VISION:
Yelm Community Schools is a welcoming, safe, student-centered, and collaborative learning environment. In partnership with parents, students, and community leaders, YCS staff members are dedicated to helping all students meet performance expectations and achieve their full learning potential.
Welcome
to the 2017-18 school year
at Yelm Community Schools!

This handbook is an important guide to student rights, responsibilities and regulations. These rules, regulations and notification of rights are established to provide a safe and positive educational setting where all students can learn with as few disruptions as possible. We expect our students to behave in a professional manner toward staff and each other in an environment free of harassment and discrimination.

We firmly believe that all children can learn and thrive in our school system. The Yelm community strongly supports the schools and by working together – students, staff, parents, and community – we can show all children that their future is enhanced through quality learning. Learning happens best when students feel safe, supported and able to engage in all aspects of their education.

Our district handbook is distributed to all students. We ask that parents and students take time together to review the contents. Each school also distributes its own handbook with additional procedures and guidelines unique to the school.

Yelm Community Schools policies are available on our web site at www.ycs.wednet.edu/policies, at the district office, and at your local school.

If you have questions, please do not hesitate to contact me at (360) 458-1900.

Brian Wharton
Superintendent
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STUDENT RIGHTS

In addition to individual rights established by law and district policies, students served by or on behalf of Yelm Community Schools will have the right to:

- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability;
- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:
  - Freedom of speech and press;
  - Peaceably assemble;
  - Petition the government and its representatives for a redress of grievances;
  - The free exercise of religion and to have their schools free from sectarian control or influence; and
- Participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them;
- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organizations;
- Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and
- Annual information pertaining to the district’s rules and regulations regarding students, discipline and rights.

Students may be subject to discipline, suspension or expulsion, including emergency expulsion, for violating district policies and regulations and school rules. The procedures for appealing these actions are found in Yelm Community Schools Board Policy 3241, in Procedure 3241P, and in the state WAC 180-40-240 through 320. In general, these require that student discipline be administered fairly and equitably and be subject to due process considerations. Copies of all policies and procedures, including Policy 3240, Student Conduct Expectations and Reasonable Sanctions, and Policy 4210, Regulation of Dangerous Weapons, are available online at www.ycs.wednet.edu/policies, at the district office and from all school principals.

OPTIMUM LEARNING ATMOSPHERE

All students have the right to an education in classrooms where there is an optimum learning atmosphere. The highest consideration must be given to the judgment of a certificated staff member regarding conditions necessary to maintain such an atmosphere. (RCW 28A.600.020)
FREEDOM OF EXPRESSION

1. Students are entitled to express their personal opinions verbally, symbolically and in writing. Student expression may not contain language or ideas of such a nature that it is reasonably probable that the expression will create hostility or violent or unlawful behavior, be libelous, slanderous, profane, vulgar or obscene, or materially and substantially interfere with the educational process. Intentionally intimidating, demeaning, harassing or threatening any students or staff based on ethnicity, religion, disability, gender, race or sexual orientation will not be tolerated.

2. School-sponsored student publications and presentations are not public forums. School officials may review and exercise editorial control over school-sponsored student publications and presentations.

3. To prevent interference with the school program by non-school publications and distribution of leaflets and handbills, the principal will determine the time and place of distribution and clarify student responsibility for content.

4. Student groups which are not authorized by the Associated Student Body may conduct meetings during non-instructional time by submitting an application to the school principal and reserve meeting space through the district office. School personnel may not participate in the meeting and non-students may not initiate, direct, control or regularly attend the meetings.

5. Freedom of peaceful assembly is regulated in time and place by the building administrator. Demonstrations which interfere with the operation of the school or classroom are prohibited. Class attendance takes precedence over freedom to assemble.

6. Commercial solicitation is not allowed unless authorized by the principal/superintendent.

7. Distribution of unlawful materials in school buildings or on the grounds is prohibited.

8. Any violation by any student(s) of the limitations of freedom of expression may subject the student to such discipline (to include suspension/expulsion) as may be deemed appropriate by the school authority, provided that such discipline occurs only for just cause and is in accordance with due process of law (RCW 28A.600.010, RCW 28A.305.160).

HARASSMENT, INTIMIDATION AND BULLYING

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

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, and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

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

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

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

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

INTERVENTIONS
Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

STUDENTS WITH INDIVIDUAL EDUCATION PLANS OR SECTION 504 PLANS
If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student’s IEP or Section 504 team to determine whether the incident had an impact on the student’s ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student’s disability. During the meeting, the team will evaluate issues such as the student’s academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student’s IEP or Section 504 plan, to ensure the student receives a FAPE.

RETALIATION/FALSE ALLEGATIONS
Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

COMPLIANCE OFFICER
The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Further information and specific complaint procedures are listed in Board Policy 3207 and Procedure 3207P posted on the district web site: www.ycs.wednet.edu/policies.
SEXUAL HARASSMENT OF STUDENTS PROHIBITED

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere. (Policy 3205)

DEFINITIONS

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” includes:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

INVESTIGATION AND RESPONSE

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or formally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.
RETALIATION AND FALSE ALLEGATIONS
Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

STAFF RESPONSIBILITIES
The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district’s Title IX or Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district’s Section 504 Coordinator.

NOTICE AND TRAINING
The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District’s Title IX coordinator and provide contact information, including the coordinator’s email address.

POLICY REVIEW
The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

PROCEDURE 3205
The procedure is intended to set forth the requirements of Policy 3205, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in school district activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the district will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

Notice
• Information about the district’s sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, be reproduced in each student, staff, volunteer and parent handbook.
• In addition to the posting and reproduction of this procedure and Policy 3205, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at Human Resources Office, 107 1st Street North, PO Box 476, Yelm, WA 98597.

Staff Responsibilities
• In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX and Civil Rights Compliance Coordinators so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement.
• The principal will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Confidentiality
• If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Director of Human Resources for evaluation.
• The Director of Human Resources should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.
• If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant’s request to have his or her name withheld may limit the district’s ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

Retaliation
Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

INFORMAL COMPLAINT PROCESS
Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to the Director of Human Resources. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district’s investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:
• An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
• A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
• A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
• Developing a safety plan;
• Separating students; or
• Providing staff and/or student training

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the district believes the complaint needs to be more thoroughly investigated.

The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

FORMAL COMPLAINT PROCESS
Level One – Complaint to District
Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district’s investigation.

The following process will be followed:

Filing of Complaint
• All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant’s interest in filing a formal complaint.
• The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
• Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Coordinator, Assistant Superintendent of K-12 Education at 107 1st Street N, PO Box 476, Yelm, WA 98597, (360) 458-1900. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

Investigation and Response
• The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator’s possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
• Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.
• When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

Superintendent Response
• The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the
complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.

- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant’s right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).

- The superintendent’s or designee’s response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.

- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent’s mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

- The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Level Two - Appeal to Board of Directors

Notice of Appeal and Hearing

- If a complainant disagrees with the superintendent’s or designee’s written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

- The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.

- Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

Board Decision

- Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.

- The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.

- The decision will include notice of the complainant’s right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.
Level Three - Complaint to the Superintendent of Public Instruction

Filing of Complaint

• If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

• A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20th) calendar day following the date upon which the complainant received written notice of the board of directors’ decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

• A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district’s complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Investigation, Determination and Corrective Action

• Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.

• Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

• All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office’s written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education
OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)
WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Mediation
At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant’s right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:
1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or
2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

Training and Orientation
A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:
• Demands for sexual favors in exchange for preferential treatment or something of value;
• Stating or implying that a person will lose something if he or she does not submit to a sexual request;
• Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
• Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person’s appearance, gender or conduct;
• Using derogatory sexual terms for a person;
• Standing too close, inappropriately touching, cornering or stalking a person; or
• Displaying offensive or inappropriate sexual illustrations on school property.

NONDISCRIMINATION

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability,
or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student’s ability to participate in or benefit from the district’s course offerings; educational programming or any activity will not be tolerated. When a district employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the district will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

The district’s nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the district will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the district’s compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the district’s Section 504 and Title IX compliance officers.

The district will annually publish notice reasonably calculated to inform students, students’ parents/guardians (in a language that they can understand, which may require language assistance), and employees of the district’s discrimination complaint procedure.

The superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district.

The district will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy. (Policy 3210)

**DISCRIMINATION COMPLAINT PROCEDURE**

Anyone may file a complaint against the district alleging that the district has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy 3210) and more particularly to policies dealing with guidance and counseling (Policy 2140), co-curricular program (Policy 2150), and curriculum development and instructional materials (Policy 2020). As used in this procedure:

A. **Grievance** means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.

B. **Complaint** means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.
C. **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.

**INFORMAL PROCESS FOR RESOLUTION**

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the district must notify complainant of their right to file a formal complaint.

**FORMAL PROCESS FOR RESOLUTION**

**Level One – Complaint to District**

The complaint must set forth the specific acts, conditions, or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer will provide the superintendent with a full written report of the complaint and the results of the investigation.

The superintendent will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the Office of the Superintendent of Public Instruction.

The decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant’s right to appeal to the school board and the necessary filing information. The superintendent’s or designee’s response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

Any corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent’s mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

**Level Two - Complaint to Board of Directors**

If a complainant disagrees with the superintendent’s or designee’s written decision, the complainant may appeal to the district board of directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The
decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant’s right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the Office of the Superintendent of Public Instruction.

Level Three – Complaint to the Superintendent of Public Instruction
If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Superintendent of Public Instruction.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20th) calendar day following the date upon which the complainant received written notice of the board of directors’ decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

2. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district’s complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four – Administrative Hearing
A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office’s written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW

MEDIATION
At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the discrimination complaint process deadlines in order to pursue mediation. The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated
by either party at any time during the mediation process. It may not be sued to deny or delay a complainant’s right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:
1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

RESOURCES
District Contact: Director of Human Resources, Yelm Community Schools, 107 1st Street North, Yelm, WA 98597; (360) 458-1900.

State Contacts:
Superintendent of Public Instruction, Equity and Civil Rights Office, PO Box 47200 Olympia, WA 98504-7200, (360) 725-6162.

SEARCH AND SEIZURE
A student shall be free from searches by school officials of his/her clothing, backpacks and other personal property unless there are reasonable grounds to believe that the search is necessary in the aid of maintaining school discipline and order.

Student lockers, desks and other storage areas remain the property of the school district, and school officials retain the right to inspect lockers, desks or other storage areas assigned to students. No right or expectation of privacy exists for any student, and these areas may be inspected or searched by school authorities at any time without prior notice and without reasonable suspicion that the search will yield evidence of a student’s violation of the law or a school rule. Any container(s) found as a result of a search of a locker, desk or other storage area may be searched if there is reasonable suspicion that the container(s) holds evidence of a student’s violation of the law or school rule. The methods used are to be reasonably related to the objectives of the search and not be excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. A principal or designee may not subject a student to a strip search or body cavity search as those terms are defined in RCW 10.79.070.

Illegal items such as drugs, drug paraphernalia, firearms, weapons or other possessions reasonable determined to be a threat to the safety or security of others may be seized by school authorities. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession (RCW 28A.600.222 & 230, RCW 9.14.250 & 270 & 280).

SPECIAL EDUCATION SERVICES
Yelm Community Schools provides special education services for students with disabilities. These services are available in the general age range of birth - 21 and are provided as near the child’s home school area as possible. Parent(s)/guardian(s) may initiate referral for testing or placement of their child.
Parents/guardians of students with disabilities have basic rights in the following areas: (1) notice and consent, (2) confidentiality of records, (3) testing and assessment, (4) individualized educational program, (5) placement, and (6) due process (impartial hearing and/or mediation), a standardized process for resolving disagreements.

The school district has the legal responsibility to notify parent(s)/guardian(s) when the district proposes to initiate or change the identification, assessment or educational placement of the child or the provision of a free appropriate education; or when the district, upon request of the parent(s)/guardian(s), refuses to initiate or change the identification, assessment or educational placement of the child or the provision of a free appropriate education.

The school district must obtain the written consent of the parent(s)/guardian(s) prior to conducting any preplacement assessment of a student and prior to placement of a student in a special education program. If parent(s)/guardian(s) do not consent, the district may ask a hearing officer to decide the issue.

SECTION 504 OF THE REHABILITATION ACT OF 1973
Parent/Student Rights in Identification, Evaluation and Placement

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:
1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling conditions.
2. Have the school district advise you of your rights under federal law.
3. Receive prior notice with respect to actions regarding the identification, evaluation, or placement of your child. Parent consent must be obtained before initial evaluation and placement.
4. Have your child receive a free appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive special education and related services if he/she is found to need them under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act and provide transportation as a related service when necessary as part of a student’s accommodation plan.
7. Have evaluation, educational program, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child’s identification, evaluation, educational program, and placement.
11. Obtain copies of your child’s education records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child’s records.
13. Request amendment of your child’s educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child’s identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Assistant Director of Special Services.

15. Ask for payment of reasonable attorney fees if you are successful on your claim.

16. File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Director of Student Support, phone number (360) 458-6124. The Director can provide 504 ADA information.

CHILD FIND

The Child Find program conducts activities for the purpose of locating, evaluating and identifying students with a suspected disability. Activities apply to students ages birth through 21.

Formal screenings and assessments, which could include the areas of hearing, vision, social skills, language, learning and motor skills, are available for preschool students.

For parent(s)/guardian(s) concerns about their child’s development or questions about the Child Find program, please contact the district Student Support office at (360) 458-6124.

(WAC 392-172-100)

HOMELESSNESS

Homeless children are entitled to the protections of the McKinney-Vento Act of 1986, a federal law. The following questions may help to determine whether or not a student qualifies for these protections:

1. Is this student’s home address a temporary living arrangement?
2. Is this a temporary living arrangement due to a loss of housing or economic hardship?
3. Is this student awaiting foster care placement?
4. As a student, are you living with someone other than your parent or legal guardian?

If you answered yes to any of these questions, please contact your school counselor or intervention specialist for assistance. For more information, contact the district homeless liaison, Assistant Director of Special Services, at (360) 458-6133.

INTRA-DISTRICT TRANSPORTATION FOR DISTRICT PROGRAMS

There may be occasion when students are transported by bus to another school within the district for a district program. If you would like to be notified before allowing your child to be transported within the district, please notify the school office.

STUDENT ORGANIZATIONS

Student organizations are limited to students enrolled at the school and are encouraged if the purposes and activities are consistent with the educational program of the district and are approved by the building principal.

STUDENT RECORDS

Each student has one complete set of records that progress through the grades with the child (except for special education records which are kept in the special education department). Student records located in the school may contain achievement information, standardized test scores, enrollment, directory information, health records, attendance, staff evaluations, comments, letters, disciplinary action and achievement awards.
Student records for special education students are located in the special education files and contain reports and assessments by staff specialists in speech, hearing, social/emotional, child study, visually disabled, etc.; individualized educational programs; state-approved reports and assessments such as special education programs and summer counseling; reports from individuals or agencies outside of school; and disciplinary action. (Policy 3231)

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

As part of the federal Every Students Succeeds Act, you have the right to learn more about your child’s teachers’ training and credentials. Specifically, you may ask (1) whether the teacher met state qualifications and certification requirements for the grade level and subject he/she teaches; (2) whether the teacher received an emergency or conditional certificate through which state qualifications were waived; and (3) what undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask about paraprofessionals working with your child in reading, writing, and/or mathematics. We can tell you whether your child receives help from a paraprofessional and whether he/she meets state qualifications and/or licensing requirements.

If you have further questions about teacher or paraprofessional qualifications, please contact the Human Resources Department at the district office.

RIGHT TO INSPECT CURRICULAR MATERIALS

Parent(s)/guardian(s) have the right to inspect any instructional material that is used as part of the educational curriculum for their child(ren). Requests to inspect instructional materials should be made to the Director of Student Learning (360) 458-1900. The Director will schedule a mutually agreeable time for the parent(s)/guardian(s) to inspect the materials within a reasonable time frame.

REVIEW AND PRIOR APPROVAL OF CERTAIN SURVEYS

Independent “third party” researchers, for example colleges and universities, sometimes request permission to gather survey or interview information from students. Upon request, parent(s)/guardian(s) shall be granted permission to inspect any such surveys or interview questions. After inspection of the materials parent(s)/guardian(s) may request that their child(ren) not participate in the survey/interview. The district’s assistant superintendent must approve any third party research before it can begin. Part of that approval process includes prior notification to parent(s)/guardian(s) of any surveys or interviews and the opportunity to inspect the materials. Parent(s)/guardian(s) with questions or concerns about any surveys or interviews may contact the assistant superintendent at (360) 458-1900.

Other “third party” entities sometimes request student information for the purpose of developing and evaluating or providing educational products or services for, or to, students or schools, such as:

1. Recruiting activities for colleges, other postsecondary schools, or the military;
2. Curriculum and instructional materials;
3. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students.

Before granting a request from a third party that is NOT for one of the above purposes, the district shall notify parent(s)/guardian(s) of the request, with sufficient time to allow the parent(s)/guardian(s) to restrict the release of the information about their child(ren). Parent(s)/guardian(s) with questions or concerns about the release of student information to third parties may contact the principal of their school.
Sometimes surveys conducted by the school district are viewed by some parent(s)/guardian(s) as being overly personal or private. If a survey conducted by the school district includes one or more items pertaining to the list below, the district shall protect the privacy of individual student responses. Furthermore, the district will provide sufficient time for parent(s)/guardian(s) to review the survey and, after review, request that their child(ren) not participate if the survey contains an item or items related to:

1. Political affiliations or beliefs of the student, the student’s parent or members of the student’s household;
2. Mental or physical problems of the student, the student’s family or members of the student’s household;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations or beliefs of the student, the student’s parent or members of the student’s household;
8. Income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program). (Section 1061 of PL 107-110, No Child Left Behind Act of 2001; Family Education Rights and Privacy Act of 1975, 20 U.S.C. § 1232g.)

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) for Elementary and Secondary Schools

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. They 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 Yelm Community Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, 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 district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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 district as an administrator, supervisor, instructor or support staff member (including, but not limited to, health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (including, but not limited to 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/her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional employment responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

   Family Policy Compliance Office, U.S. Department of Education
   400 Maryland Avenue SW, Washington, DC 20202-5901

*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*

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires Yelm Community Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Yelm Community Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Yelm Community Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama presentation;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.*

If you do not want Yelm Community Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by SEPTEMBER 30 EACH SCHOOL YEAR (See the sample Opt Out Form, next page.)

Yelm Community Schools has designated the following information as directory information:

- Student’s name
- Parent/Guardian name(s)
- Address
- Telephone listing
- Grade level
- Date of birth
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Dates of attendance
• Grade level
• The most recent educational agency or institution attended
• Post high school career plans

* These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 1995 (P.L. 107-109), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the nation’s armed forces.

YELM COMMUNITY SCHOOLS
OPT OUT FORM - EXAMPLE
FOR STUDENT PHOTOGRAPHS & DIRECTORY INFORMATION

(This form is available at your child’s school and at www.ycs.wednet.edu)

If you do not wish photos or directory information released about your student, complete the form and return to your child’s school by September 30 each school year.

Directory information can be made public without the consent of parents. Directory information means the student’s name, parent/guardian name(s), address, telephone listing, birth date, post-high school career plans, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, type of awards received, and the most recent school attended by the student. The names, addresses, and telephone numbers of students in grades 9-12 will be released upon request to military recruiters and institutions of higher education unless parents have advised the school in writing that they do not want their student’s information disclosed without their prior written consent. In addition, the district will release the student’s current school, address and telephone number to appropriate law enforcement personnel including Child Protective Services.

School principals have forms which parent(s)/guardian(s) may use if they want to restrict the release of directory information. (Family Education Rights and Privacy Act of 1975, 20 U.S.C. § 1232g.)

Return the completed form to your school’s principal by September 30 each school year.

If no documentation is on file, it will be assumed that permission for release of directory information and/or photos has been granted.

PLEASE DO NOT RELEASE DIRECTORY: INFORMATION TO: (check all that apply)

___ Military recruiters
___ Institutions of higher learning
___ Any outside source (e.g., newspapers for honor roll) except as required by law
___ School publications (e.g., exclude information from yearbooks, newsletters)

PLEASE DO NOT ALLOW PHOTOGRAPHS: (check all that apply)

___ to be published in any school publication (e.g., newsletters, yearbooks, school web sites)
___ to be taken by outside agencies (e.g., local newspaper publicizing a school event) within the district’s reasonable control. (School-sponsored class & individual pictures are not included in this category.)

NON-EMERGENCY PHYSICAL EXAMINATIONS

District staff will not conduct any invasive physical examination or screening (defined as “any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body”) without prior parental approval. The school district may schedule and conduct screenings for hearing, vision, and scoliosis. Also examinations necessary to protect the immediate health and safety of the student, or of other students may be conducted without prior parental notice and consent.
IMMUNIZATION REQUIREMENTS

Washington state law (WAC 246-100-166) requires every child, before or on each child’s first day of attendance at any public or private school in the state, to provide proof of 1) full immunization, 2) the initiation of a schedule of immunization, or 3) a certificate of exemption. The state updates immunization requirements each year. Forms are available in every school office. Access a list of this year’s requirements at: http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements

MENINGOCOCCAL INFORMATION

As of July 1, 2005, schools are required to provide meningococcal information beginning with sixth grade entry to students and parents in our community.

Meningococcal disease, commonly known as meningococcal meningitis, strikes up to 3,000 adolescents and adults in the U.S. each year. Adolescents and young adults have an increased rate of contracting meningococcal disease compared to the general population, accounting for nearly 30 percent of all U.S. cases annually. According to one study, as many as one out of every four adolescents infected with the disease may die. Of those that survive, up to 20 percent suffer long-term disabilities, including brain damage, hearing loss, kidney disease and limb amputations.

The department of health wants you to be aware of meningococcal meningitis and the availability of a vaccine to protect against the disease. Vaccination can help protect against up to 83 percent of the meningococcal disease cases occurring among adolescents and young adults. Vaccination is not required for school attendance.

We encourage you to learn more about meningococcal meningitis and prevention and speak to your child’s physician about immunization. In addition, we urge you to speak to your children about good hygiene and not sharing personal items that may transmit the disease. Additional information is available on the following web sites:

- Washington State Department of Health Immunization Program Meningococcal disease information: http://www.doh.wa.gov/YouandYourFamily/Immunization/Diseases/MeningitisMeningococcalDisease.aspx
- Centers for Disease Control and Prevention Meningococcal vaccine information: http://www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html
- Disease Information: http://www.cdc.gov/meningococcal/about/index.html

HUMAN PAPILLOMAVIRUS (HPV) INFORMATION

The following information is being provided to you at the direction of the Washington State Legislature to help reduce cervical cancer rates in Washington by protecting girls from HPV.

What is Human Papillomavirus (HPV)?
HPV is a very common virus that is spread through genital contact. At least 50 percent of sexually active people will get HPV at some time in their lives. There are many types of HPV. Some types can cause cervical cancer or genital warts. Both women and men can get HPV and easily spread it to others without knowing they have it.

What are the symptoms of HPV?
Most people with HPV have no signs or symptoms. Some people know they have HPV because they have a symptom like genital warts. Women may find out they have HPV through cervical cancer screening (Pap tests) and HPV testing. Health care providers do not usually test for HPV unless abnormal cervical cell changes are detected by a Pap test.

How can HPV infection be prevented?
The best way to prevent HPV infection is to abstain from all sexual activity. People with only one lifetime partner can get HPV if their partner had previous sexual partners. It is uncertain how well
condoms protect against HPV infection. However, condom users do have lower cervical cancer rates. The HPV vaccine is a very effective way to prevent four types of HPV that can cause cervical cancer and genital warts.

What is the HPV vaccine?
The HPV vaccine, Gardasil®, protects against four types of HPV which cause 70 percent of cervical cancers and 90 percent of genital warts. The vaccine does not protect against all types of HPV or other sexually transmitted infections. The vaccine also does not protect against any type of HPV that someone already has. Current studies show that HPV vaccine protection lasts up to 5 years. Research will continue to determine the length of the HPV vaccine’s protection.

Who should get the vaccine and when should they get it?
The federal Advisory Committee on Immunization Practices recommends the HPV vaccine for all girls age 11-12 years. The vaccine can also be given to females as young as nine and up to 26 years, if their doctor recommends it. HPV vaccine is given as a series of three shots over a six month period. The vaccine is not currently recommended for boys or men. The HPV vaccine is a preventive vaccine and will offer the best protection if given before sexual activity starts. HPV vaccine is not required for school entry in Washington.

Are Pap tests still recommended for females that get the HPV vaccine?
Yes. The HPV vaccine does not protect against all of the types of HPV that can cause cervical cancer, so females will still need Pap tests.

Where can I find the HPV vaccine?
Ask your doctor, nurse, or local health clinic to find out whether your daughter needs the HPV vaccine and where you can get it. Most providers in Washington will have state-supplied HPV vaccine and there will be no cost to parents (of girls under 19 years) for the vaccine. Providers may charge an office visit and/or administration fee. The HPV vaccine is available to providers at no cost through Washington State’s Universal Childhood Vaccine Program.

For more information on HPV, the Vaccine, and Cervical Cancer:
Centers for Disease Control & Prevention: www.cdc.gov/std/hpv
American Social Health Association: www.ashastd.org
American Cancer Society: www.cancer.org

USE OF PESTICIDES/HERBICIDES

Upon request, the district will provide notification to staff and parents of the district’s pest control policies, methods and its posting and notification requirements (Board Policy 6895/6895P). Copies of the annual pesticide use record and summary are available at:

Yelm Community Schools - Facilities Office
401 Coates Ave NW / PO Box 476, Yelm, WA 98597
Ph: (360) 458-6127    FAX: (360) 458-4052

USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES

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 use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices and vapor products, non-prescribed inhalers, nicotine delivery devices, or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment device, material or innovation.
Any use of such products and delivery devices by staff, students, visitors or community members will be prohibited on all school district property, including all district buildings, grounds and district-owned vehicles, and within five hundred feet of schools. Possession by, or distribution of tobacco products to minors is prohibited.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees, students and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy. (Policy 4215)

STUDENT CONDUCT EXPECTATIONS

The school board acknowledges that conduct and behavior is closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

A. Respect the rights, person and property of others;
B. Pursue the required course of study;
C. Preserve the degree of order necessary for a positive climate for learning;
D. Comply with district rules and regulations; and
E. Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

The board also recognizes that schools must take reasonable steps so that students who fail to adhere to the district’s rules and regulations and who receive discipline for such misconduct remain engaged or are effectively reengaged in their educational program.

1. **Alcoholic beverages, illegal drugs and controlled substances**—Possession, use, sale, distribution or being under the influence of alcohol, drugs, controlled substances, hallucinogens or items that are purported to be unlawful drugs or controlled substances during school time or school-sponsored activities, on school premises (including parking lots) or transportation are prohibited. Compliance with this prohibition is mandatory.

   Students who use, possess or are under the influence of alcohol or controlled substances or possess drug-related paraphernalia shall be subject to suspension. The student has the right to appeal.

   Students who distribute, possess with intent to deliver or sell alcoholic beverages, unlawful drugs, controlled substances or hallucinogens or items that purport to be any of the foregoing shall be placed on suspension or expelled. The appropriate law enforcement/juvenile agency will be contacted (Policy 3241; Procedure 3240P, 3241P, 3243P). The student has the right to appeal.

2. **Attendance**—State law and district policy and procedures require daily and punctual attendance of all students, unless officially excused. Parents and students are both responsible for assuring attendance.

   Parents must provide the school with a valid reason for an absence before it can be excused. The following constitute valid reasons for excused absences: a personal illness; health condition or medical or dental appointment; an appearance in court when required by law; a disciplinary
action (e.g., short-term suspension, long-term suspension that does not result in loss of grades or credits or emergency expulsion); religious observance; a family emergency approved by the principal; school-approved activities; and a planned family activity which has been pre-approved by the principal. In all cases, the school principal determines whether an absence is excused or unexcused. The school will inform the parent/guardian of a student’s unexcused absence. On the second occasion of an unexcused absence, the school will schedule a conference with the parent(s)/guardian(s). Steps will be taken to attempt to eliminate or reduce the student’s absences.

In accordance with the state’s mandatory attendance laws, if a student is absent without excuse five times within a month, the school district may file a petition with the juvenile court seeking the court’s jurisdiction over the student’s attendance in school; if a student is absent without excuse seven times within a month or 10 times within a school year, the school district will file a petition with the juvenile court. (Policy 3122, 3122P, RCW 28A.225).

3. Cellular phones/Telecommunication devices—A cellular phone or other telecommunication device which poses a threat to academic integrity, causes a disruption to the learning environment/educational process or violates the privacy rights of others may be confiscated and searched when school officials have a reasonable suspicion that such a search will reveal a violation of school rules. Content or images that violate criminal laws will be forwarded to law enforcement. (Policy 3245, 3245P).

4. Bus rules—The school district maintains a published statement of rules for students riding buses. These rules are available in school offices and on the web site. Riding is a privilege, not a right. Students’ misconduct on a vehicle will be sufficient reason to discontinue providing bus transportation to those students involved and may result in other discipline. (Procedure 6605P)

5. Closed campus—Students shall remain on the school campus during the school day unless excused by the school office or by waiver approved by the superintendent.

6. Cooperation—Students will obey the lawful instructions of school district personnel and follow school and classroom rules. (RCW 28A.600.040)

7. Discipline transfers—A principal may initiate an intra-district transfer when there is clear indication that corrective action alternatives have failed and a transfer to another school or program might correct a student’s behavior and establish a positive educational experience. Due process requirements related to a student’s rights are to be followed when an intra-district transfer for disciplinary reasons is proposed. (Policy 3131)

8. Dress and appearance—Students should dress in a manner which reflects proper decorum. Dress and appearance, including but not limited to gang apparel, which may cause safety or health problems or which pose a threat or disruption, are not allowed. Individual schools within the district may have additional restrictions as part of their dress code. (See graphic page 40)

9. Identification—All persons will, upon request, identify themselves to proper school authorities in the school building, on school grounds or at school-sponsored events.

10. Improper use of district equipment—District resources and equipment, including, but not limited to, computers and Internet access, are to be used for district purposes. Improper use may subject the student to loss of privileges and other discipline, suspension or expulsion, as appropriate.

11. Loitering—A student shall leave the school campus at the official close of the school day unless permission to do otherwise has been granted.

12. Off-campus events—Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials.

13. Tobacco—Possession or use of tobacco products is not permitted in school buildings, on school property, in district-owned or contracted vehicles or at off-campus events. (Policy 4215)

SCOPE OF DISTRICT AUTHORITY
Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district; criminal acts; and/or violations of school rules and regulations, may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

- On school grounds during and immediately before and immediately after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
• Off school grounds at a school activity, function, or event;
• Off the school grounds if the actions of the student materially or substantially affects or interferes with the education process;
• In school-provided transportation, or any other place while under the authority of school personnel.

DISRUPTIVE CONDUCT
The student will not intentionally cause substantial and/or material disruption of any school operations. The following illustrate the kinds of offenses that are prohibited:
• Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
• Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
• Causing a disturbance or disruption on school grounds, at school activities, or on district-provided transportation, including substantially interfering with any class or activity;
• Alteration of records. A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action;
• Cheating. Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated. Cheating also includes the aiding and abetting of cheating by others;
• Defiance of school personnel by:
  o Disobedience of reasonable requests, instruction, and directives of school personnel;
  o Refusal to leave an area when instructed to do so by school personnel;
  o Refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
  o Refusal to cease prohibited behavior;
• Disruptive or dangerous use of motor vehicles or conduct on a school bus that endangers students;
• Gambling or encouraging other students to gamble;
• Harassment of others;
• Inappropriate dress or appearance;
• Trespassing on school property or school transportation at a time or place the student’s presence is not permitted;
• Occupying a school building or school grounds in order to deprive others of its use;
• Preventing students from attending class or school activities;
• Tardiness;
• Truancy;
• Use or possession of tobacco;
• Using any object in a dangerous manner:
  • Intentionally defacing or destroying the property of another.

EXCEPTIONAL MISCONDUCT
Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension. Exceptional misconduct includes the following:
• Arson;
• Assault, if the assault involves injury to another, bodily fluids, or a weapon;
• Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student’s presence on school grounds poses a danger to other students or staff;
• Cumulative acts of disruptive conduct or exceptional misconduct;
• Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or school activities;
• Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
• Disruption of school program by bomb scare, false fire alarms, firecrackers, etc.;
• Extortion;
• Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of
who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;

- Gang-related behavior: the creation, display, or communication of gestures, language, imagery, or symbols commonly associated with gang culture, promotion of gang culture or violence, or the solicitation or recruitment of gang members;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, air guns, knives, nunchaku sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law.

(See Procedure 3240P for a complete list of sanctions)

POSSESSION OF WEAPONS IS A CRIME
Policy 4210, Procedure 3240P

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. Under state and federal law, a student shall be expelled for not less than one year for possession of a firearm on school premises, school-provided transportation or areas of facilities being used exclusively by public schools. In addition to being expelled or suspended from school, it is a crime under Washington state law for a person (not just students) to knowingly carry a dangerous weapon on school premises. The penalty for conviction could be up to a year imprisonment and a $5,000 fine. (RCW 9.41.280)

DEFINITIONS OF DISCIPLINE AND CORRECTIVE ACTIONS

DISCIPLINE means all forms of corrective action other than emergency removal, suspension or expulsion. Discipline includes the exclusion of a student from any type of activity conducted by or on behalf of the school district and exclusion of a student from a class by a teacher or administrator for a period of time that does not exceed the balance of the immediate class period, provided the student is in the custody of a school district employee for the balance of such period.

DISCRETIONARY DISCIPLINE, under RCW 28A.600.015 refers to any form of corrective action taken in response to student misconduct that violates the rules, policies, or procedures adopted by the board of directors, other than the misconduct listed in one or more of the categories in this procedure set forth below in the section entitled “Suspension, Expulsions, and Discretionary Discipline.” Discretionary discipline cannot include long-term suspension or expulsion.

EMERGENCY REMOVAL means a student’s immediate removal from a class, subject or activity by a certificated teacher, an administrator, designee, or a school bus driver and sending of that student to the building principal or designee, when the teacher or administrator has good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to the student, other students or school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process.

SUSPENSION means the denial of attendance for any single subject or class or for any full schedule of subjects or classes for a stated period of time. Suspension may also include denial of admission
to, or entry upon, real and personal property that is owned, leased, rented or controlled by the district.

- **SHORT-TERM SUSPENSION** means suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

- **LONG-TERM SUSPENSION** means a suspension that exceeds ten (10) consecutive school days. A long-term suspension may not exceed the length of an academic term as defined by the school board and may not be imposed as a form of discretionary discipline except for the offenses listed in the section entitled “Suspension, Expulsions, and Discretionary Discipline” in Procedure 3241P.

**EMERGENCY EXPULSION** means an emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student’s current school placement by the superintendent or designee. An emergency expulsion requires the superintendent or designee to have good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of the emergency removal from school. If the district converts the emergency expulsion to another form of corrective action, it must provide notice and an explanation of due process rights to the student and parent/guardian.

**EXPULSION** means a denial of attendance for a period of time up to but no longer than length of an academic term (as defined by the board of directors) from the time the student is removed from his/her current school placement by a school district superintendent or designee. An expulsion may not be for an indefinite period of time and may not be imposed as a form of discretionary discipline except for the offenses listed in the section entitled “Suspension, Expulsions, and Discretionary Discipline” (3241P). An expulsion may be extended beyond the length of an academic term if: 1) the school petitions the superintendent for an extension; and 2) the superintendent authorizes the extension pursuant to the superintendent of public instruction’s rules adopted for this purpose (see Petition for Extension of Length of Expulsion below). An expulsion may also include a denial of admission to, or entry upon, real or personal property that is owned, leased, rented or controlled by the district.

**DETENTION:** For minor infractions of school rules or regulations or for minor misconduct, students may be detained after school for a reasonable period of time, with due consideration given for transportation provided prior notification has been given to the parents/guardians. Students may be detained for a recess or lunch period without prior parent notification. (See the complete Policy 3241 and Procedure 3241P at www.ycs.wednet.edu/policies)

**GRIEVANCE AND APPEAL PROCESS FOR STUDENT DISCIPLINE**

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

The parent/guardian and student after exhausting this remedy will have the right, upon two (2) school business days’ prior notice, to present a written and/or oral grievance to the superintendent.

If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days’ prior notice, have the right to present a written or oral grievance to the board 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 board will notify the parent and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The disciplinary action will continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.
More information regarding the appeal process is contained in Procedure 3241P. The policy and procedure are available online at www.ycs.wednet.edu/policies or any school principal’s office.

RERAINT, ISOLATION, AND OTHER USES OF REASONABLE FORCE

It is the policy of the Yelm Community Schools Board of Directors that the district maintains a safe learning environment while treating all students with dignity and respect. All students in the district, including those who have an Individualized Education Program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, will remain free from unreasonable restraint, restraint devices, isolation, and other uses of physical force during school-sponsored instruction and activities. Under no circumstances will these techniques be used as a form of discipline or punishment.

This policy is intended to address district students while participating in school-sponsored instruction or activities. It is not intended to prevent or limit the use of restraint or other reasonable force as necessary with other adults or other youth from outside the district as allowed by law.

Restraint and other uses of physical force, as defined in the procedure accompanying this policy, may be used when necessary to prevent or minimize imminent bodily injury to self or others. Restraint and other uses of physical force may be used to protect district property if de-escalation interventions have failed or are inappropriate.

Use of restraint, isolation, and other forms of reasonable force may be used on any student when reasonably necessary to control spontaneous behavior that poses an “imminent likelihood of serious harm” as defined by RCW 70.96B.010 and explained in the procedure accompanying this policy. Serious harm includes physical harm to self, another, or district property. Staff will closely monitor such actions to prevent harm to the student and will use the minimum amount of restraint and isolation appropriate to protect the safety of students and staff. The restraint, isolation, and other forms of reasonable force will be discontinued when the likelihood of serious harm has dissipated.

The superintendent or a designee will develop procedures to implement this policy, including review, reporting and parent/guardian notification of incidents involving restraint or isolation as required by law. The entire policy and procedure for Use of Restraint, Isolation, and Other Uses of Reasonable Force is available online at www.ycs.wednet.edu/policies. (Policy 3246)

METAL DETECTORS

In order to protect students, staff and patrons, promote an environment for learning and prevent weapons from being brought to school or related events, metal detectors may be used to screen persons entering school buildings, vehicles and school events. Students who do not submit to the screening shall be disciplined. Patrons who refuse to comply with the screening will be denied entry. Items prohibited by law or school rules will be confiscated. If weapons are found, law enforcement personnel will be notified.

OFF-CAMPUS MISCONDUCT

The student disciplinary code and penalties will apply to conduct off school grounds that may endanger the health or safety of students within the school district or adversely affect the education process. Examples of such conduct include, but are not limited to: illegal activity, threats of violence, alcohol use, fighting, hazing, drug possession or sales, firearm possession, violent offenses, robbery, burglary, arson, and sexual assaults. Students may be subject to the full range of disciplinary penalties for off-campus misconduct, including, but not limited to: suspensions, expulsions, detentions, as well as removal from participation in extracurricular activities such as interscholastic sports teams, club sports, student government positions, class trips, class proms and graduation ceremonies.
ATHLETICS/EXTRACURRICULAR ACTIVITIES
(Please note that elementary students do not compete in interscholastic sports.)

Students participating in extracurricular activities initially must pass five out of six classes from the previous semester and then maintain passing grades in all classes during the season. Complete eligibility requirements are maintained in the principals’ and/or athletic directors’ offices. Denial of student attendance or participation in extracurricular activities is subject to due process requirements. (Policy 2151, Procedure 2150P)

Students, parents, staff members or volunteers may request the addition of interscholastic sports and other modifications to the athletic/activities program. Requests for addition or modification may include, but are not limited to, the evaluation of a club or sport for interscholastic competition or to increase the number or size of a team currently engaged in interscholastic play.

Additions or modifications requests may be made to the superintendent or the district’s Title IX officer at (360) 458-1900. Within a reasonable time of receiving a request, the district’s superintendent and/or Title IX officer shall respond in writing to the requesting party. The response may grant the request, deny the request, or advise that the request will be reviewed further for possible adoption, pending an annual review of the district’s activities program pursuant to district procedure. If the request is subject to further review, the district’s response shall provide a date that a final response will be provided.

CHILD ABUSE REPORTING

Staff should discuss any suspected evidence with the principal or nurse and notify Child Protective Services or law enforcement when they reasonably believe a student has been abused or neglected. By doing so, they are protected from civil and criminal liability. Child abuse and/or neglect cases must be reported within 48 hours. (RCW 26.44.030, RCW 26.44.040; Policy 3421, Procedure 3421P) School counselors are available to work with students individually on concerns including divorce, child abuse, etc. Contact your school’s counseling office. Available for sexual concerns is Mary Bridge’s Sexual Assault Center and can be contacted at (253) 552-1419.

CONTROVERSIAL ISSUES

The district has issued regulations considered necessary to provide for study of such issues which have publicly evoked opposing viewpoints in our society. Contact your school principal for guidelines. (Policy 2331)

CRIMESTOPPERS – 1-800-222-TIPS (8477)

Yelm Student CrimeStoppers offers students and families a variety of ways to anonymously report past, present or future dangerous situations or crimes at school or in our community. School-related tips are routed to school officials and community tips are routed to law enforcement offices. Rewards of up to $1,000 are paid for certain tips. CrimeStoppers has a 24-hour manned call center to receive anonymous tips via phone call, text, QR code, or web site. To learn how to report a tip, please visit our web site at www.ycs.wednet.edu.

DRIVING AND PARKING REGULATIONS

Parking regulations will be in effect at all schools. There is no parking in restricted areas during posted hours, and never any parking in fire zones. See the school principal/secretary for specific requirements for individual schools. (Policy 3243, Procedure 3243P) A student may not occupy a vehicle without permission or drive during the school day without the consent of the parent and principal. A student may transport another student during the school day only with the consent of the student passenger’s parent and if consistent with the terms of the student’s driver’s license. Middle school students are prohibited from bringing vehicles to school.
Parking on school district property is at the owner’s/driver’s own risk. The school district does not assume responsibility for damage to or loss of privately owned vehicles or property in vehicles.

**DRUG AND ALCOHOL COUNSELING PROGRAM**

All Yelm Community Schools students have the opportunity to confer with district counselors or to contact the Director of Human Resources and Student Services for referral information on alcohol and other drug assessment assistance. Washington’s law (RCW 69.54.060; 65.54.070) states that “any person 13 years of age or older may give consent for himself to receive counseling, care, treatment or rehabilitation by an approved drug treatment center or person licensed by the state related to conditions and problems caused by drug or alcohol abuse. When an individual submits himself for care, treatment, counseling or rehabilitation to any organization, institution or corporation, public or private, confidentiality is guaranteed.”

If you are concerned about your son/daughter and his/her possible involvement with alcohol and/or other drugs, please call the building administrator or counselor.

**INTERVIEWING, TAKING CUSTODY OF STUDENTS**

On occasion, it is necessary for law enforcement officers or Child Protective Services (CPS) authorities to interview students or take them into custody during school hours. In such instances, the district will act in accordance with procedures established in Policies 3124, 4310 and Procedures 3124P, 4310P.

**PERSONAL PROPERTY**

Students bringing personal property onto school district property do so at their own risk. (Students are requested to leave personal property at home, especially due to state-wide increased incidences of theft of high-tech electronics.) The school district does not assume responsibility for lost, damaged or stolen property.

**PROCEDURES FOR VISITING SCHOOLS**

All visitors to our schools are to check in at the main office and receive a visitor’s pass. Parent(s)/guardian(s), adult community members and interested educators are welcomed and encouraged to visit schools. We request that visits to schools be in accordance with reasonable procedures and usually with a minimum of one day’s notification. Guidelines for nonstudent visitations to schools are available through your school principal. (RCW 28A.605.020, Policy 4200, Procedure 4200P)

**REMOVING STUDENTS FROM CLASS**

Teachers have the authority to exclude a student from the classroom (or the instructional or activity area) if:

- The student is disrupting the educational process, or
- The student is violating the rules or standards for student behavior established for that school building.

The teacher responsible for supervising the student may exclude him/her for part of the day, the entire day or until the teacher has conferred with the principal. The teacher must attempt to correct the student before excluding, except in emergency circumstances. The circumstances are outlined in WAC 180-40-290. Teachers must consent before a student may be returned to the same class or activity period from which he/she has been excluded. (WAC 180-40-230, Policy 3124, Procedure 3124P)
REMOVING STUDENTS FROM GROUNDS

A student will not be released from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with district procedures. Before a student is removed or excused, the person seeking to remove the student must present to the satisfaction of the principal or designee evidence of his/her proper authority to remove the student. Exceptions will be made when protective custody is dictated by appropriate legal authorities and in cases where the student is subject to arrest. (RCW 28A.605.010)

WITHHOLDING GRADES, TRANSCRIPTS AND DIPLOMAS

A grades report, transcript or diploma will not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student’s records, but the student has an outstanding fee or fine, only records pertaining to the student’s academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling school. The grades, diploma and official transcript will not be released until the outstanding fee or fine is paid or, if the student and parent are unable to pay the damages, discharged under a program of voluntary work.

If the student or the student’s parent(s)/guardian(s) does not pay for willful or malicious damage done by the student to district property, or complete voluntary work in lieu of payment of monetary damages, the district may seek recovery in court against the parents for the damage. (RCW 4.24.100, RCW 28A.635.060, Policy 3231)

TECHNOLOGY – STUDENT ACCEPTABLE USE POLICY

Introduction: Computer access is available to qualifying students, teachers, staff, and administrators. These resources are provided and maintained at the district’s expense and are to be used by members of the school community with respect for the public trust through which they have been provided. Our goal is to promote innovation and educational excellence by using technology tools for research, worldwide resource sharing, communication, and storage of student work. The Internet is an electronic highway connecting computers all over the world. Internet services provide access to electronic mail, public shareware of all types, and massive databases at universities, government agencies, and private industry. Students may be assigned several student accounts with passwords granting access to different data. All students are assigned a Skyward Account that provides access to student records. Some students may be assigned an account with a data storage area on one of the district servers. Students may also be assigned a Google Apps for Education account and that service is hosted on many Google servers off campus. Students must remember that accounts are not private and can be viewed at any time by district administration. In order to ensure the appropriate use of the network, the district administrator reserves the right to monitor, access, and disclose files contained, stored, or transmitted using district equipment.

Issues: With access to computers and people all over the world also comes the availability of material that will not be considered to be of educational value in the context of the school setting. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of educational material available. Parents and guardians need to decide whether to permit their children to access the Internet.

Yelm Community Schools is using a content filtering system to comply with CIPA (Children’s Internet Protection Act) regulations. The filtering is designed to block web sites that educators believe are inappropriate for students. Even though content filtering is automatically maintained and customized on a daily basis, it is impossible on a global network to control access to all materials that are objectionable or inappropriate. The filter will block most of the inappropriate sites; however, no system is perfect. With the constantly changing internet landscape, students may be able to gain access to sites that were previously filtered. The district cannot guarantee that users will not
have access to inappropriate or objectionable material. Parents and guardians must consider this in deciding whether to permit their children access to the Internet.

Parents and guardians must be aware that when they approve access to the Internet they are also accepting the possible use of unmonitored Email and social media services.

**Responsibilities:** Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. The guidelines set forth in this Acceptable Use Policy (AUP) are provided so that students are aware of the responsibilities that they are about to acquire. In general, student responsibilities require ethical, efficient, and legal use of the network resources. If a student user violates any of these terms and conditions, his or her network/Internet access may be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

**Terms and Conditions - Yelm Community Schools**

1. **Acceptable Use:** Network/Internet use must be consistent with the educational objectives of the district. Students will use only their school district assigned user name and password to gain access to the computer network.

2. The following are considered unacceptable uses of the district network:
   - Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems from district computers (e.g. “hacking”) is prohibited.
   - Use of peer-to-peer (P2P) downloading service to download non-approved software (World of Warcraft, kazaa, morpheas, Ares, etc.) is not allowed.
   - Use of Internet games, multi-user internet games (Halo, World of Warcraft, etc.) and IRCs (Internet Relay Chats) are not allowed.
   - Use of online radio (Pandora, etc), audio broadcast or video streaming unrelated to class curriculum is not allowed.
   - Use of social forums must be related to educational research and not used for personal activities.
   - Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
   - Use of district network to communicate personal addresses, phone numbers, and/or financial information is not allowed.
   - Use of internet for commercial purposes, financial gain, personal business, product advertisement, or political lobbying is prohibited.
   - Vandalism is not permitted and will be strictly disciplined. Vandalism of data is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to any network. Vandalism of hardware/software includes intentionally making computer systems inoperable by deleting, disconnecting or disabling components.
   - Harassment, intimidation or bullying, including any intentional electronic, written, verbal or physical act, also called cyber bullying, is not acceptable.

3. **Privileges:** Network/Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. At the direction of the district administration, student user access and/or accounts may be denied, revoked, or suspended as a result of misuse of network privileges.

4. **Netiquette:** Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: Be polite. Do not be abusive in your
messages to others. Use appropriate language. Do not swear, use vulgarities or any other language inappropriate in a school setting.

5. Services: The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages an individual suffers while on this system. These damages include loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Security: If a student identifies a security problem, he/she must notify school personnel immediately. He/she is not to demonstrate the problem to other users. Students may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.

7. School Account: Students may be issued a student account and password. If any information on a student’s account changes or the account password is lost or stolen, it is the student’s responsibility to notify school personnel.

8. Google Apps for Education accounts: Yelm Community Schools may provide students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Yelm Community Schools. Google Apps for Education runs on an Internet domain purchased and owned by the district and is intended for educational use. Your student’s teachers will be using Google Apps for lessons, assignments, and communication. Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child’s use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Acceptable Use (Privacy and Safety)
Google Apps for Education (Apps) is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

1. Privacy – School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.

2. Limited personal use – Students may use Apps tools for personal projects but may not use them for:
   1. Unlawful activities
   2. Commercial purposes (running a business or trying to make money)
   3. Personal financial gain (running a web site to sell things)
   4. Inappropriate sexual or other offensive content
   5. Threatening another person
   6. Misrepresentation of Yelm Community Schools, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

3. Safety
   1. Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
   2. Students agree not to meet with someone they have met online without their parent’s approval and participation.
   3. Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
   4. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide his or her password to another person.
4. Access Restriction – Due Process

1. Access to Google Apps for Education is considered a privilege accorded at the discretion of the district. The district maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and account restoration, suspension, or termination. Yelm Community Schools also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Yelm Community Schools’ Guidelines for Access and/or Accounts

Elementary students applying for access must understand all guidelines outlined in the AUP. This agreement is formalized through the parent’s/guardian’s signature on the application.

Secondary students applying for access and/or an account may be granted an account for as long as they are associated with the district on the following conditions:
   a. All users must read and agree to follow all guidelines outlined in the AUP.
   b. Students must obtain the signature of a parent or guardian on the application.

Student user accounts will become inactive upon leaving the district. This agreement is formalized through the student and parent’s/guardian’s signatures on the application.

STUDENT ACCEPTABLE USE POLICY
CONTRACT

User Application/Contract: I certify that I have read the district’s Acceptable Use Policy (AUP). I understand and agree to follow the terms and conditions for the district’s Internet/network use. I understand any violation of the district’s Internet AUP will result in the loss of Internet/network access and/or my user account, may result in other disciplinary action, and may constitute a criminal offense. I agree to report any misuse of the Internet/network resources to school personnel. I use the Internet entirely at my own risk and I hereby release the district from any claims arising from my use of the Internet. Note: This contract will be placed in the user’s permanent file.

User Name/Signature/School/Date

*Signature requirement waived for students K-6

PARENT or GUARDIAN: As the parent or guardian of this student, I have read the district’s Acceptable Use Policy (AUP) and this contract. I understand that access to the Internet/network resources is designed for educational purposes. I understand that controversial material is available on the Internet and I permit my child to use the Internet despite this potential availability. I also give permission for my child to use Google Apps for Education. By doing so, I agree to enforce acceptable use when my child is off district property. I will not hold the district responsible for materials my child acquires on the network. My child uses the Internet at my child’s own risk and at my own risk. I hereby release the district from any claim arising from my child’s use of the Internet. I agree to report any misuse of the Internet resources to a district administrator. I understand that my child’s violation of the district’s electronic resources AUP may result in the loss of Internet access and/or my child’s user account, may result in other disciplinary action, and may constitute a criminal offense. I hereby give my permission for my child to access the Internet/network and I give permission to the district to issue an account for my child. I certify that the information contained on this application is correct.

Parent or Guardian Name/ Signature/Date

PLEASE NOTE: Although district policy forbids unauthorized users to access the Internet, the district cannot guarantee that students will not gain unauthorized access. The district is not liable for such unauthorized access.
Disclaimer: The availability of information from other organizations indirectly via this page does not constitute an endorsement by the Yelm Community Schools. If you are concerned about the accuracy or appropriateness of any information, we recommend that you contact the original publisher or distributor of that information. You may also wish to review the Yelm Community Schools Electronic Resources Acceptable Use Policy 2022.

SCHOOL PERFORMANCE REPORT

Yelm Community Schools publishes an annual School Performance Report. It is available on our web site at www.ycs.wednet.edu. In addition, the state Superintendent of Public Instruction publishes a web site with report cards on every public school in the state. It contains general information about school demographics, student academic performance, test scores, and staff characteristics. Access the site at: http://reportcard.ospi.k12.wa.us. If you would like a printout of this information, please call the district office at (360) 458-1900.

PUBLIC RECORDS COORDINATOR

Requests for public records should be made to the district public records coordinator Human Resources Director, PO Box 476, Yelm, WA 98597; publicrecordsrequest@ycs.wednet.edu; Fax (360) 458-6178. Website: www.ycs.wednet.edu/publicrecords. (Policy 4040).

NONDISCRIMINATION

Yelm Community Schools does not discriminate in any programs, activities, or employment opportunities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

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

Civil Rights: Greg Davis, 360-458-1900, gregory_davis@ycs.wednet.edu; Title IX Coordinator: Lisa Cadero-Smith, 360-458-6120, lisa_cadero-smith@ycs.wednet.edu; and 504 Coordinator: Shannon Powell, 360-458-6124, shannon_powell@ycs.wednet.edu. Address: 107 First St N, PO Box 476, Yelm, WA 98597.

Yelm Community Schools will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding bilingual education, contact the Assistant Director of Special Services above.

SCHOOL BOARD MEETINGS

School Board meetings are open to the public and all discussions will be held in the open, with the exception of executive sessions. There is time on the meeting agenda for audience participation. If you have questions about specific procedures, please check with one of the board members or a district staff member prior to the start of the meeting. Involved and informed parents and citizens are our best guarantee of excellence in our public schools.

The Yelm School Board generally meets on the second and fourth Thursdays of each month. The second Thursday meetings begin at 5 p.m. are generally considered study sessions. The fourth Thursday meetings begin at 7 p.m. and are when the monthly business meeting is held. Meetings are normally held in the board room at the administration building.

In addition to regular meetings, special meetings or emergency sessions are held on rare occasions to address urgent issues. Notices are provided to the news media, board members, and posted on the district web site 24 hours before such meetings are scheduled. All scheduled meetings are open to the public.
Find the current schedule, agendas and minutes of Yelm School Board meetings at www.ycs.wednet.edu/board.

Superintendent
Brian Wharton

Yelm School Board Members

Director District No. 1
Mark Rohwedder
5721 Peninsula Dr. SE
Olympia, WA 98513
(360) 561-8727

Director District No. 2
Donna Edwards
15743 127th Ln. SE
Yelm, WA 98597
(360) 458-7506

Director District No. 3
Denise Hendrickson
PO Box 359
Yelm, WA 98597
(360) 458-4592

Director District No. 4
Debbie Edwards
15739 Topaz Dr. SE
Yelm, WA 98597
(360) 894-2812

Director District No. 5
Bill Hauss
5819 SR 702
Roy, WA 98580
(360) 458-7068

This publication is issued by Yelm Community Schools to students and parent(s)/guardian(s) for their reference in 2017-2018. It is intended to meet the requirement of the State Board of Education that written rules and policies regulating student conduct, discipline, suspension, expulsion, and rights be made available to each student and parent in the district. It is produced in accordance with Yelm Community Schools Policy 3200. The student handbook is also available at your school and on the district’s web site at www.ycs.wednet.edu. Each school also produces its own handbook with additional procedures and rules unique to the school.

Complete and current district policies are posted at www.ycs.wednet.edu/policies.
In order to facilitate learning for all students, YCS requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up, and/or contact home if necessary.

**Guidelines**

- *Headwear includes hats, hoods, bandanas and head wraps. (Exceptions will be made for medical, religious and other approved reasons.)*
- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Any clothing worn in a manner identified as gang-related is prohibited.
- Jewelry that can pose safety hazards is prohibited.
- Exceptions to dress code standards may be made for PE or school activities.
- Please do not wear any perfume, after shave or scented products.

The shaded portion of this figure represents front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while attending school.
2017-18 Dates to Remember

**SEPTEMBER**
- 6 - First Day of School (1st-12th)
- 11 - First Day of School for Kindergarten
- 20, 27 - Late Starts (1 hour)

**OCTOBER**
- 4, 11, 18, 25 - Late Starts (1 hour)
- 13 - No School (Teacher Training)

**NOVEMBER**
- 1, 8, 15, 29 - Late Starts (1 hour)
- 9 - Half Day (Records Day)
- 10 - No School (Veteran’s Day)
- 20-22 - Half Days (Fall Conferences)
- 23-24 - No School (Thanksgiving)

**DECEMBER**
- 6, 13 - Late Starts (1 hour)
- 18-29 - No School (Winter Break)

**JANUARY**
- 1 - No School (Winter Break)
- 3, 10, 17, 24, 31 - Late Starts (1 hour)
- 15 - No School (MLK Day)
- 26 - Half Day (Records Day)

**FEBRUARY**
- 7, 14, 21, 28 - Late Starts (1 hour)
- 16 - No School** (**Make-Up Day if Needed)
- 19 - No School (President’s Day)

**MARCH**
- 7, 14, 21 - Late Starts (1 hour)
- 9 - No School (Teacher Training)
- 23 - Half Day (Records Day)
- 28-30 - Half Days (Conferences)

**APRIL**
- 2-6 - No School (Spring Break)
  (No Late Starts in April)

**MAY**
- 25 - No School** (**Make-Up Day if Needed)
- 28 - No School (Memorial Day)
  (No Late Starts in May)

**JUNE**
- 17 - Graduation (pending)
- 20 - Half Day (Last Day of School)
- 21-22 & 25-29 - **Make-Up Days if Needed for emergency closures

For the most up-to-date calendar, visit our web site at www.ycs.wednet.edu.

Contact Numbers

District Administration Offices ............................................................ (360) 458-1900
Transportation Department ................................................................. (360) 458-3300
District Web Site .............................................................................. www.ycs.wednet.edu
School CrimeStoppers ................................................................... (800) 222-TIPS (8477)

**SCHOOLS**

Fort Stevens Elementary ................................................................. (360) 458-4800
Lackamas Elementary ................................................................. (360) 894-6000
McKenna Elementary ................................................................. (360) 458-2400
Mill Pond Elementary ................................................................. (360) 458-3400
Prairie Elementary ...................................................................... (360) 458-3700
Southworth Elementary ............................................................... (360) 458-2500
Ridgeline Middle School ............................................................. (360) 458-1100
Yelm Middle School .................................................................... (360) 458-3600
Yelm High School ........................................................................ (360) 458-7777
Yelm Extension School ................................................................. (360) 458-2002

Mailing Address for all schools:

[Name of School or Department]
Yelm Community Schools
PO Box 476
Yelm, WA 98597