

**Lincoln Academy  
Stanwood-Camano  
School District**

**Student  
Handbook  
2016-2017**

7600 – 272<sup>nd</sup> Street, N.W.

Stanwood, WA 98292

Phone: (360) 629-1340 Fax: (360) 629-1341

## **Lincoln Academy & Lincoln Hill High School Staff**

<b>Ryan Ovenell</b>	<i>Principal</i>
<b>Christy Thompson</b>	<i>Guidance Counselor</i>
<b>Cindy Cutforth</b>	<i>Office Manager</i>
<b>Debbie Norman</b>	<i>Secretary/Attendance</i>
<b>Megan Amundson</b>	<i>Physical Education</i>
<b>Brett Baugh</b>	<i>Math</i>
<b>Nate Christensen</b>	<i>Lincoln Academy &amp; Lincoln Hill HS/Leadership/ Language Arts</i>
<b>Sean Cunningham</b>	<i>Lincoln Academy &amp; Lincoln Hill HS/History</i>
<b>Linda Miller</b>	<i>Lincoln Academy &amp; Lincoln Hill HSTeacher/Independent Study</i>
<b>Jim Nash</b>	<i>Lincoln Academy Art &amp; Lincoln Hill HS Learning Support/Online/Art</i>
<b>Jeremiah O'Hagan</b>	<i>Language Arts</i>
<b>Rita Peterson</b>	<i>Resource Support</i>
<b>Doug Smith</b>	<i>Science/Independent Study Math/Science/ Health</i>
<b>Cheryl Schuman</b>	<i>Drug &amp; Alcohol Intervention and Prevention Counselor</i>

### **Stanwood High School Administrative Staff**

<b>Christine Del Pozo</b>	<i>Principal</i>
<b>Carolyn Coombs</b>	<i>Assistant Principal</i>
<b>Kevin Plambeck</b>	<i>Career &amp; Technical Education Director</i>
<b>Tom Wilfong</b>	<i>Assistant Principal/Athletic Director</i>

### **Stanwood High School Support Staff**

<b>Billie Griffeth</b>	<i>Nurse/Church Creek Campus &amp; Stanwood High School Campus</i>
<b>Sonia Kline</b>	<i>Health Room Assistant /Stanwood High School Main Campus</i>

E-mail contact is first initial and last name @stanwood.wednet.edu  
Web site address: [www.stanwood.wednet.edu](http://www.stanwood.wednet.edu)

## Bell Schedules

Classes	Regular Schedule	Wednesday Schedule	Advisory/Assembly Schedule
1 <sup>st</sup> period	7:40-8:33	9:00-9:40	7:40-8:27
2 <sup>nd</sup> period	8:40-9:37	9:47-10:30	8:34-9:24
			Assembly/Advisory: 9:31-10:01
3 <sup>rd</sup> period	9:45-10:38	10:37-11:17	10:11-10:58
1 <sup>st</sup> lunch	10:38-11:08	11:17-11:47	10:58-11:28
4 <sup>th</sup> class	11:17-12:10	11:56-12:36	11:35-12:22
4 <sup>th</sup> class	10:45-11:38	11:24-12:04	11:05-11:52
2 <sup>nd</sup> lunch	11:38-12:08	12:04-12:34	11:52-12:22
5 <sup>th</sup> period	12:17-1:10	12:43-1:23	12:29-1:16
6 <sup>th</sup> period	1:17-2:10	1:30-2:10	1:23-2:10

Buses arrive around 7:35 a.m. and start leaving at 2:15 p.m. On Wednesday mornings buses arrive around 8:55 a.m.

All visitors should report to the Lincoln Hill / Lincoln Academy Office or the Main Office to check-in.

## **MISSION STATEMENT**

Lincoln Academy provides a smaller, more personalized learning environment providing students with opportunities for success.

## **OVERVIEW**

The Stanwood-Camano School District offers an invitational learning environment at Lincoln Academy. The purpose of the Lincoln Academy is to help each individual student reach their full potential intellectually, emotionally, socially, academically and vocationally. Lincoln Academy reaches out to students who may struggle or are dissatisfied with a more traditional educational approach.

Students that are interested in enrolling in Lincoln Academy must be eligible to attend schools in the Stanwood-Camano School District. In addition, candidates should follow the enrollment process, consult with their middle school counselor, and meet with the Lincoln Academy Principal. The parent/guardian is encouraged to get involved during the enrollment process and to remain involved by supporting their student's academic efforts.

## **Program Summary**

The school's main objective is to assist students to make the most out of their education. Lincoln Academy offers a supportive environment for academic progress. We are a community of learners reflecting a broad range of academic levels, lifestyle choices, and personality types. We are concerned not only with academics but the development of the whole student. There is flexibility in time management and materials used, but the quality of learning and stress on academic success is not compromised. There is a multidisciplinary approach to much of the curriculum. Continual assessment of the individual student's academic and social progress is emphasized.

### **LUNCHES:**

Lunch is available each day. Free and reduced lunch applications are available in the office. Once a student arrives on campus, **students may not leave campus** until the end of the school day. Students are expected to remain on campus during lunch.

### **ASB CARD:**

Students wishing to do so may purchase ASB cards from their home middle school.

### **TRANSPORTATION:**

Students are issued rules for riding school buses. Student misconduct on a district vehicle may be sufficient reason to discontinue providing district-sponsored transportation to those students involved. Parents must send a signed note to school if they wish to request a bus pass for their student.

## **Attendance Guidelines**

### **ATTENDANCE:**

If you are absent due to illness or family emergency, your parent should call the school between 8:00 AM and 10:00 AM on the day you are absent. Otherwise a note from the parent must be presented at the school office when you return to school in order for your absence to be excused. Please note that school attendance is mandatory and schools are required to take action when students miss school without a legitimate excuse.

### **General Information for All Students:**

### **EXTRA-CURRICULAR ACTIVITIES:**

LA students are eligible to participate in athletics at their home middle school. LA students are under the same eligibility guidelines as SMS and PSMS students for Extra-Curricular participation.

### **BEHAVIOR:**

Students are expected to behave in a way while on campus that protects the safety and well being of others and does not disrupt the educational process.

### **CAFETERIA:**

The commons is the designated place to eat lunch. Students will not eat in the hallways. Students are responsible to clean up after themselves. Food and/or beverage consumption in the classroom has separate guidelines. Students are not to leave classrooms to purchase beverages or food.

### **CLOSED CAMPUS:**

Lincoln Academy is a closed campus. Students are to remain on campus from time of arrival until the close of the school day. Violation of this policy will result in discipline.

### **DIRECTORY INFORMATION & RECORDS:**

The following information may not be released by the school district unless a student's parent (or legal guardian) requests, in writing **on the Family Educational Right to Privacy Act (FERPA) form**, that such information not be released: The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photographs and other similar information.

### **EMERGENCY DRILLS:**

Lincoln Academy will practice emergency drills at least once a month. In the event of an evacuation due to fire, earthquake, or other emergency, students are required to stay with their assigned teacher at the start of the drill. In the event of an emergency during lunch, or transition students are to find the teacher from the last class they attended at the evacuation destination. In the event of a drill or emergency before a student's first class, students should remain with first teacher. Staff and students are expected to stay calm and quiet so that everyone can hear instructions from the person in charge of the emergency.

**FINES/DAMAGE FINES:**

RCW 28A.230.120 allows schools to hold grades, diplomas and transcripts of students who lose, deface or otherwise damage school property. Fines are to be paid as soon as possible. In the case of financial hardship, arrangements can be made by contacting the principal.

Fines will be assessed at any time for the loss or willful cutting, defacing, or destruction of school materials or property. The student will be accountable for damages and required to pay restitution. A student's grades, transcripts, diploma, or records will be withheld until restitution is made.

**GAMBLING:**

Any form of gambling is prohibited. Playing cards, dice or games of chance for money or other things of value is prohibited at Lincoln Academy at any time during the school day – this includes passing times and lunch.

**GRADES, CREDIT, AND G.P.A.:**

Progress reports serve as a continuous evaluation of the student's performance. Progress reports will be available when requested by parents. Official grades will be mailed home at the end of each quarter.

**GUESTS:**

Student guests are not allowed on campus during the school day. Guest speakers for classes must check in at either the Attendance Office or Main Office before proceeding to the classroom.

**HALL PASSES/TA PASSES:**

Students who have teacher permission to leave the classroom for any reason, including restroom, library, and nurse's clinic, are to have a visible and identifiable hall pass.

**HARASSMENT/ANTI-BULLYING STATEMENT:**

It is the policy of the Stanwood-Camano School District to maintain a safe, respectful and secure learning environment that is free from harassment, intimidation and bullying. Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians are prohibited. Any unwanted behavior should be reported to a counselor, administrator, or other staff member without fear of retaliation.

It shall be a violation of this policy and the District's student discipline policy for any student of the District to harass, intimidate or bully another student through electronic, written, verbal, nonverbal, or physical conduct on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off school property. Such behavior will result in disciplinary action and may be grounds for immediate suspension or expulsion. Refer to the school district policies on the website at [www.stanwood.wednet.edu](http://www.stanwood.wednet.edu) for more information.

**THIRD-PARTY HARASSMENT:**

Be advised that bystanders overhearing offensive conversations or actions are entitled to protection under the harassment law. Students and staff who are offended, threatened, or intimidated by the actions of others have the right to file a harassment complaint as a third party victim.

**IMMUNIZATION:**

For the protection of every student, a Washington school immunization law requires that each student be properly immunized in order to register for school. This must be done on or before the first day of school. School attendance will be denied to all students not in compliance with the immunization law.

**INSURANCE:**

It is recommended that all students in school be covered by the school insurance program or have equal insurance coverage. Lincoln Academy and the Stanwood-Camano School District will not be responsible for personal claims and/or liability thereof. Insurance application forms are available in the Main Office or the Athletic Office.

**INTERNET ACCESS:**

Students must complete the Internet Access Release Form per school board policy to be eligible for Internet access. Violation of the Internet Access Agreement will result in loss of Internet privileges and possible disciplinary action. Violations include, but are not limited to, using a login and password other than your own and accessing inappropriate sites.

**LIBRARY:**

A school identification card is required for any student wanting to check out library materials. Identification cards are issued in the Main Office. Copies of printed materials cost 10 cents per page in the library only. Students are not allowed to use office copy machines for personal use.

**MAKEUP WORK POLICY:**

Students should check with their individual teachers after they have been absent. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. Students may not make up work missed from unexcused absences. Students who have been suspended may fall under a different makeup policy. The administrator will explain the policy to the student when the suspension starts.

**PHONES/PERSONAL ELECTRONIC DEVICES (I-PODS AND SUCH):**

The use of cell phones and other electronic devices is prohibited during class time. Any noise from these devices is considered disruptive to the school environment. Teachers will expect such devices to be put away during class time. Failure to comply with this will result in the device being confiscated and may result in disciplinary action. Security officers or administration will confiscate the cell phone and a parent may pick it up at the end of the day.

Office phones are available for student use when needed. Except in an emergency, students are not permitted to leave class to use the phone.

Other electronic devices such as I-Pods, MP3 players and CD players may be used at the discretion of the teacher and under the guidelines set in an individual classroom. If use violates parameters set by the classroom teacher, the item will be confiscated by security or administration and will be available for pick up at the end of the day.

**SCHOOL BUSES & PASSES:**

Students who ride the school bus to and from school are expected to follow all rules and directions of the bus driver. Students are issued rules for riding school buses. Student misconduct on a district vehicle may be sufficient reason to discontinue district-sponsored transportation to those students involved.

Each student is responsible to catch the bus at the designated location and time. Students must get off the bus in the morning at LA and must board the bus in the afternoon at LA. Students who ride the bus to school and then do not attend classes will be reported as truant and bus privileges will be questioned.

Students who need to ride a different bus or get off at a different stop must bring a note signed by a parent to the Attendance Office by lunch of the date the bus pass is needed. Bus passes will not be issued at the end of the school day.

**SEARCHES OF STUDENT AND PERSONAL PROPERTY:**

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student may be subject to search by school officials if reasonable suspicion exists to suspect that the search will yield evidence of a student's violation of the law or school rules governing student conduct. Two (2) adults must be present for all personal searches.

**SKATEBOARDS/SKATES:**

Wheeled vehicles (such as skateboards, scooters, skates, and heelies) are not allowed on school grounds at any time, including after school and evening events or on any school bus or other vehicle unless properly stored in an appropriate skateboard carrying case.

**STUDENT DRESS:**

Student's appearance should be neat and clean. Dress and appearance that causes a disruption to the educational process or presents health and safety problems or is gang related shall not be permitted; otherwise, dress and appearance are the responsibility of the student and parents. Students need to be aware of the following dress standards:

1. Clothing that is revealing in nature.
  - a. Extreme sagging pants are not permitted.
  - b. No underwear can be visible at any time.
  - c. Skirts must have a minimum length that is halfway between the hipbone and the knee.
  - d. Shorts must have a minimum inseam of 3 inches.
  - e. No midriff can show at any time (shirt bottom and waistband of pants/skirts must be touching).
  - f. Shirts/blouses must be no lower than 3 inches from the collarbone and show no cleavage.
  - g. Students may choose to wear spaghetti straps (less than 1" straps) or go strapless or wear halters, but they must be covered by a shirt or blouse made of non-transparent fabric.
2. Clothing or buttons that promote hate or are racist, sexist or in some manner denigrates other students; or advertising alcohol or other controlled substances, including tobacco, are not permitted at school.
3. Spiked jewelry or clothing is not allowed.
4. Shoes must be worn at all times.
5. No trench coats or chains unattached to clothing are allowed.
6. Shop and lab areas may have additional standards for their students.

**TARDIES:**

Tardies are defined as arriving to class up to 5 minutes after the second bell rings. Arriving after 5 minutes constitutes an unexcused absence.

**TOBACCO:**

Smoking or possession of cigarettes, electronic cigarette (e-cig, or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system, or chewing tobacco in school or on school grounds or in view of the school is prohibited.



## **Suspensions & Expulsions**

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

**“Short-Term Suspension”** A short-term suspension shall mean a suspension for any portion of a calendar day up to and not exceeding ten consecutive school days. A short-term suspension may be imposed upon a student for violation of school district rules adopted pursuant to WAC 392-400-225, subject to the following limitations or conditions, the prior informal conference procedures set forth in WAC 392-400-250, and the grievance procedures set forth in WAC 392-400-255:

1. The nature and circumstances of the violation must be considered and must reasonably warrant a short-term suspension and the length of the suspension imposed. This requirement does not preclude school districts (that is, the boards of directors of school districts) from establishing the nature and extent of the corrective actions and/or punishments, which, as a general rule, must be imposed as a consequence of proscribed misconduct. Such advance notice to students is advisable, and the imposition of such pre-established corrective action and/or punishment is permissible as long as (a) disciplinarians and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances, and (b) short-term suspension is not established as the corrective action or punishment for a student’s first time offense other than for offenses involving exceptional misconduct as defined in subsection (2) of this section.

2. As a general rule, no student shall be suspended for a short term unless another form of corrective action or punishment reasonably calculated to modify his or her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature. A school district may, however, elect to adopt rules providing for the immediate resort to short-term suspension in cases involving exceptional misconduct as long as disciplinarians and hearing officers may grant exceptions in cases involving extenuating and/or exceptional circumstances, notwithstanding the fact prior alternative corrective action or punishment has not been imposed upon the student(s) involved. For the purpose of this rule, “exceptional misconduct” means misconduct other than absenteeism which a school district has judged following consultation with an ad hoc citizens committee to (a) be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to short-term suspension, and/or (b) be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to short-term suspension (for example, misconduct judged by a school district to be the same or of the same nature as a violation of the state’s drug or controlled substances laws). The ad hoc citizens committee required by this section shall be composed of three or more persons chosen by the school district or the administrative designee(s) of the district, and shall be constituted with the intent and purpose of representing various socioeconomic, minority and majority populations of the school district to the extent deemed practical.

3. No student subject to compulsory attendance pursuant to chapter 28A.225 RCW, as now or hereafter amended, shall be suspended by reason, in whole or part, of one or more unexcused absences unless the school district has first imposed an alternative corrective action or punishment reasonably calculated to modify his or her conduct and, in addition:

3.1. Provided notice to the student’s parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;

3.2. Scheduled a conference or conferences with the parent(s), guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student’s absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and

3.3. Taken steps to reduce the student’s absence which include, where appropriate in the judgment of local school officials and where possible, discussed with the student, parent(s), guardian(s) or custodial parent(s), adjustments of the student’s school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the causes(s) for the student’s absence from school.

4. Grade five and above program- No student in the grade five and above program shall be subjected to short-term suspensions for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

5. Any student subject to a short-term suspension shall be provided the opportunity upon his or her return to make up assignments and tests missed by reason of the short-term suspension if:

- 5.1. Such assignments or tests have a substantial effect upon the student's semester or trimester grade or grades, or
- 5.2. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.
6. Any student who has been suspended shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules, which provide for such an application for readmission and set forth the procedures to be followed.
7. Prior to the short-term suspension of any student a conference shall be conducted with the student as follows:
  - 7.1. An oral or written notice of the alleged misconduct and violation(s) of school district rules shall be provided to the student,
  - 7.2. An oral or written explanation of the evidence in support of the allegation(s) shall be provided to the student,
  - 7.3. An oral or written explanation of the corrective action or punishment which may be imposed shall be provided to the student, and
  - 7.4. The student shall be provided the opportunity to present his/her explanation.
8. In the event a short-term suspension is to exceed one calendar day the parent(s) or guardian(s) of the student shall be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the United States mail as soon as reasonably possible. The notice shall also inform the parent or guardian of the right to an informal conference pursuant to WAC 392-400-255 and that the suspension may possibly be reduced as a result of such conference.
9. All short-term suspensions and the reasons therefore shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four hours after the imposition of the suspension.

**“Long-Term Suspension”** A suspension shall mean a suspension which exceeds a “short-term suspension” as defined above, but not in excess of one semester or trimester, during the same school year. Long-term suspension may be imposed upon a student for violation of district rules subject to the following limitation:

1. The nature and circumstances of the violation must be considered and must reasonably warrant a long-term suspension and the length of the suspension imposed. This requirement does not preclude school districts (that is, the boards of directors of school districts) from establishing the nature and extent of the corrective actions and/or punishments, which, as a general rule, must be imposed as a consequence of proscribed misconduct. Such advance notice to students is advisable, and the imposition of such pre-established corrective action and/or punishment is permissible as long as (a) disciplinarians and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances, and (b) long-term suspension is not established as the corrective action or punishment for a student's first time offense other than for offenses involving exceptional misconduct as defined in subsection (2) of this section.
2. As a general rule, no student shall be suspended for a long term unless another form of corrective action or consequence of misconduct of the same nature. A school district may, however, elect to adopt rules providing for the immediate resort to long-term suspension in cases involving exceptional misconduct as long as disciplinarians and hearing officers are allowed to grant exceptions in cases involving extenuating and/or exceptional circumstances, notwithstanding the fact prior alternative corrective action or punishment has not been imposed upon the student(s) involved. For the purpose of this rule, "exceptional misconduct" means misconduct other than absenteeism which a school district has judged following consultation with an ad hoc citizens committee to (a) be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of other forms of corrective action and/or punishment, as to warrant an immediate resort to long-term suspension, and/or (b) be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to long-term suspension (for example, misconduct judged by a school district to be the same or of the same nature as a violation of the state's drug or controlled substances laws). The ad hoc citizens committee required by this section shall be composed of three or more persons chosen by the school district or the administrative designee(s) of the district, and shall be constituted with the intent and purpose of representing various socioeconomic, minority and majority populations of the school district to the extent deemed practical.
3. No student subject to compulsory attendance pursuant to chapter 28A.225 RCW, as now or hereafter amended, shall be suspended by reason, in whole or part, of one or more unexcused absences unless the school district has first imposed an alternative corrective action or punishment reasonably calculated to modify his or her conduct and, in addition:
  - 3.1. Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;

- 3.2. Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and
- 3.3. Taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials and, where possible, discussed with the student, parent(s), guardian(s) or custodial parent(s), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.
4. Kindergarten through grade four -- No student in grades kindergarten through four shall be subject to long-term suspension during any single semester or trimester, as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.
5. Grade five and above program -- No single long-term suspension shall be imposed upon a student in the grade five and above program in a manner which causes the student to lose academic grades or credit for in excess of one semester or trimester, as the case may be, during the same school year.
6. Any student who has been suspended shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules, which provide for such an application for readmission and set forth the procedures to be followed.
7. All long-term suspensions and the reasons therefore shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four hours after the imposition of the suspension.

**“Expulsion”** is defined as follows: Denial of attendance at any single subject, or class or at any full schedule or subjects or classes for an indefinite period of time. It may also include a denial of admission or entry to real and personal property owned, leased, rented or controlled by the school district. A student may be expelled for violation of school district rules subject to the following limitations:

1. The nature and circumstances of the violation must reasonably warrant the harshness of expulsion.
2. No student shall be expelled unless other forms of corrective action or punishment reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action or punishment would fail if employed.
3. In addition to the alternative corrective action requirement of subsection (2) of this section, no student subject to compulsory attendance pursuant to chapter 28A.225 RCW, as now or hereafter amended, shall be expelled by reason, in whole or part, of one or more unexcused absences unless the school district has also first:
  - 3.1. Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;
  - 3.2. Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, the analysis to determine by appropriate means whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and
  - 3.3. Taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials and, where possible, discussed with the student, parent(s), guardian(s) or custodial parent(s), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.
4. Once a student has been expelled in compliance with this chapter the expulsion shall be brought to the attention of appropriate local and state authorities including, but not limited to, juvenile authorities acting pursuant to chapter 13.04 RCW in order that such authorities may address the student's educational needs.
5. Any student who has been expelled shall be allowed to make application for readmission at any time. Each school district board of directors shall adopt written rules, which provide for such an application for readmission and set forth the procedures to be followed.
6. All expulsions and the reasons therefore shall be reported in writing to the superintendent of the school district or his or her designee within twenty-four hours after the imposition of the expulsion.

**“Emergency Expulsion”** Notwithstanding any other provision of this chapter, a student may be removed immediately from a class, subject, or activity by a certificated teacher or an administrator and sent to the building principal or a designated school authority: Provided, That the teacher or administrator has good and sufficient reason to believe that the student's

presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school. The removal from classes, subjects, or activities shall continue only until:

1. The danger or threat ceases, or
2. The principal or designated school authority acts to impose discipline, impose a short-term suspension, initiate a long-term suspension or an expulsion, or impose an emergency expulsion, pursuant to this chapter.

The principal or school authority shall meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case shall the student's opportunity for such meeting be delayed beyond the commencement of the next school day. Prior to or at the time any such student is returned to the class(es), subject(s), or activity(ies), the principal or school authority shall notify the teacher or administrator who removed the student, of the action, which has been taken or initiated.

### **Appeal Process (Please read section on Due Process)**

Parents and students may find it necessary to appeal discipline. Appeals should be based upon the facts of the case, mitigating circumstances or possible procedural or due process errors. Appealing a discipline finding simply because the party is looking for a reduction in a finding is not considered a basis for appeal. Parents and students may simply want to set up an appointment for clarification of findings and/or how the findings were made. If this is the case, parent and students should set up an appointment or call the administrator that made or processed the original findings.

The following is a procedural guideline for the appeals process.

1. Make contact with the appropriate administrator and set up an appointment for the appeal hearing. If there is a question of who the appropriate person is to hear the appeal, ask the administrator that heard the case and made the findings. A request for an appeal hearing is made within three business days from notification of the original findings.
2. At the appeals hearing, outline the basis for the appeal. Why are you appealing the original findings?
3. Outline and present written evidence that pertains to the facts of the case, any mitigating circumstances that were not presented in the original findings, or evidence to support procedural or due process errors.
4. In cases of mitigating circumstances, or possible procedural errors, written statements should be supplied to the Hearing Officer. In cases of mitigating circumstances, it is helpful to bring a written plan of action for consideration by the Appeals Hearing Officer regarding possible action on discipline measures.
5. Once the facts of the case are heard by the Appeals Hearing Officer and consideration is given to the facts or if further investigation is necessary, the appeals officer will notify the respective parties of the appeal findings. If necessary, the Hearing Officer will refer parties to the next step of the due process procedure. Appeal findings will be made available to all necessary individuals in a reasonable time. This notification time will be outlined in the appeals hearing.

Appeal Process • W.A.C. Reference List•

WAC 392-400-255 WAC 392-400-270 WAC 392-400-285 WAC 392-400-310

WAC 392-400-260 WAC 392-400-275 WAC 392-400-300 WAC 392-400-315

WAC 392-400-265 WAC 392-400-280 WAC 392-400-305 WAC 392-400-317

WAC 392-400-320

## ISOLATION AND RESTRAINT OF STUDENTS (Policy 3245)

It is the policy of the Stanwood-Camano School 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. Under no circumstances will these techniques be used as a form of discipline or punishment.

This policy is intended to address district students. It is not intended to prevent or limit the use of restraint or other reasonable force as necessary with adults or other youth from outside the district as allowed by law.

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 Chapter 392-172A WAC 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. Additionally, the superintendent will annually report to the board on incidents involving the use of force.

Cross References: Policy 2161 Special Education and Related Services for Eligible Students  
Policy 2162 Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973

Legal References: RCW 9A.16.020 Use of force — When lawful  
RCW 9A.16.100 Use of force on children — Policy — Actions presumed unreasonable  
RCW 28A.150.300 Corporal Punishment Prohibited - Adoption of policy  
RCW 28A.155.210 Use of restraint or isolation — Requirement for procedures to notify parent or guardian.  
RCW 28A.600.485 Restraint of students with individualized education programs or plans developed under section 504 of the rehabilitation act of 1973—Procedures—Definitions. [as amended by SHB 1240]  
RCW 70.96B.010 Definitions  
Chapter 391-172A WAC Rules for the provision of special education  
WAC 392-400-235 Discipline — Conditions and limitations

Management Resources: 2016 - March Issue  
2015 - July Policy Alert  
2013 - December Issue  
2013 - July Issue  
Policy News, December 2008 Use of Reasonable Force Policy

**Adoption Date:** 05.20.14  
**Stanwood-Camano School**  
**District Revised:** 12.15.15; 05.03.16; 05.17.16

## **STUDENT RIGHTS**

1. No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration or a physical, mental or sensory handicap.
2. All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place and manner of exercising such right.
3. All students possess the constitutional right to be secure in their persons, papers and effects against unreasonable searches and seizures.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
5. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law. The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the state of Washington or the rights retained by the people.

## **DUE PROCESS RIGHTS OF STUDENTS**

### **Grievance Procedure**

Any student, parent, or guardian who is aggrieved by the imposition of discipline shall have the right to an informal conference with the building principal or his or her designee for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible. During such conference the student, parent, or guardian shall be subject to questioning by the building principal or his or her designee and shall be entitled to question school personnel involved in the matter being grieved. Subsequent to the building level grievance meeting, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the board of directors during the board's next regular meeting or to the school district disciplinary appeal council if the board has delegated its responsibility to hear and decide such grievances to the council pursuant to WAC 392-400-317. The board or council shall notify the student, parent, or guardian of its response to the grievance within ten school business days after the date of the meeting. The discipline action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her designee elects to postpone such action.

### **Right to a Hearing**

A suspended or expelled student and his or her parent or guardian has the right to a hearing before the District Hearing Officer. The request for a hearing shall be directed to the suspending school official within three school business days after receipt of notification. If a hearing is requested the student and his or her parent(s) or legal guardian(s) have the right to:

1. Inspect the evidence.
2. Be represented by counsel.
3. Present evidence including the testimony of witness.
4. Challenge evidence presented by suspending official.
5. A timely written decision from the hearing officer.
6. Appeal the decision of the hearing officer to the Board of Directors within three school business days after the hearing.

### **Special Education Students**

The handicapped student is subject to the same treatment under Stanwood Public Schools' Statement of Rights and Responsibilities as the non-handicapped student with the modifications indicated below:

#### **A. Long-Term Suspension/Expulsion**

When considering the imposition of long-term suspension or expulsion for a handicapped student, which would constitute

a significant change in placement, a group meeting must be held prior to imposing the action, which complies with the following criteria:

1. Persons to be present must include members of the district's multidisciplinary team who are:
  - 1.1. Knowledgeable about placement options
  - 1.2. Knowledgeable about the evaluation date
2. The purpose of the meeting will be to:
  - 2.1. Determine whether the behavior is the result of an inappropriate placement
  - 2.2. Determine whether the student's behavior is the result of an inappropriate placement.
  - 2.3. Consider the sanction or action to be taken
3. If the behavior is not an element of, or related to, the handicapping condition, and is not the result of an inappropriate placement, the sanction can be imposed.
4. If the behavior is an element of, or related to, the handicapping condition or is the result of an inappropriate placement, a different placement or revised program must be considered and offered. If necessary, placement for evaluation purposes can be invoked.
5. Following the meeting, written notice will be provided to the parent, which provides inclusive information of the placement decision and the right to a hearing in accordance with state/federal rules and regulations.

#### B. Emergency Expulsion

If a handicapped student's behavior is such that his or her presence creates an immediate and continuing danger to the student, other students, school personnel or an immediate and continuing threat of substantial disruption of the educational process, the student may be sent home.

#### C. Obligations to Student Pending Hearing

The District must continue providing educational services to the handicapped student if they have initiated a request for hearing.

#### D. I.E.P. Discipline Plans

Within the I.E.P. process, which includes a meeting of the parent, teacher and District representative who is qualified to provide or supervise special education services, a plan may be established for the handling of specific behavior in order to reach behavioral goals. This plan may include removal from school for specific amounts of time as part of the I.E.P. A new I.E.P. may be requested if either the parent or school personnel finds the plan is not satisfactory or in need of revisions.

### **District and Criminal Offenses**

All behaviors listed below are crimes under city, state or federal law. If students commit any of these crimes, or any other crime while in school, on school grounds, in school sponsored transportation or at a school sponsored event, they will be disciplined by the school district, law enforcement officials will be contacted and students may face criminal charges.

**“Discipline”** shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period: Provided, that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district.

Absence or tardiness may affect the student grade only if the school has identified, pursuant to policy of the school district, that attendance will be a basis for grading in whole or in part.

Any discipline or punishment of a student must be administered fairly and for a good and just cause. Board Policy 3241 defines the relationship between the schools and local police agencies. In this policy it states that information regarding major violations of the law shall be communicated to the appropriate law enforcement agency. Exceptional misconduct includes the following:

- A. Possession or use of alcohol or any controlled substance not prescribed by a physician for such possessor or user, or purported controlled substance;
- B. Sale or delivery of alcohol or any controlled substance or purported controlled substance to another person;
- C. Possession of drug paraphernalia;
- D. Being under the influence of alcoholic beverages or illegal drugs;

- E. Use of tobacco products including lighters and matches;
- F. Falsely reporting a fire or bomb on school property;
- G. Belonging to a gang and knowingly engaging in gang activity;
- H. Possessing or displaying an instrument that is or appears to be a firearm;
- I. Possession, use of, displaying or transmission of a weapon or an object that can be reasonably considered a weapon;
- J. Commission of any criminal act classified as a felony or misdemeanor under the laws of the State of Washington;
- K. Assault/battery
- L. Fighting
- M. Harassment, intimidation, bullying;
- N. Other acts including:
  - a. Arson;
  - b. Manufacture, purchase, sale, transfer, offer for sale, use, discharge, possession, transport or storage of any pyrotechnics, fireworks, explosives, improvised, devices, or components that are intended to be assembled into an explosive;
  - c. Theft/burglary/robbery; and
  - d. Gang intimidation.
- O. Cheating, alteration of records;
- P. Inappropriate use of technology; or
- Q. Lewd conduct.

The basic booklet outlines student rules or possible offenses on the one hand vs. student rights and possible sanctions on the other. Administrators normally have the flexibility to apply sanctions that vary in type and length, depending on the severity and number of the offense. In the above cases there is a standard minimum sanctioned as listed for occurrences on grounds or school-sponsored events.

#### Regulation of Dangerous Weapons on School Premises 4210

It is a violation of the 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. Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion. (To read the entire policy please click the following:

[Stanwood-Camano School District #401 - 4000 Community Relations](#)

#### **WHAT IS DISCRIMINATION?**

Discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to accommodate a student or employee's disability. Harassment (based on protected class) and sexual harassment can be forms of discrimination when it creates a hostile environment.

#### **What is a Protected Class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington State Law include:

- Sex
- Race/Color
- Creed/Religion
- National origin
- Disability or the use of a trained dog guide or service animal
- Sexual orientation
- Gender expression or identity



- Honorably discharged veteran or military status

**What should I do if I believe my child is being discriminated against?**

You should report your concerns to your child's teacher or principal immediately! This will allow the school to respond to the situation as soon as possible.

If you cannot meet with the teacher or principal, you can always contact your school district's main office. Each school district will have someone who is responsible for responding to complaints about discrimination. Sometimes this person is called the Title IX Coordinator or for issues related to disability, the Section 504 Coordinator.

**What if I can't resolve the problem with the school?**

If you cannot resolve your concern, you may wish to file a complaint with the school district. Anyone can file a complaint with the school district. You can file a formal complaint by writing a letter to your Superintendent that describes what happened and why you think it is discrimination. It is helpful to include what you want the district to do. Your letter must be signed.

The employee designated by the district to receive complaints will investigate your allegations and provide the superintendent with a written report of the complaint, and the results of the investigation. You and the district may also agree to resolve your complaint in lieu of an investigation.

The superintendent will send you a written letter within 30 calendar days which will either deny your allegations or describe the reasonable actions the district will take. The letter will include how to file an appeal with your school board if you do not agree with the Superintendent's decision.

Corrective measures must occur no later than 30 calendar days of the superintendent's letter.

**What if I don't agree with the superintendent's decision or no one responds to my letter?**

Your next step is to appeal to the school board. You can file an appeal by writing a letter to your school board. The letter must include the part of the superintendent's written decision that you would like to appeal and what you want the district to do. Your letter must be filed with the Secretary of your School Board by the 10th calendar day after you received the superintendent's response letter.

The school board will schedule a hearing within 20 calendar days after they receive your appeal letter. You may also all agree on a different date.

**What will happen at the hearing?**

You will explain why you disagree with the superintendent's decision. You may bring witnesses or other information that is related to your appeal.

The board will send you a copy of their decision within 10 calendar days after the hearing. The decision will include how to appeal to the Office of Superintendent of Public Instruction if you disagree.

**What if I don't agree with the School Board's decision?**

You may appeal the school Board's decision to the Office of Superintendent of Public Instruction (OSPI).

You can file an appeal by writing a letter to the Superintendent of Public Instruction. The letter must include the part of the school board's decision that you would like to appeal and what you want the district to do.

Your signed letter must be received by OSPI by the 20th calendar day of receiving the school board's decision. It can be hand-delivered or mailed to:

OSPI

Administrative Resource Services  
P.O. Box 47200  
Olympia, WA 98504-7200  
Phone (360) 725-6133

OSPI will schedule a hearing with an Administrative Law Judge through the Office of Administrative Hearings (OAH). During this process you will be provided information about the hearing.

At the hearing you will explain why you disagree with the school board's decision. You may bring witnesses or other information that is related to your appeal. After the hearing, you will receive a copy of the judge's decision.

### **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as a school-sponsored field trip.

***Sexual harassment is unwelcome behavior or communication that is sexual in nature when:***

- ◆ A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- ◆ The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

***Examples of Sexual Harassment:***

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

***How do I report sexual harassment?***

You can report sexual harassment to any school staff member or to the district's Title IX Officer: Linda Littlefield, 360-629-1213.

For a copy of your district's Sexual Harassment policy and procedure, contact your school or district office. **[Insert link to policy on website, if available]**

The Stanwood-Camano School District does not discriminate in any programs or activities 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 employee(s) has been designated to handle questions and complaints of alleged discrimination: Your school principal and/or Linda Littlefield, Executive Director of Human Resources, 26920 Pioneer Hwy. Stanwood, WA 98292, 360-629-1213.