and living location of our students, we also try to limit sales activities to the student's family and friends rather than encouraging random door-to-door sales.

Fire Drills/Emergency Evacuation Procedures: Directions for emergency evacuation of the building are to be posted in each classroom. Staff will be teaching students that if the fire bell rings, students are to quickly and quietly walk to the exit outlined for each room. Students need to pay close attention to the directions provided by the building staff. Once outside, students should regroup with their teacher so that a head count can be made. Staff will help the students move to a safe location away from buildings and roadways.

If it is necessary to evacuate the building for more than a limited time, students will be transported by bus to an alternate site – usually Housel Middle School in Prosser. In the event of an evacuation situation, students are expected to stay with their teacher, or designated staff member, until they are delivered home by bus or a parent picks them up at the final designated location site. To insure the safety of all children, parents will be expected
to sign out their child(ren). In the event of a large scale emergency, it is critical that parents keep the school phone lines open for calls out to support services. Instead of calling the schools, parents should listen to the radio for alternate site location information.

School Insurance: All students are given the opportunity to purchase an accident policy covering them for any injuries that may occur at school. Additional coverage is also available. Policy information and sign up envelopes will be sent home with the students during the first week of school.

Medicine at School: By law, students who bring prescribed or "over the counter" medicine (except cough drops) to school must have a signed physician's approval on file or the medicine cannot be administered by school personnel. All medicine must be in its original container, and shall remain under the direct control of the school office. Only designated office personnel shall be allowed to dispense the medication. A Medical Request Form is included at the end of this handbook.

Students may bring cough drops (in their original package) to school if they have a written note signed by the parent. Cough drops must be stored and dispensed in the office.

Accidents: Every accident occurring in the school building, on the school grounds, or at school related activities must be reported immediately to the person in charge and/or the school office. An accident report form must be filled out and on file in the office for injuries to staff, students, or patrons.

Illness/Injury at School: Students who are ill or injured should always report to the office assistant or secretary before going to the clinic. Every effort will be made to make these children comfortable until a parent or guardian can be contacted. In the event that emergency medical care is needed, arrangements will be made to transport the child to the appropriate medical care facility. Children who are sent to a medical care facility will be accompanied by a district staff member until a parent can be located. Following a referral to medical care, parents are asked to provide a note from the physician which details any restrictions on activities.

Medical Restrictions: We encourage vigorous outdoor activity during recess and in/outdoor activity during physical education classes. Your written approval must be given for your child to stay in at recess if he/she has been ill or injured. If the restricted recess is to last more than 2 days, a note from your family doctor will be requested.

Playground/Recess: All children participate in outdoor activities during their recess time. Accordingly, your written approval must be given for your child to stay in at recess if he/she has been ill. If the restricted recess is to last more than 2 days, a note from your family doctor will be requested.

Emails, Text and Phone Messages to Teachers: Teachers generally do not check their emails or respond to text messages during the instructional day. Whenever possible, they will try to respond to these either before or after school, but most generally within 24 hours of receiving your message. However, if your message needs immediate attention or is urgent, please call the school office at 875-2601.
SPECIAL SERVICES

Library Services:
In addition to our regular library selections, students will have a chance to check out books from the Mid-Columbia Bookmobile which visits the school on alternating Tuesday mornings beginning mid-September. They will be here from 10:00 a.m. until 12:30 p.m. Because this is a public library service, parents are asked to take responsibility for previewing and screening their child's bookmobile materials.

The Mid-Columbia Library uses a computer check out system. Students will not be allowed to check out materials unless their parent/guardian has completed the required form and a card has been issued. Fines will be issued for lost or damaged books and materials.

Federal and State Programs: Paterson Elementary receives funding from Bilingual, Learning Assistance Program (LAP), Title 1 Regular and the Title 1 Migrant Program.

Parent Volunteers: The students and staff of Paterson Elementary are very thankful for the outstanding efforts of our volunteers. Individuals interested in volunteering should contact the school at 875-2601.

SPED IDEA B grant information is available for review upon parent request.

SCHOOL BEHAVIOR EXPECTATIONS

Philosophy: The Paterson staff is committed to the education of the "whole child" and will take the following steps to assist students in building self control and positive character traits:

1. Teach desirable behavior.

2. Take steps to prevent undesirable behavior from occurring.

3. Encourage the use of good communication skills, and the use of conflict resolution and problem solving strategies to prevent and solve issues.

4. Continue to develop our positive school climate where doing the right thing has the support of our student body.

5. Help students and parents to make plans which enable students to develop self control, to accept responsibility for their own actions, and consequences for their decisions and behaviors.

Classroom Expectations: At Paterson, we follow five basic guidelines. These include the need to respect people, respect property, be on time, be safe, and be prepared to learn. Each teacher has established individual guidelines and procedures for their classroom in order to meet the needs of their particular grade level or specialty area. Please feel free to contact them if you have questions about these procedures.
General School Guidelines: When on the school grounds or at school-sponsored events, students are expected to follow these basic guidelines:

**RESPECT PEOPLE** - Students will treat themselves, staff members, and other people with respect. They will cooperate with and be kind to others.

**RESPECT PROPERTY** - Students will treat our facilities and other people's property with respect.

**BE ON TIME** - Students will be on time to class. They will stop playing when the recess bell rings, and will line up right away.

**BE SAFE** - Students will behave in ways that keep themselves and others safe. This means that they will play safely and avoid rough play and other potentially dangerous activities.

**BE PREPARED TO LEARN** - Each student is responsible for bringing their materials to class, and for coming to school ready to learn. Students need to be ready to try hard and to do their best.

**Behavior Examples:**

**In the hallway, please . . .**
- Make sure you have permission to leave the classroom
- Use a soft voice
- Use walking feet in the hall
- Keep your hands to yourself

**In the bathroom, please . . .**
- Use a quiet voice
- One child in the stall at a time
- Be neat
- Clean up after yourself and be sure to flush the toilet
- Wash your hands
- Put the paper towels in the garbage
- Avoid standing and visiting in the bathrooms

**On the playground, please . . .**
- Leave personal toys/items and candy at home
- Leave all sticks, gravel, and rocks on the ground

**During ice and snow weather, please . . .**
- Dress warm enough to be outside for a full 30 minutes
- Leave all snow and ice on the ground
- Stay away from icy areas and avoid sliding
Serious Disciplinary Offenses
That Will Be Referred Directly to the Office

1. **Drugs (including alcohol)** - Students will not use or possess any type of drug or alcohol.

2. **Tobacco** - Possession or use of any tobacco products on and around school property is not permitted.

3. **Fighting** - Students will not fight on the way to or from school, or during any school activity or on any school district grounds. Fighting will be considered physical action between two or more students in an angry nature, which could result in injury to staff and students.

4. **Student/Staff Abuse** - Students will not be involved in flagrant harassment, intimidation, or extortion of students or staff. Students will not call any student or staff member a profane or obscene name.

5. **Direct Insubordination** - Direct defiance. Failure to follow a reasonable request of a staff member to the point that it disrupts the educational process and/or jeopardizes the safety of students and staff will not be tolerated.

6. **Use Or Possession of a Weapon** - Students will not use or possess any dangerous weapons. Dangerous weapons include, but are not limited to firearms, air guns, knives, clubs, throwing stars, sling shots, metal knuckles, nunchu-ka sticks or other items that could be used as a weapon as defined by RCW 9.41.250 (reference RCW 9.41.010-280). This also includes items that might resemble a dangerous weapon. In like manner, explosives, firecrackers, or any other incendiary device are prohibited on school property, as state above, or at school-sponsored events. (Reference RCW 9.40.120, 9A.48) The use of any device or object for the intent of intimidation, inflicting bodily harm or property damage will be considered the use of a dangerous weapon. Exceptions include only district authorized events and firearms safety training courses. **Any violation of this section constitutes grounds for suspension and/or expulsion.**

7. **Use of Disruptive Or Potentially Dangerous Items** - Personal items such as valuables, stick candy, skateboards, toy weapons, lighters, matches, water guns and other toys are not to be brought to school. Disruptive items will be removed from the student for a specified length of time to be determined by the teacher or principal. Potentially dangerous items will be removed from the student and arrangements will be made to return the item directly to the parent or guardian as appropriate.

8. **Vandalism** - Students will not take part in any purposeful, malicious damage of the school property nor the property of others in the building. Repayment of damages will be required.

9. **Stealing/Possession of Stolen Property** - Students will not take any items that do not belong to them without permission. Stolen item(s) must be returned and/or cost repaid.

10. **Truancy** - Students with an unexcused absence for any part of the school day will be considered truant.

11. **Public Display of Affection** - All school grounds are considered public areas. As with any elementary school, it is appropriate for children to display platonic friendship with hugs and hand holding. However, unwanted affection or displays of romantic affection through hand holding, hugging, and kissing are not appropriate for school and are therefore not allowe
12. **Excessive Classroom Misconduct Referrals** - Classroom behavior consequences are primarily assigned by the classroom teacher. In the event that a student becomes a continual classroom behavior problem, a referral to the office may become necessary.

13. **Other Offenses** - Any other behavior which, in the judgement of school authorities, is harmful to students, staff, or property, or which disrupts the educational process.

*Any action, event or group of events which constitutes a violation of federal, state or local law is prohibited on or adjacent to school premises or at school-sponsored activities and shall constitute cause for discipline, suspension or expulsion. The district reserves the right to refer to the appropriate non-school agency, any act or conduct of its pupils which may constitute a crime under federal, state, county or local law.*

**Exceptional Misconduct:** Exceptional misconduct pursuant to WAC 180-40-250, 260 and 290 is that which has occurred on a frequent basis or which is so serious in nature and/or in terms of the disruptive effect on the operation of school(s) as to warrant immediate resort to long-term suspension or expulsion for a first time offense, without resort to other forms of corrective action or punishment. Exceptional misconduct includes but is not limited to the following:

1. Possession of a dangerous weapon/explosives
2. Gang related activity: group or gang related intimidation or fighting: gang graffiti on school or personal property: gang clothing, language, hand signs, or paraphernalia
3. Repeated defiance of authority
4. Assault or intimidation of school personnel
5. Serious assault or intimidation of students
6. Substantial destruction of school property
7. Bomb threats or similar acts of terrorism
8. Consumption, possession of being under the influence of, or delivery of controlled substance or substances purported to be drugs or alcohol
9. Creating a serious danger on a bus

*This policy applies to exceptional misconduct on the school property, at school activities regardless of the site, and at any other school campus or activity.*

**Consequences for Misbehavior:** The staff at Paterson is committed to teaching your child. We do not limit this commitment to the four walls of the classroom. Every effort will be made to teach the positive behaviors expected on the school grounds. Students are encouraged to practice good communication skills, and to use conflict resolution and problem solving strategies to prevent and/or resolve issues. Staff will begin by talking about and modeling appropriate behaviors. If needed, logical and sequential steps will be taken to modify inappropriate behaviors. These steps may include but are not limited to:

- A warning
- Isolation from the group or situation (within the classroom or playground)
- Isolation from a particular activity
- A contact with the parent
A referral to the office for time out
Conference with the superintendent
  □ verbal plan for improvement
  □ parent conference or contact
□ Individualized Behavior Plan developed

In the event of Serious or Exceptional Misconduct, more severe consequences may be implemented. All consequences will be determined based on the specific nature of the offense and the student's level of involvement of that offense. Because we are working with students ranging in grades K-8, the student's age level may also be a consideration when issuing consequences. Consequences for Serious or Exceptional Misconduct may include but are not limited to the following consequences steps.

□ Behavior Contract Developed
□ In-school Suspension (short term)
□ Short Term Suspension (out-of-school)
□ Long Term Suspension (out-of-school)
□ Notification of Law Enforcement
□ Emergency Expulsion
□ Recommendation for Expulsion

Definitions:

1. **Expulsion** is the exclusion from school or individual classes for an indefinite period of time. Expulsion may include denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the school district.

2. **Suspension** is the exclusion from school or individual classes for a specific period of time, after which the student has the right to return. Suspension may include denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

   A suspension is short term if it is for a period of 10 consecutive school days or less for grades K-4 (15 consecutive school days or less for grade 5-8). Students’ grade shall not be affected substantially as a result of a short-term suspension.

   Suspensions which exceed 10 consecutive school days are long-term suspensions.

3. Discipline constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district. Discipline shall not adversely affect specific academic grade, subject or graduation requirements so long as all required work is performed.

Additional information regarding Students Rights and Responsibilities are outlined in School Board Policy: 3300 and the District Bus Policy. Please see Appendix A.
Student Health and Medication Procedures
Student Health and Medication Procedures

Medicines at school:

If your child receives a prescription and it is necessary for them to take medicine during the school day, these are the requirements that will allow us to administer those meds here at school.

We can administer both prescription and non-prescription meds to your child under the following conditions:

- The medication prescribed for duration of 14 days or less requires written instructions by the prescribing professional. (Prescription or non-prescription/over-the-counter medication)
- Any medication (prescription or non-prescription/over-the-counter) to be given more than 14 days requires a “Authorization for Administration of Oral Medication at School” form completed by the prescribing care professional and signed by the parent/guardian—see attached.
- Medication must be in the original prescription bottle with the current date, doctor’s name, and instructions. FYI: If you ask, your pharmacy will split your meds into two bottles so you can also have one at home.

If you would like to have medications available for your child at school for use throughout the entire year (i.e.: allergy meds, over-the-counter pain meds, anti-bacterial first-aid ointment, Epi-pens, inhalers, or other long-term prescription medications, etc.) then it is required that you have your physician fill out a: “Authorization for Administration of Oral Medication at School” form. There is one attached. This form must be completed each school year, for each medication, and for each child. Your physician may fax it back to the school at 509-875-2067.

All medications must be marked with a current expiration date.

Sending Medications to School:

It is preferred that medications be transported to the school by the parent/guardian. If that is not possible, we ask that the parent/guardian hand the prescription to the bus driver, AND call the school office to let us know that the medication is coming. No medication will be given without the proper paperwork.

When the prescribed time for administering the medications has passed and if there is medication leftover, it will be necessary for the parent to pick it up from the office. The school is required to destroy all medication not picked up by the parent/guardian at the end of the school year.
APPENDIX A
Attendance Law: BECCA Bill
Dear Parent:

In the 1995 legislative session, the “Becca Bill” was passed and signed into law in the State of Washington. Its purpose is to give parents, police, schools and the courts the ability to intervene earlier for at-risk youth. The new law requires the school district to file truancy petitions directly with the juvenile court if a juvenile has five unexcused absences in a month, or ten in a school year.

Washington has a compulsory law (RCW 28A.225.010) that requires parents to send their children, 8-18 years old, to school. School districts are required to enforce the law by doing the following:

* Notify parents after the first unexcused absence in a month.
* Schedule and hold a parent-school conference after the second unexcused absence within a month.
* Work with parents to eliminate or reduce the child’s absences.

If the above actions do not eliminate or reduce the truancy, and the student has five unexcused absences in a month or ten in a year, the district is required to file a truancy petition with the county juvenile court alleging a violation of the state’s compulsory education law.

The purpose of the state law is to have students attend school on a regular basis and complete their education. The Paterson School District will be following the state law and will be filing reports for students who are in violation of the “Becca Bill.” The school district understands that once a truancy petition has been filed with the county juvenile court, the court could:

1. Schedule a fact-finding hearing on the truancy petition.
2. Assume jurisdiction and order the student to return to school.
3. Order the parents to pay a fine or perform community service at the school.

If the student is found guilty of violating a court order to return to school, the court may:

1. Order the student to county detention;
2. Order the student to perform community service;
3. Order the student to attend a dropout prevention program;
4. Order the student to report to a truancy board;
5. Order the parent to perform community service at the school;
6. Order the parent to pay a fine.

We want you to know the importance of the new law. The Paterson School District will be following the law in regards to reporting violations to the juvenile court. If we can assist in working with you to keep students in school, please call your child’s teacher or the school office. Also, please feel free to call if you have any questions.

Sincerely,

John R. Seaton
Superintendent
APPENDIX B

Bus Behavior Rules
For your safety, we have established the following rules for riding the school bus. Please read them carefully. You are expected to follow these rules at ALL times. Students are also governed by the Student Responsibility and Rights Policies. You are reminded that school bus riding is a privilege; any infraction of the rules may result in discontinuation of riding privileges. Thank you for your cooperation.

1. Follow all directions of the driver willingly the first time they are given. Show respect for driver and other students on the bus.

2. Eating, drinking or smoking are not permitted. Place all litter in the trash can.

3. Harassment (teasing, shouting, pushing or fighting) is not acceptable and will not be allowed at anytime.

4. Remain seated, keeping all parts of your body inside the bus. Seat assignments will be at the discretion of driver and/or school disciplinarian. Classroom conversation and conduct will be observed at all times.

5. When entering or exiting the bus, students must be in view of driver. Always cross in front of the bus. Exit only at assigned stop.

6. Pets, harmful objects, or vandalism are not acceptable and will not be allowed.

7. Emergency exit procedure drills will apply in the event of an actual emergency

8. Seat belts MUST be worn if they are provided on the bus.

Student Signature ___________________________________   Date:____________

Parent’s Signature ___________________________________  Date:____________
APPENDIX C
Sexual Harassment
Policy # 5013
I. General State of Policy

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e, et seq., and RCW 49.60, the Washington law against discrimination.

It is the policy of the Paterson School District to maintain a learning and working environment that is free from sexual harassment. The school district prohibits any form of sexual harassment. Moreover, any sexual advance, verbal or physical, or other activity of a sexual nature as presently defined in WAC 180-87-080, by an employee towards a student shall be grounds for imposition of discipline, including, but not limited to, suspension from further duties and discharge from employment.

It shall be a violation of this policy for any student or employee of Paterson School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school district.

II. Sexual Harassment Defined

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include but is not limited to:

1. verbal harassment or abuse;
2. subtle pressure for sexual activity;
3. inappropriate patting or pinching;
4. intentional brushing against a student's or an employee's body;
5. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
6. demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
7. any unwelcome sexually motivated touching.

III. Dissemination and Implementation of Policy

A. It is the direct responsibility of all administrators/supervisors to:

1. Post the policy in each building and facility.
2. Ensure that all employees, permanent or temporary, and volunteers are made aware of this policy, the types of conduct prohibited by it and the avenues available for resolution of violations.
3. Include the policy in school district publications that set forth rules, regulations, procedures and standards of conduct for the school or district.
4. Monitor their respective working and learning areas for violation of this policy.
5. Listen to charges of policy violations brought to their attention by staff, students, patrons.
6. Either intercede for complaint resolution or refer the complainant and/or the respondent to the superintendent's office for further advice or investigation.

7. Report immediately to the superintendent's office all complaints of sexual harassment.

8. Prevent retaliation for the use of these district complaint procedures.

IV. Reporting Procedures

Any person who believes he or she has been the victim of sexual harassment by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment, should report the alleged acts immediately to an appropriate school district official as designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office.

A. The school board hereby designated the school district superintendent or its designee as the school officer to receive reports or complaints of sexual harassment from any individual, employee or victim of sexual harassment. The school district shall conspicuously post the name of the superintendent or its designee, including a mailing address and telephone number. In the event that the sexual harassment complaint is against the superintendent, the person making the claim may make such report directly to a member of the Board of Directors of the Paterson School District.

B. Submission of a complaint or report of sexual harassment will not affect the individual's future employment, grades or work assignments.

C. Use of formal reporting forms is not mandatory.

The school district will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

V. False Accusations

It is also a violation of this policy to knowingly report false allegations. Persons found to knowingly report false allegations will also be subject to disciplinary action.

VI. Investigation and Recommendation

By authority of the school district, the superintendent or its designee, upon receipt of a report or complaint alleging sexual harassment, shall immediately authorize an investigation. This investigation may be conducted by school district officials or by a third party designated by the school district. The investigating party shall provide a written report of the status of the investigation within 10 working days to the superintendent of the school district.

In determining whether alleged conduct constitutes sexual harassment, the school district should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school district may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

VII. School District Action

A. Upon receipt of a recommendation that the complaint is valid, the school district will take such action as appropriate based on the results of the investigation.

B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district. The report will document any disciplinary action taken as a result of the complaint.
VIII. Grievance Procedures
A. In the event the complainant remains aggrieved with the decision of the superintendent, the complainant may appeal the decision to the school district Board of Directors.
B. In the event the complainant remains aggrieved with the decision of the School Board of Directors rendered pursuant to WAC 392-190-070, the complainant may appeal the Board’s decision to the Superintendent of Public Instruction.

IX. Reprisal
The school district will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

X. Non-Harassment
The school district recognizes that not every advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory effect on employment or education requires a determination based on all the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties.

XI. Right to Alternative Complaint Procedures
These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the appropriate state agency, initiating civil action or seeking redress under state criminal statutes and/or federal law.

XII. Sexual Harassment as Sexual Abuse
Under certain circumstances, sexual harassment may constitute sexual abuse, and accordingly a violation under the Washington Criminal Code. In such situations, school districts shall comply with all applicable provisions of Washington law concerning the reporting of abuse or sexual assault upon students.

XIII. Discipline
Any school district action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Washington statutes and school district policies. The school district will take such disciplinary action it deems necessary and appropriate, including, but not limited to, warning, reprimand, suspension or immediate discharge to end sexual harassment and prevent its recurrence.

XIV. Remedies
The district will take prompt and effective reasonable corrective measures to eliminate sexual harassment and prevent its reoccurrence. When deemed appropriate by the district, the district shall provide support and/or assistance for individuals who have been subjected to sexual harassment in the district’s educational or work environment.

XV. Internal Review
The Title IX/Affirmative Action Officer shall conduct an annual review of the utilization and efficiency of the district’s sexual harassment policy and administrative procedures governing formal complaints of sexual harassment. The Title IX/Affirmative Action Officer shall recommend any changes in district policy and/or procedures to the Superintendent.

Adoption Date: September 10, 1998
Sexual Harassment Report Form

General Statement of Policy Prohibiting Sexual Harassment
Paterson School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant: ____________________________

Home Address: ____________________________

Work Address: ____________________________

Home Phone: ____________________________ Work Phone: ____________________________

Date of alleged incident(s): ____________________________

Name of person you believe sexually harassed you: ____________________________

List any witnesses that were present: ____________________________

Where did the incident(s) occur? ____________________________

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

This complaint is filed based on my honest belief that ____________________________ has sexually harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complaint Signature) ____________________________ (Date) ____________________________

(Received by) ____________________________ (Date) ____________________________
APPENDIX D
District Discipline
Policy #3300
STUDENTS
Corrective Actions or Punishment

All students shall submit to the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension, or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district’s policies relating to corrective action or punishment:

A. “Expulsion” is the exclusion from school or individual classes for a specific period of time, after which the student has a right to return.

B. “Suspension” is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.

1. A suspension is “short term” if it is for a period of 10 consecutive school days or less. Separate short-term suspensions shall not total more than 10 school days in a semester for any student in grades K-4. Separate short-term suspensions shall not total more than 15 days in a semester for a student in any other grade. Students’ grades shall not be affected substantially as a result of a short-term suspension.

2. Suspensions which exceed 10 consecutive school days are long-term suspensions.

C. “Discipline” constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

As a general rule no student shall be suspended for a short or long term unless other forms of corrective action or punishment reasonable calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative ad hoc citizens’ committee, shall recommend for board approval, the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of prescribed misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances. Suspensions or expulsions shall be used only for instances of serious student misconduct.

Prior to the imposition of a corrective action or punishment upon a special education student, the school principal and special education staff who have knowledge of the student’s handicapping condition will determine if there is a causal relationship between the handicapping condition and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education programming procedures shall be employed.

Once a student is expelled in compliance with district policy, the expulsion shall be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student’s educational needs.

No student shall be expelled, suspended or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process. The superintendent shall have the authority to discipline, suspend or expel students. The superintendent shall identify the conditions under which a teacher may exclude a student for all or any portion of a school day and shall also designate which staff have the authority to initiate or to impose discipline, suspensions or expulsions.
Parents and students shall be given notice of the standard of conduct the district requires regarding drug and alcohol use, and a statement of the disciplinary sanctions for violations of that standard.

A disciplinary appeal council is established. The board shall appoint three members to the council to serve one, two and three year terms, respectively. All future appointments to the council shall be for two year terms and shall be made by the board. The disciplinary appeal council is charged with hearing and deciding discipline grievances and appeals of long-term suspensions and expulsions.

Cross References: Board Policy 2161 (Education of Students with Disabilities)

Legal References: RCW 9.41.280 Carrying dangerous weapons on school facilities
28A.225.030 Petition to juvenile court
28A.600.010 Government of schools, pupils, employees, rules and regulations for-Due process guarantees- Enforcement
28A.600.020 Government of schools, pupils, employees, rules and regulations for-To insure optimum learning atmosphere
28A.600.040 Pupils to comply with rules and regulations
28A.600.420 Firearms on school premises, transportation, or facilities-Penalty-Exemptions
P.L. 101-226 Drug-Free Schools and Communities Act
WAC 180-40-205 Definitions (Pupils)

1. **Student Discipline** (WSSDA Reference 3310)
The methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

   a. Consistent from day to day and student to student,
   b. Balanced against the severity of the misconduct,
   c. Appropriate to the student’s nature and prior behavior,
   d. Fair to the student, parent, and others, and
   e. Effective

Since these criteria may be in conflict, established procedures must be followed in correcting misbehavior. Appeal procedures have been established in order to provide for an opportunity for every corrective action or punishment to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

In order to develop an environment conducive to learning, the principal shall confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions and punishment that may be employed in the event of rule infractions.

A teacher shall have the authority to exclude a student from his/her classroom for all or any part of the period or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, except in emergency circumstances, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period without the consent of the teacher.

Legal References: RCW
28A.600.020 Government of schools, pupils, employees, rules and regulations for-To insure optimum learning atmosphere
28A.600.040 Pupils to comply with rules and regulations
28A.400.110 Principal to assure appropriate student discipline
2. **Prohibition of Corporal Punishment** (WSSDA Reference 3311)

Corporal punishment is any act which willfully inflicts or willfully causes the infliction of physical pain on a student, and is not permitted.

Corporal punishment does not include:

a. The use of reasonable physical force by an administrator, teacher, other school employee or volunteer as necessary to maintain order to prevent a student from harming him/herself, other students, school staff and other persons, or property;

b. Physical pain or discomfort resulting from or caused by training for or participation in athletic competition or recreational activity voluntarily engaged in by a student;

c. Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects; or

d. Physical restraint or the use of aversive therapy as part of a behavior management program in a student’s individual education program which has been signed by the parent and is carried out according to district procedures in compliance with WAC 392-171-800-830.

Legal References:  
- RCW 9A.16.100 Washington Criminal Code  
- WAC 180-40-235 Discipline-Conditions and limitations

3. **Detention** (WSSDA Reference 3312)

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours for not more than 75 minutes on any given day.

Preceding the assignment of such corrective action, the staff member shall inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member.

Detention shall not begin until the parent has been notified (except in the case of the adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action.

Students detained for corrective action shall be under the direct supervision of the staff member or another member of the professional staff.

The principal shall be responsible for seeing that the time which the student spends for corrective action shall be used constructively.

4. **Appeal Process for Disciplinary Action** (WSSDA Reference 3313)

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy, shall have the right, upon 2 school business days’ prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days’ prior notice, shall have the right to present a written grievance to the disciplinary appeal council during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.
5. **In-School Suspension** (WSSDA Reference 3314)

The board of directors supports efforts to bring about a positive learning climate in the school. The district strives to employ staff who are skilled in the most effective instructional techniques and who are sensitive to the unique needs of each individual student.

The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need. Students who are in violation of school rules not only deprive themselves of the opportunity to learn but they interfere with the progress of others.

The district strives to maintain high standards of attendance. Students who are not in school are denied the opportunity to learn. Corrective actions including suspension and expulsion are reserved to those students who actively threaten other students, staff or the overall school environment.

The district, therefore, has created an in-school suspension program which temporarily removes the student from the regular environment but permits the student to maintain his/her educational progress.

Students, who are assigned to in-school suspension, are granted this opportunity as a privilege and are expected to comply with the expectations of staff. The superintendent shall establish guidelines for the operation of the in-school suspension program.

Legal References: WAC 180-40-245 Short-term suspension-Conditions and Limitations

6. **Suspensions or Expulsions** (WSSDA Reference 3320)

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule no student shall be suspended for a short or long term unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative ad hoc citizens’ committee, shall recommend for board approval, the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of prescribed misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances. No student shall be suspended or expelled because of one or more unexcused absence(s) unless the district has first:

A. Provided written notice to the parent in his/her primary language that the student failed to attend without valid justification;
B. Scheduled a conference with the parent and the student at a convenient time and place to analyze the cause for the student’s absence to determine by appropriate means whether the student should be made a “focus of concern” for placement in special education or another special program; and
C. Taken steps to reduce the student’s absence which include, when appropriate to all parties, adjusting the student’s school program, providing more individualized instruction, preparing the schools, and assisting the student to obtain supplementary services that might eliminate or ameliorate the cause of absence.

If such action is not successful, any of the following actions may be taken:
1. The attendance officer may petition the juvenile court to assume jurisdiction of the alleged violation by the parent; or

2. The parent or the attendance officer at the request of the parent may petition the juvenile court regarding an alleged violation of the compulsory attendance law. The attendance officer shall report to the ESD twice yearly; (1) the number of petitions filed by the district or by a parent, (2) the frequency of each intervention attempted prior to filing of a petition, (3) the frequency of supplemental services, and (4) the disposition of cases filed with the juvenile court, including the number of contempt orders issued.

3. Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the student shall submit a written application to the principal, who shall recommend admission or non-admission. If a student wishes admission to another school, he/she shall submit the written application to the superintendent. The application shall include:
   
   A. Reasons the student wants to return and why the request should be considered;
   B. Evidence which supports the request; and
   C. A supporting statement from the parent or others who may have assisted the student.

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

Cross Reference: Board Policy
3122 Excused and Unexcused Absences
3300 Corrective Actions or Punishments

Legal References: RCW 28A.225.030 School’s duties and juvenile’s failure to attend school
RCW 28A.225.030 Petition to juvenile court to assume jurisdiction
WAC 180-40-245 Short-term suspension-Conditions and limitations
WAC 180-40-260 Long term suspension-conditions and limitations
WAC 180-40-295 Emergency expulsion-limitations

7. **Short-Term Suspension** (WSSDA Reference 3321)

In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class or full schedule of classes for more than 1 and up to 10 consecutive school days, a conference shall first be conducted with the student as follows:

A. An oral or written notice of the charges shall be provided to the student.
B. An oral or written explanation of the evidence in support of the charges shall be provided to the student.
C. An oral or written explanation of the suspension which may be imposed shall be provided to the student.
D. The student shall be provided the opportunity to present his/her explanation.

The parent of the student shall be notified of the reason for the suspension and the duration of the suspensions orally or by U.S. mail as soon as reasonably possible. Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests if:

A. Such assignments or test have a substantial effect upon the student’s semester grade or grades; or
B. Failure to complete such assignments or test would preclude the student from receiving credit for the course or courses.

Legal References:
WAC 180-40-245 Short-term suspension-Conditions and limitations
180-40-250 Short-term suspensions-Prior conference required-Notice to Parent
180-40-255 Short-term suspension-Grievance procedure
8. **Appeal Process for Short-Term Suspension**  
(WSSDA reference 3322)

Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right, upon 2 school business days’ prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon 2 school business days’ prior notice, shall have the right to present a written grievance to the disciplinary appeal council at its next regular meeting, or a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The council shall notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

Legal References:  
WAC 180-40-255 Short-Term suspension-Grievance procedure  

9. **Long-Term Suspensions or Expulsions**  
(WSSDA Reference 3323)

A long-term suspension or expulsion may be imposed by the principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent’s primary language and shall supply (1) the alleged misconduct and the school rules alleged to have been violated, (2) the recommended corrective action or punishment, (3) the right to a hearing, (4) the notice that if a written request for a hearing is not received by the staff member named in the notice within 3 school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and (5) the date by which the request for a hearing must be received.

If a hearing is requested, the superintendent shall schedule the matter for a hearing within 3 school business days of such request.

The parent and student and the district or representatives shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent and student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.

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

If the hearing officer imposes a long-term suspension or expulsion, the parent and student shall have 3 school business days after receiving the hearing decision to appeal that decision to the disciplinary appeal council. The long-term suspension or expulsion may be imposed during the appeal period for no more than 10 consecutive school days or until the appeal is decided, whichever is the shortest period. Any of the days that a student is temporarily suspended or expelled before the appeal is decided shall be applied to the term of the student’s suspension or expulsion and shall not limit or extend the term of the student’s suspension or expulsion.

Prior to imposing a long-term suspension or expulsion due to the misconduct of a disabled student, the principal shall call a meeting of selected staff to:

A Determine whether the student’s misconduct has a causal relationship to the student’s disability,
B. Determine whether the student’s misconduct is the result of an inappropriate placement; and
C. Consider the sanction or action to be taken and whether the sanction will deny the student a fee and appropriate public education.

Staff involved in this meeting shall be familiar with the:

B. Individual student’s file;
C. Assessment data and the IEP that has been developed accordingly;
D. Placement options that are available to the student.

If the misconduct is not related to the disability; is not the result of an inappropriate placement and will not result in denial to a free and appropriate public education (FAPE), then written notice of the proposed action shall be sent to the parents. This notice shall be sent by certified mail and include:

A. Date, time, place and participants at the meeting;
B. Information an/or data used in reaching the decision;
C. The decision regarding the causal relationship of the disability to the misconduct, the appropriateness of the placement, and the corrective action or punishment to be imposed.
D. The right to a due process hearing regarding the causal relationship of the disability and the misconduct, and,
E. The right to a due process hearing regarding the imposition of a corrective action or punishment.

If no request for a hearing is received within three (3) school business days after the notice is received, the hearing shall be waived and the action shall take effect. If the proposed school action is challenged as a substantial change in placement through a request for a hearing, special education policies and procedures shall be applicable. If the disabled student is being disciplined for drug or alcohol offenses and is a current use of drugs or alcohol, the extra due process requirements involving change of placement do not apply.

Cross References: Board Policy 2161 Education of Students with Disabilities
Legal References: WAC 180-40-265 Long-term suspension-Notice of hearing-Waiver of hearing
WAC 180-40-270 Long-term suspension-Prehearing and hearing process
WAC 180-40-280 Expulsion-Notice of hearing-Waiver of hearing
WAC 180-40-285 Expulsion-Prehearing and hearing process

10. **Process for long-term Suspension or Expulsion** (WSSDA Reference 3324)

**STUDENTS**

**Appeal Process for Long-Term Suspension or Expulsion**

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer’s decision by filing a written notice of appeal at the office of the hearing officer within 3 school business days after the date of receipt of the decision.

The disciplinary appeal council shall schedule and hold a meeting to informally review the matter within 10 school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or counsel shall be given the right to be heard and shall be granted adjournment, the council shall agree to one of the following procedures:

A. Study the hearing record or other materials submitted and record its findings within 10 school business days;
B. Schedule and hold a special meeting to hear further arguments on the case and record its findings within 15 school business days; or
C. Hear and try the case de novo before the council with 10 school business days.

Any decision by the council to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a
student shall be made only by:

A. Those council members who have heard or read the evidence,
B. Those council members who have not acted as a witness in the matter, and
C. A majority vote at a meeting at which a quorum of the council is present.

Within 30 days of receipt of the council’s final decision, any parent and student desiring to appeal any action upon the part of the council regarding the suspension or expulsion may serve a notice of appeal upon the council and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.

Legal References:  
WAC 180-40-310 Appeals-Long-term suspension and expulsion  
WAC 180-40-315 Appeals-Hearing before school board or disciplinary appeal council-Procedures  
WAC 180-40-320 School Board or disciplinary appeal council decisions

11. **Emergency Removal** (WSSDA Reference 3330)

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official, without first attempting corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to the student, other students or staff or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student’s school. The removal shall continue only until:

A. The danger or threat ceases, or  
B. The principal acts to impose discipline, impose a short-term or long-term suspension or expulsion or to impose an emergency expulsion.  
C. The principal shall meet with the student as soon as reasonably possible following the student’s removal and take or initiate appropriate corrective action or punishment. In no case shall the student’s opportunity for such meeting be delayed beyond commencement of the next school day. The teacher or administrator who removed the student shall be notified of the action which as been taken or initiated.

Legal References:  
WAC 180-40-290 Emergency removal from class, subject or activity

12. **Emergency Expulsion** (WSSDA Reference 3331)

A student may be excluded from school prior to a hearing without forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff or administrators or is a substantial disruption to the educational process of the district. Such emergency expulsion shall continue until the student is reinstated by the principal or until a fair hearing is held and a final determination reached. The hearing officer may continue the emergency expulsion if he/she finds that the student continues to present an immediate and continuing danger to himself/herself, other students, staff, or administrators or continues to cause a substantial disruption to the educational process of the district.

The provisions governing notice and hearing of regular long-term suspensions or expulsions shall apply except:

A. Written notice of the emergency expulsion shall be sent by certified letter deposited in the U.S. mail within twenty-four hours of the expulsion or by hand delivery to the student’s parent(s) or guardian(s) within twenty-four hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;  
B. The parent and student shall have ten school business days after receipt of the notice during which to request
hearing. A schedule of “school business days” potentially applicable to the exercise of such hearing right should be included with the notice;

C. The hearing officer shall render the decision within 1 school business day after the conclusion of the hearing.

Cross Reference: Board Policy 3323 Long-term Suspensions or Expulsions 3324 Appeal Process for Long-term Suspensions or Expulsions


STUDENTS
Corrective Actions or Punishment

The following guidelines are in effect for students to establish a range of corrective actions which may be imposed as a consequence of exceptional misconduct. An ad hoc committee and/or P.T.A. officers have met to define the areas of misconduct and the range of action to be taken. The appeal process for short and long-term suspensions shall remain in effect for short and long range suspensions imposed as a result of this procedure.

<table>
<thead>
<tr>
<th>Exceptional Misconduct</th>
<th>Range of Corrective Action</th>
<th>Action That May Be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing and/or using alcohol, illegal chemical substances</td>
<td>Minimum</td>
<td>Short-term suspension, prosecution referral</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Expulsion (90 day), prosecution referral</td>
</tr>
<tr>
<td>Threatening or verbal abuse, fighting or fighting words</td>
<td>Minimum</td>
<td>Short-term suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Long-term suspension (90 day)</td>
</tr>
<tr>
<td>Setting fire or damaging school property devices</td>
<td>Minimum</td>
<td>Short-term suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Long-term suspension (90 day)</td>
</tr>
<tr>
<td>Possessing and/or using weapons or explosive devices</td>
<td>Minimum</td>
<td>Expulsion for one calendar year, notification to law enforcement</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Indefinite expulsion, notification to law enforcement</td>
</tr>
<tr>
<td>Possessing/Using tobacco products</td>
<td>Minimum</td>
<td>Short-term suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Indefinite expulsion, notification to law enforcement</td>
</tr>
<tr>
<td>Disrupting the educational process</td>
<td>Minimum</td>
<td>Short-term suspension</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td>Long-term suspension (90 day)</td>
</tr>
<tr>
<td>Refusing to follow reasonable</td>
<td>Minimum</td>
<td>Short-term suspension</td>
</tr>
</tbody>
</table>
1. **In-School Suspension**  
   (WSSDA Ref. 3314 P)

Guidelines for the in-school suspension program are as follows:

A. A student who is afforded the opportunity to be assigned to the in-school suspension program as an option to suspension shall agree to the conditions specified by the school principal. Unless the student is of majority age, concurrence from the parent or guardian is necessary.

B. The in-school suspension program is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.

C. Any act of inappropriate conduct may result in denial of this alternative to other corrective actions.

D. A student shall remain isolated from other students throughout the school day and will be denied the opportunity of participating in any school activities while in the in-school suspension program.

E. An assignment to the in-school suspension program shall not exceed five days. As such, the appeal process for a short-term suspension shall be in effect.

F. The student shall develop a behavior contract while in the in-school suspension program. The student, his/her parent or guardian and a staff member shall sign the contract which defines the expected future behavior of the student.

G. After a student is placed back into the regular classroom(s), the principal will monitor the student’s progress on a daily basis. The student will be encouraged to maintain a relationship with the school counselor as a means of dealing with any problems that arise.

H. Specific rules and building procedures shall be developed by the building principal.

2. **Long-Term Suspension or Expulsion**  
   (WSSDA Ref. 3323P)

In the event a hearing is requested, the superintendent shall appoint the hearing officer, who may be any certificated staff member who is not involved the incident giving rise to the hearing. The hearing officer shall:

A. Schedule the hearing for a specified date, time and place and may postpone the date and time and change the place for good cause or upon the mutual agreement of the parties;

B. Give written notice of the date, time, and place of the hearing to the principal and the parent and student;
APPENDIX E
Prohibition of Harassment, Intimidation and Bullying Policy #3207
Policy #4314

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. “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 in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

$ 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.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying 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” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

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

This policy is 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 comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.
Depending upon the frequency and severity of type conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

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 procedure 6590, 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 6590 Sexual Harassment

Legal Reference:
Chapter 207 Laws of 2002

Adoption Date: August 18, 2003

Paterson School District #50
Policy #4130
Title 1 Parental Involvement

The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in Title 1 programs. The Board views the education of students as a cooperative effort among school, parents and community. The Board expects that its school will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

A. Play an integral role in assisting their child’s learning;
B. Are encouraged to be actively involved in their child’s education at school; and,
C. Are full partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

The district and parents of students participating in Title 1 programs shall jointly develop and agree upon a written parent involvement policy. When developing and implementing this policy, the district shall ensure the policy describes how the district will:

A. The Parent Involvement Policy #4130 will be reviewed annually with parents of participating students. Recommendations for modifications will be presented to the school board.
B. Parents will be involved annually in the review and modification of the District’s overall Title I plan and the schoolwide plan.
C. The Title I, Part A: Parent/Teacher Compact is reviewed and revised with parents annually during the Fall conferences.
D. The “Right To Know” letter is sent home to all parents annually notifying them that they may request information regarding their child’s teacher’s qualifications and certifications.
E. The District will provide timely information to parents re: curriculum, assessments, proficiency levels, and opportunities for parents to provide suggestions and participate in decisions relating to the education of their children.
F. The District will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
G. The District will develop activities that promote the schools and parents capacity for strong parent involvement.
H. The District will coordinate and integrate parental involvement strategies with appropriate programs.
I. The District will Involve parents in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title 1.
J. The District will identify barriers to participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
K. The District will use findings of annual evaluations to design strategies for more effective parent involvement.
L. The District will involve parents in the activities of school.
The Board shall adopt and distribute the parent involvement policy, which shall be incorporated into the district’s Title 1 plan and shall, with parent involvement, be evaluated annually.

Legal References: 20 U.S.C. 1118
Management Resources: Policy News, August 2003 No Child Left Behind Update

Adoption Date: October 20, 2003
School District Name: Paterson School District
Revised: October 27, 2008
Revised: December 16, 2008
Classification: Essential
STUDENT DRESS

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the board of directors.

_Students’ choices in matters of dress should be made in consultation with their parents and consistent with the District’s dress code. (Attached Procedure and Guidelines)_

Student dress shall be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

A. A health or safety hazard shall be presented by the student’s dress or appearance including possible membership in a gang or hate groups;

B. Damage to school property shall result from the student’s dress; or

C. A material and substantial disruption of the educational process will result from the student’s dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student’s conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, gang-related apparel.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student’s religion, are not subject to this policy.

The superintendent shall establish procedures providing guidance to students, parents, and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures shall ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be asked, with notice to his or her parent, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

Cross References: Board Policy 3220 Freedom of Expression
Legal References: RCW 28A.320.140 Schools with Special Standards
                      28A.600.455 Gang Activity – Suspension or Expulsion
                      WAC 180-40-215 Students Rights

Cross References: Board Policy 3220 Freedom of Expression
Legal References: RCW 28A.320.140 Schools with Special standards
                      180-40-215 Student Rights
                      180-40-225 School district rules defining misconduct

Adoption Date: September 19, 2005
Revised Date: June 9, 2009

Students in all grades must wear uniforms. You may purchase items through the school district. If you choose to purchase them from another resource, they will be allowed as long as they are free of logos and embellishments and they closely match the color and style of those ordered through the school and they meet all uniform and dress code requirements.

The Paterson School District uniform guidelines apply to both male and female students.

- **Polo shirts**: Both short and long sleeved collared polo shirts with original buttons (1-5 buttons)
  - 5 colors to select from: forest green, light gray, light blue, light pink and white
  - Shirts and all outerwear must fit well and not be oversized or undersized. Shirts can be worn untucked but must be appropriate length (top of pocket).
  - Shirts that fit longer than the top of the pockets will need to be tucked in
  - Shirts will carry no visible logos or embellishments.
  - Undershirts must be white and cannot be longer than the polo.

- **Pants**: 5-pocket style jeans or slacks, capris, shorts, or skirts in black, denim, navy or khaki
  - Pants, shorts, skirts, skorts and jumpers must fit well and not be over or undersized. They must fit well at the waist and not sag. Ripped, torn or pants with holes are not appropriate. Pants will be free of wording and embellishments.
  - Cargo pants or other pants with large pockets are not allowed.
  - Skirts, skorts and jumpers should be no shorter than the top of the knee.
  - Shorts will be worn under all skirts or jumpers.
  - Shorts must be no shorter than tips of fingers when student’s arms rest at their sides.

- **Inside the building outerwear**: Dark gray fleeced fitted jacket, or a white or gray sweater, may be worn inside the building.
  - All inside the building outerwear must fit well and not be oversized or undersized.
  - All inside the building jackets and/or sweaters will be free of hoods.
  - Sweaters should be front zip or button, pullovers are not acceptable.
  - All outerwear worn inside the building must be of uniform color and style and must closely match the color and style ordered through the school.

- **Spirit-wear**: May be worn on designated Spirit Days at school.
  - The term Spirit refers to clothing affiliated with the school (Paterson Pioneers or Prosser Mustangs), such as sweatshirts or tee shirts.

- **Other Casual Days or Theme Days**: Throughout the school year the district may approve for specific theme days for students.

- **Coats**: Coats do not need to be uniform color or style. However, the coat must be hung up or put in lockers upon arrival at school. Any gang colors or logos are prohibited.

- **Head Gear**: No hats, sweatshirt hoods, sweater hoods, visors, bandanas, head scarves, scull-caps or hairnets are to be worn during the school day or on school buses. Winter caps may be worn outside during inclement weather.

- **Footwear**: As a health and safety precaution, students must wear shoes. During recess, PE and/or sports activities students, should wear closed-toe shoes to protect their feet. All appropriate street shoes are allowed, including tennis shoes, sandals and other hard-soled shoes. Slippers are prohibited except for medical reasons or for specific short-term foot-related injuries. All shoe laces need to be same color no cross colors allowed. Traditional cross lacing only. All laces should be tied for safety.

- **Leggings and/or Tights**: Leggings/Tights are approved to be worn under skirts, skorts or jumpers. They should be design free in white, black or navy blue.

- **Other Accessories**: Flashy knee socks, scarves and colored ties are not appropriate accessories.
Consequences for Dress Violations:
If the student's dress or grooming is objectionable under these provisions, the District shall request the student to make appropriate corrections. If the student refuses, the superintendent shall notify the parent or legal guardian, if reasonably possible, and request that person to assist the student to make the necessary correction. If both the student and parent refuse, the superintendent shall take appropriate disciplinary action. All discipline is progressive and could include the following:

1<sup>st</sup> Offense: School will require student to remove or change inappropriate dress item. Parent notified.
2<sup>nd</sup> Offense: #1 above plus lunch detention
3<sup>rd</sup> Offense: #1 and #2 above plus parent meeting
4<sup>th</sup> Offense: Short-term suspension
5<sup>th</sup> Offense: Expulsion

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

Procedure Modified: July 8, 2010; August 3, 2011
Attach order form here.
APPENDIX H
INCLEMENT WEATHER
School Delays or Closures

Use most current weather form
APPENDIX I
INTERNET ACCEPTABLE USE
POLICY #2314
The purpose of the Paterson School District Information Network (PNET) is to advance the mission of the district in promoting educational excellence. The network will play a key role in providing a world class education to all Paterson students by enabling the exchange of information and encouraging creativity and collaboration between and among staff and students at district schools and offices. Further, it will connect staff and students with the community, libraries, universities and agencies and other schools around the state, nation and world. The network will accomplish this goal by providing equitable and cost-effective information and communication resources to all students and staff.

**DEFINITION:**

**Information network:** Any configuration consisting of electronic devices communicating with one another or sharing hardware or information resources in common. The information network includes all the communications and computer hardware, operating system and application software of the Paterson School District, and any stored electronic media and systems such as the Internet.

**Information resources:** Any information in digital electronic format, including, but not limited to electronic mail, voice mail, local databases, externally accessed databases, CD-ROM, clip art, digital images, voice and sound recordings and any District Information Network (hereinafter referred as PNET.)

The PNET informational resources will be used by the members of the school community with respect for the public trust through which they have been provided access and in accordance with policy and regulation established by the District. All components of the Paterson information network and resources are the property of the District and therefore subject to District regulation and control. Successful operations of the network requires that its users regard it as a shared resource and cooperate to advance educational opportunities for students and the lifelong professional development of District personnel. It is therefore required that users conduct themselves in a responsible, decent, ethical, and courteous manner while using the network. Each user will be accountable for his/her actions in accessing information, utilizing network services, expending limited resources, and posting information or any form of communication on the network.

The intent of this policy is to ensure that all use of PNET is consistent with its stated purpose. This policy does not attempt to articulate all required or proscribed behavior by network users.

I. **UNACCEPTABLE USE**

Access to the network and to the information technology environment within PNET is a privilege and must be treated as such by all users of the network and its associated systems.

A user’s access to the computing and information resource of the PNET may be denied or withdrawn for a good reason. Unethical, illegal, or unacceptable actions may result in disciplinary action, denial or withdrawal of computer and networking privileges, and/or legal action. Unacceptable, illegal and/or unethical actions include the following:

**IN GENERAL:** Accessing or reproducing without authorization, destroying, altering, dismantling or disfiguring any district information technologies, properties or facilities, including those owned by third parties, or using the network for illegal, purposes, or in support of such activities.

**Illegal activities** are defined as violation of local, state, and/or federal laws.
Harassment is defined as slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other expression or conduct relating to an individual which: (1) has purpose, or effect of creating an intimidating, hostile or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual’s work or school performance; or, (3) interferes with school operations.

Vandalism is defined as any attempt to harm or destroy any component of the information network or resources including, without limitations, introducing viruses, or breaching security barriers within or through the network.

Inappropriate use is defined as a violation of the intended educational use of the network.

Obscene activities are defined as a violation of generally accepted school social standards.

MORE SPECIFICALLY, AND WITHOUT LIMITATION, THE FOLLOWING ARE PROHIBITED:

Submitting, publishing or displaying any defamatory, libelous, maliciously distorted, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages, either public or private.

Without authorization, destroying, altering, dismantling, disfiguring, preventing rightful access to or otherwise interfering with the integrity of any component of the information network or resources, whether stand alone or networked.

II. GENERAL REGULATIONS

1. Accounts, such as those established for Internet, bibliographic searching, FAX, electronic mail, long distance telephone and, voice mail, shall be used only by the authorized owner of the account for the authorized purpose. Account owners are ultimately responsible for all activity under their passworded account.

2. Unlimited use of the network by all users cannot be accommodated. Users must comply with guidelines related to time and expendable resources. Guidelines will be established by the system administrator and are subject to change at any time.

3. Information on any components of the information network or resources, whether networked or stand alone, cannot be guaranteed to be inaccessible to other users and is subject to District access, regulation, and control. The district will take prudent steps to develop, implement, and maintain security procedures to insure the integrity of individual and district files.

4. Given that all components of the PNET are the property of the District and therefore subject to District regulations and control, electronic and/or voice mail may be intentionally inspected without the consent of the senders or the intended recipient in accordance with the law and/or policies of the Paterson School District (e.g., to investigate complaints regarding the use of electronic mail that may contain inappropriate information or illegal material).

5. Users are expected to comply with the license agreements and policies of external networks and services which they use.

III. DISCIPLINARY ACTION

Any violation of this policy by students or staff will result in appropriate disciplinary action and may also be subject to legal action included under any applicable laws. Such disciplinary actions will be consistent with district policies and procedures and will be in accordance with collectively bargained agreements where appropriate.

Adoption Date September 10, 1998
2018-2019
PATERNSON SCHOOL DISTRICT
Information Network (Internet)
User Agreement

User Name: ____________________________ Date: ____________
Signature of User: ____________________ Phone: ____________

If user is under the age of 18, a parent or guardian must also read and sign this agreement.

As the parent of guardian of this student, I have read the Information Network (Internet) User Agreement. I understand that access to the information network and information resources is designed for educational purposes and that Paterson School District has taken precautions to attempt to make inappropriate material unavailable. However, under the best of conditions, students might encounter occasional inappropriate material. As a parent, I recognize the potential for my child to encounter inappropriate material. Since it is impossible for Paterson School District to restrict access to all inappropriate materials, I will not hold them responsible for material acquired or available to my child on the information network (Internet), regardless of any harm that my child may incur in using the information network or information resources. Further, I accept full responsibility for supervision if and when my child’s use of the information network or information resources is not in a school setting. I agree to indemnify, defend and hold the Paterson School District, its employees, agents, and affiliates harmless from any third party claim, connection with my child’s use of the information network or information resources, and I further agree that the Paterson School District shall be entitled to retain separate counsel at my expense to participate in the defense of such claims. I hereby give permission to issue and account for my child and certify that the information contained on this form is correct.

Parent or Guardian’s Name: ________________________________
Signature of Parent or Guardian: ____________________________
Date: ____________
APPENDIX J

STUDENT HOMEWORK
POLICY #2422

HOMEWORK

Homework shall be moderate in terms of time and must contribute to the educational needs of the child.

Homework includes any school-related type of study or written work which is done in the home or library outside of school time, whether voluntarily or teacher-assigned.

Homework is to be related to the classroom and the home time required.

Homework should vary according to children’s needs and abilities.

Teachers are to coordinate required homework with other teachers in order to avoid excessive assignments.

Adoption Date: January 22, 2007
Homework will be assigned to reflect no more than 10 minutes per evening per grade level, beginning at 1st grade. This time could include actual homework related to work happening in the classroom (i.e. math, phonics, geography, etc.) as well as the time students spend reading either silently or with parents. Some projects for older students are designed to take several hours; however, this work will be given with enough lead time for the student to complete their work over an extended time and is considered part of the “10 minutes per grade level” guideline.
Appendix K
Parent, Family and Community Partnerships Policy #2180
PARENT, FAMILY AND COMMUNITY PARTNERSHIPS

Parent Involvement

The Board believes that the education of children is a joint responsibility, one it shares with the parents and the community. To ensure that the best interests of the child are served in this process, a strong program of communication and/or collaboration between home and school must be maintained. The Board believes that it is the parents who have the ultimate responsibility for their children's in-school academic achievement and behavioral conduct. During school hours, the Board, through its designated staff, shall strive to serve the interests of parents in providing for the safety, health and welfare of their children.

The Board directs the Superintendent to provide coordination, technical assistance and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. Such activities will build the school’s and parents’ capacity for strong parental involvement. Schools may offer a variety of parent involvement activities. Schools will:

1. Conduct parent-teacher conferences which facilitates two-way communication between home and school;
2. Hold open houses which provide parents with the opportunity to see the school facilities, meet the staff, and review the program and required paperwork;
3. Disseminate school and/or room newsletters to parents on a regular basis in a language and form they can understand that includes information that assists parents in understanding EALRs, assessment, how to improve achievement, how to connect with schools, and the importance of parent involvement;
4. Conduct meetings of parents and staff members, at flexible times, to explain and discuss matters of general interest with regard to child-school, child-home, or child-school-home relationships;
5. Conduct meetings of staff member(s) and individual or groups of parents of those students who have special abilities/aptitudes, disabilities, needs or problems;
6. Sponsor or co-sponsor special events of a cultural, ethnic and topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community;
7. Collaborate with parents, students and staff in school improvement planning, development, implementation, and review;
8. Conduct a comprehensive survey of parents and staff every three years. At a minimum, the survey will include items that assess school climate, school safety, curriculum and parent involvement.
9. Ensure parent participation in the process of hiring school staff;
10. Jointly develop with, and distribute to parents a written parental involvement policy that describes:
    a. parent involvement opportunities
b. shared responsibilities for high academic achieve (parent/teacher/student contract);

c. how the school assists in building capacity for parent involvement to improve to the extent possible, how the school addresses parent accessibility (translation times); and

d. resources available for parental involvement.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's performance in school and recommends:

1. Supporting the schools in requiring that the children observe school rules and regulations, and by accepting their own responsibility for children's willful in-school behavior;

2. Sending children to school with proper attention to their health, personal cleanliness and dress;

3. Maintaining an active interest in the students' daily work and making it possible for the student to complete assigned homework through providing a quiet place and suitable conditions for study;

4. Reading all communications from the school, and signing and returning them promptly when required;

5. Cooperating with the school in attending conferences set up for the exchange of information on the child's progress in school;

6. Participating in in-school activities and special functions; and

7. Communicating with schools, in a timely manner, any concerns regarding their student.

Date: April 28, 2003
Revised: Spring 2008
APPENDIX L
FERPA Notification and Child Find Notice
NOTIFICATION OF RIGHTS UNDER
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
for Elementary and Secondary Institutions

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
   Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
   Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
   If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them to 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.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education 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 School 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 School 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 educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

* State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within five business days. RCW 42.17.320

NOTE: In addition, an institution may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.
Child Find Notice
8/21/2019

The Paterson School District is seeking young people from birth to age 21 who are not currently receiving special education services who may be in need of special education services.

Special needs are defined in accordance with Washington state guidelines as having concerns in the following areas: hearing, vision, speech, language, health, learning, developmental delay, social/emotional, behavior management, mental retardation, birth defects, orthopedic or spinal problems, autism or other disabilities.

People with children having any of these conditions are encouraged to contact the Paterson School District, P.O. Box 189, Paterson, WA 99345 or call 509-875-2601 for more information.

AVAILABILITY OF DOCUMENTS:

Any application and any required policies, procedures, evaluations, plans, and reports relating to Special Education will be made readily available to parents and other members of the general public through this district’s special education and superintendent offices.

PUBLIC NOTICE OF NON-DISCRIMINATION OF PROGRAMS

Paterson School District does not discriminate in admission, access, treatment or employment on the basis of race, color, national origin, sex, age, creed, sexual orientation, marital or veteran status, or disability. Students, school district employees, parents/guardians, and community members will not be excluded from participation in or be subjected to discrimination with respect to any educational program or activity, such as Instructional Programs, Special Services, Athletic Services or After-school Programs. If you have any questions, please contact John Seaton, Title IX Officer, or our Section 504 Coordinator, Mike Prudhomme 509-875-2601.
APPENDIX M
Regulation of Dangerous Weapons
Policy #4210
REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

A. persons engaged in military, law enforcement, or school district security activities;
B. persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
C. persons competing in school authorized firearm or air gun competitions; and
D. any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

A. persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
B. persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission.
Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the superintendent. The district shall also comply with federal protections for disabled students in the application of this policy.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one year expulsion for a violation involving a firearm.

Cross References:   Board Policy   3240 Student Conduct
                   3241 Corrective Actions or Punishment

Legal References:   RCW 9.41.280 Dangerous weapons on school grounds
                    9A.16.020 Use of force—when lawful
                    9.91.160 Personal Protection Spray devices
                    28A.600.420 Firearms on school premises, transportation, or facilities -- Penalty -- Exemptions

PNA 9710.02 - Legislature also addresses “look-alike” firearms

Adoption Date: May 21, 2001
APPENDIX N
Drug Free Schools, Community, and Workplace
Policy #5201
DRUG-FREE SCHOOLS, COMMUNITY AND WORKPLACE

The board has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff serves.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

For these purposes, the board declares that the following behaviors will not be tolerated:

A. Reporting to work under the influence of alcohol, illegal chemical substances or opiates.
B. Using, possessing, transmitting alcohol, illegal chemical substances (including anabolic steroids) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates will be subject to disciplinary action, including immediate termination.
C. Using district property or the staff member's position within the district to make or traffic alcohol, illegal chemical substances or opiates.
D. Using, possessing or transmitting illegal chemical substances and opiates in a manner which is detrimental to the interest of the district.

Any staff member who is taking a drug or medication whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs which are known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. The supervisor in conjunction with the district office then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information.

Each employee shall be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy may be subject to disciplinary action, which may include immediate discharge. As a condition of eligibility for
reinstatement, an employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the board, at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the school district incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

Other actions such as notification of law enforcement agencies may be taken in regard to a staff member violating this policy at the district's discretion as it deems appropriate.

Cross References:         Board Policy
                         4215       Use of Tobacco on School Property
                         5280       Termination of Employment
                         5203       Staff Assistance Program

Legal References:         41 USC §§ 701-707   Drug Free Workplace Act of
                         20 USC §§ 7101-7118  Subtitle D 1988 and as amended in 1989
                         21 U.S.C. 812      Safe and Drug-Free Schools and Communities Act
                         21 CFR 1300.11-1300.15 Controlled Substance Act
                         RCW 69.50.435   Violations committed on school bus
                             or in or near school grounds or
                             school bus route stop

Adoption Date:   April 26, 1999
USE OF TOBACCO ON SCHOOL PROPERTY

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from tobacco use on school property.

Smoking or any other use of tobacco products shall be prohibited on school district property. This shall include all district buildings, grounds and district-owned vehicles.

Notices advising district employees and patrons of this policy shall be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent. Employee and student handbooks shall include notice that using tobacco on school property is prohibited. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Cross References: Board Policy 3300 Corrective Actions or Punishment 5255 Disciplinary Action and Discharge

Legal References: RCW 28A.210.310 Prohibition on use of tobacco products on school property

Adoption Date: May 21, 2001
Nondiscrimination and Affirmative Action

1. Nondiscrimination
The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person, or a disabled veteran status; or Vietnam-era veteran status.

The superintendent shall designate a staff member to serve as affirmative action/Title IX Compliance officer.

2. Affirmative Action
The district, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, handicapped, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The superintendent shall develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups--aged, handicapped, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, shall be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the board.

3. Employment of Persons with Disabilities
In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions shall prevail:

A. No qualified person with disabilities shall, solely by reason of a disability, be subjected to discrimination, and the district shall not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.

B. The district shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment
   or devices, the provision of readers or interpreters and other similar actions.

In determining whether or not accommodation would impose an undue hardship on the district, factors to
be considered include the nature and cost of the accommodation.

C. The district shall not make use of any employment test or criteria that screens out persons disabilities
   unless:
   1. The test or criteria is clearly and specifically job-related; and
   2. Alternative tests or criteria that do not screen out persons with disabilities are available.

D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to
   the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-
   related functions.

E. Any staff member who believes that there has been a violation of this policy or the law prohibiting
discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Legal References:    RCW 28A.400.310  Law against discrimination applicable to
district’s employment practice  
28A.640.020 Regulations, guidelines to eliminate
discrimination--Scope  
49.60 49.60.030  Law Against Discrimination  
49.60.180 Freedom from discrimination  
49.60.400 Unfair practices of employer defined  
(I-200)  
WAC 162-22-050 Affirmative action, discrimination prohibited
392-200 Unfair practice  
392-200-015 Employment Discrimination
Public school employment—Affirmative
action program

Title VII of the Civil Rights Act of 1964
Title IX Educational Amendments of 1972
Title IX Education Amendments of 1974
P.L. 99-603 Immigration Reform and Control Act
(IRA) of 1986
42 U.S.C. SS 12101 - 12213 Americans with Disabilities Act
29 U.S.C. 706
Exec. Order 11246 Amended by Executive Order 11375
45 C.F.R. 84 Sec 504 Vocational Rehabilitation Act of 1973

Adoption Date:   June 15, 2001
Revised: December 18, 2006
APPENDIX Q
Online Learning
Policy #2026
ONLINE LEARNING

The Paterson School Board believes that a variety of learning options, including online courses and programs, are critical for 21st Century learners. The board recognizes that the online learning environment can provide students with unique opportunities to become self-disciplined learners with lifelong learning skills. Further, the District and Board believe that online learning may provide opportunity for students to access curriculum and specialized courses in a flexible learning environment that might not otherwise be available.

Although the Paterson District does not plan to provide online courses, the board recognizes that parents may choose to enroll students in online courses and we will cooperate with families who, through their own home internet connection, wish to provide online learning opportunities that may be available for their children. The board directs the superintendent to provide information to parents and staff regarding online learning options and the guidelines for participation.

The superintendent or designee will develop procedures to implement this policy. The procedures will include, but not be limited to, a description of student access to online learning courses/programs, student eligibility criteria, methods the district will use to support student success, payment of course fees and other costs, granting of course credit and conditions under which no credit will be awarded.

Adopted: August 23, 2010

RCW 28A.250 Online Learning
If your Address, Phones, Employment or other information changes during the year - PLEASE let us know a.s.a.p. This will not only help us keep you updated, but more importantly, we will know how to contact you in the event of an emergency. Just use one of the tear-off forms below and mail it in to us, or send it with your child as soon as possible. Thank you!!

(just fill in the NEW or CHANGED information below)
Parents Names: ___________________________ Student(s): _________________________
New Phone: ___________________ New Cell: ___________________________
New Address: _________________________________________________________
New Emergency Contact: __________________ & phone: ___________
New Employment Phone: __________________ & Address _________________________

(just fill in the NEW or CHANGED information below)
Parents Names: ___________________________ Student(s): _________________________
New Phone: ___________________ New Cell: ___________________________
New Address: _________________________________________________________
New Emergency Contact: __________________ & phone: ___________
New Employment Phone: __________________ & Address _________________________

(just fill in the NEW or CHANGED information below)
Parents Names: ___________________________ Student(s): _________________________
New Phone: ___________________ New Cell: ___________________________
New Address: _________________________________________________________
New Emergency Contact: __________________ & phone: ___________
New Employment Phone: __________________ & Address _________________________