

**Arlington Public Schools**  
*“Providing the means to accomplish dreams”*

<b>Supportive Information Sheet</b>
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**Subject: FIRST READING OF POLICIES:**

- *Policy 3122 – Students – Excused and Unexcused Absences - Amended*
- *Policy 3200 – Students – Student Rights and Responsibilities - Amended*
- *Policy 3205 – Students – Safety in Schools - New*
- *Policy 3230 – Students – Student Privacy and Searches – Amended & Combined*
- *Policy 3231 – Students – Searches of Students/Property – Deleted*
- *Policy 3232 – Students – Locker Searches – Deleted*
- *Policy 3440 – Students – Removal of Students/School Hours - Deleted*
- *Policy 3441 – Students – Removal/Release of Student During School Hours – Amended, Combined & Renumbered to 3124*
- *Policy 4129 – Community Relations – Family Involvement - New*

Action

Page(s): Fourteen (14), including cover (9 Policies)

Submitted by: Dr. E. Kristine McDuffy, Superintendent

Date: April 27, 2009

**Background Information:**

The District has contracted with the Washington State School Directors’ Association (WSSDA) to conduct a comprehensive review and update of all of its policies. The Board members discussed recommended updates to these nine policies at a Study Session on March 23, 2009.

**Administrative Consideration:**

The Board requested a few minor adjustments. Those changes have been made and these policies are now being presented for first reading.

**Superintendent’s Recommendation:**

That the Board approves for first reading policies 3122, 3200, 3205, 3230, 3231, 3232, 3440, 3441, and 4129.

## EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness.

### Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the District. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the District:

- A. Absences due to illness or a health condition; a religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused. The Principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress. A student, upon the request of a parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.
- B. If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- C. An excused absence shall be verified by the parent; adult, emancipated or appropriately aged student; or school authority responsible for the absence. If a student is to be released for health care related to family planning or abortion, the student may require that the District keep the information confidential. **Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.** Students thirteen and older have the right to keep information confidential about drug, alcohol or mental health treatment confidential. ~~Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.~~
- D. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- E. ~~The District will attempt to help students and parents comply with the compulsory attendance law. If these attempts fail, the district's attendance officer or building level designee will make appropriate referrals or petitions to juvenile court through the Snohomish County prosecuting attorneys office.~~ **The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A conference with the parent or guardian shall be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for**

habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences.

A conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent shall be notified of the steps the District has decided to take to reduce the student's absences.

Not later than the student's fifth unexcused absence in a month the District shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If such action is not successful, the District shall file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.

- F. All suspensions and/or expulsions shall be reported in writing to the Superintendent within 24 hours after imposition.

~~The superintendent will develop procedures necessary to comply with state law regarding compulsory school attendance and truancy.~~

The Superintendent shall enforce the District's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures shall be disseminated broadly and made available to parents and students annually.

Cross References:

~~(cf. 3320 Suspensions or Expulsions)~~

~~(cf. 3230 Student Privacy)~~

Board Policy 3230

Student Privacy

Board Policy 3241

Classroom Management, Corrective Actions or Punishment

Legal References:

RCW 13.34.300

Failure to Cause Juvenile to Attend School as Evidence Under Neglect Petition

RCW 28A.225

Compulsory School Attendance

WAC 180-16-215 (4)

Minimum 180 School Day Year - Five Day Flexibility - Students Graduating from Discipline - Conditions and Limitations

WAC 392-400-235

Discipline - Conditions and Limitations

WAC ~~180-40-260~~ 392-400-260 Long-Term Suspension - Conditions and Limitations

Management Resources:

*Policy News, June 2001*

More Tweaking of Becca Petitions

Adopted: (WPR)

## STUDENT RIGHTS AND RESPONSIBILITIES

The mission of the district is to assure learning experiences to help all students to develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. As a result of the process of education, each student should clarify his/her basic values and develop a commitment to act upon these values within the framework of his/her rights and responsibilities as a participant in the democratic process. Each year, the Superintendent school principals shall develop and make available to all students, their parents and staff, written statements a handbooks pertaining to student rights, conduct, corrective actions and punishment. Such statements shall be developed with the participation of parents and the community. Parents shall also be advised of their right to review classroom materials and to consent to any psychological testing/treatment proposed for their child. The School Principal and staff shall confer, at least annually, to develop and/or review student conduct standards and the uniform enforcement of those standards as related to the established student handbooks. They shall also confer annually to establish criteria for determining when certificated employees must complete classes to improve classroom management skills.

All students who attend the District's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of staff of the schools, subject to such corrective action or punishment as the school officials shall determine.

### Legal References:

RCW <del>28A.58.101</del> 28A.600.010	Government of Schools, Pupils, Employees, Rules and Regulations for - Due Process Guarantees - Enforcement
RCW <del>28A.58.1011</del> 28A.600.020	Government of Schools, Pupils, Employees, Rules and Regulations for - To Insure Optimum Learning Atmosphere
RCW <del>28A.58.200</del> 28A.600.040	Pupils to Comply With Rules and Regulations
RCW <del>28A.58.201</del> 28A.400.110	Principal to Assure Appropriate student Discipline
RCW <del>28A.58.760</del> 28A.150.240	Basic Education Act of 1977 - Certified Teaching and Administrative Staff as Accountable for Classroom Teaching - Scope - Responsibilities - Penalty
RCW <del>28A.67.060</del> 28A.405.060	Course of Study and Regulations - Enforcement - Withholding Salary Warrant of Failure
20 U.S.C. 1232h	Protection of Pupil Rights Amendments (Hatch Amendment)
Vol. 49, # 174	Fed. Reg., p. 3518 3522 (Sept, 6, 1984)
WAC <del>180-40-225</del> 392-400-225	School District Rules Defining Misconduct - Distribution of Rules
WAC 392-168	Citizen Complaint Procedure for Certain Categorical Federal Programs

Adopted: (WPR & PN Oct 07)

## SAFETY AND CIVILITY IN SCHOOLS

### Vision

Students and staff learn and work in schools that are free from violence, intimidation, threats, harassment and fear. Because of wise, consistent enforcement of the rules and ethical decision making by both youth and adults, the school environment is attractive to students and creates the most favorable conditions in which to learn.

### Structure

#### A. Building Level: Creating An Orderly Environment for Learning

Each school community is unique to the adults and students who work and study in it. Therefore, each school shall develop a plan to promote safety and civility for all. The plan shall:

1. Include the assessment of all aspects of the school facility, the daily schedule and the program of instruction and activities which identifies conditions that may pose a threat to the safety of staff, students and guests on campus;
2. Respond to the opinions and concerns of students, parents, staff and the community in identifying goals and priorities for action;
3. Establish goals for improvement, and identify how progress toward those goals will be assessed;
4. Include both the district-level and consistent building rules, plus procedures and systems to be used to assure safe behavior at all times and the efforts to be made to promote ethical decision making by youth and adults; ~~and~~
5. Include the elements of the Board's Civility Policy (#4299); and
6. Be approved by the Superintendent, reviewed and renewed annually and reported to the Board annually.

#### B. District Level: Providing Leadership and Support for Orderly Schools

Each school's capacity to implement its plan depends upon the District for leadership and support. The Superintendent shall review and approve the schools' plans and shall develop a long-range plan for the district to support those plans. The District plan shall give consideration to:

1. Identification of the financial and human resources needed to support the school plans;
2. Conducting an audit of the district's needs and accomplishments for review by the district's School Safety and Civility Committee. ~~composed of parents, students, staff and members of the community;~~
3. Establishing regular communications and cooperative agreements with law enforcement organizations, social service agencies, and other groups in the community for the purpose of developing the community-wide capacity to support and reinforce the schools' plans for safety and ethical decision making; ~~and~~
4. Assisting ~~each schools~~ regularly to survey student, parent, and others' opinions. both to help develop safety and civility plans and to measure progress; ~~and~~
5. ~~Providing curricular and instructional support to the schools, enabling them to incorporate concerns for ethical decision making into the regular learning program.~~

The Superintendent shall report to the Board annually regarding progress on matters of safety ~~and civility~~ in each school and throughout the district.

### **Accountability (Monitoring For Results)**

An information system shall be developed to enable each school and the District to assess progress toward their safety ~~and civility~~ goals. Data regarding incidents which significantly impair the safe environment of schools and how those incidents were resolved shall be kept and reported annually. Surveys of student, staff, parent and community opinion shall be conducted regularly both to measure progress toward goals and to review and adjust plans and actions that promote safety and civility. The board shall schedule at least one meeting each year at which issues of safety and civility, the efforts of the schools and staff and the recommendations of the district School Safety ~~and Civility~~ Committee are the primary focus of attention.

### **Community Advocacy**

~~A The District Safety and Civility Committee shall be formed to~~ assist the District in assessing its needs and making recommendations to the Board regarding plans and actions to promote safety ~~and civility~~. ~~The Committee shall include staff, parents, students and community leaders with particular information or experience to contribute to the work of the Committee. A specific task of the committee~~ **The Advisory Council for Education (ACE)** shall ~~be to~~ help establish the range of corrective actions to be imposed for exceptional misconduct by students.

Schools shall involve students, staff and parents in the development of their plans to promote safety ~~and civility~~. Polling, community meetings and participation in the meetings of other organizations shall be used to understand the public's concerns and expectations and to explain the work of the district and schools to enhance safety and civility.

~~Each year the board shall devote one of its meetings to the needs, goals and progress being made with regard to safety and civility in the schools. The meeting is intended to summarize progress in the previous year and develop plans for the coming year. It is also intended to be a forum for discussion in order to continue the engagement of all who care about safety and civility in the schools.~~

### **Cross Reference:**

Board Policy 3124	Release of Student During School Hours
Board Policy 3240	Student Conduct
Board Policy 3241	Classroom Management, Corrective Actions or Punishment
<b>Board Policy 4111</b>	<b>Advisory Council for Education (ACE)</b>
<b>Board Policy 4299</b>	<b>Civility</b>
Board Policy 6510	Safety
Board Policy 6511	Staff Safety

### **Management Resources:**

*Policy News*, August 1998    WSSDA Issues Safety and Civility Paper

Adopted:    (WPR)

## STUDENT PRIVACY AND SEARCHES

~~The right to privacy is a fundamental tenet of human liberty. Staff shall take particular care to respect student's privacy. At the same time they must protect the health and safety of all students and promote the effective operation of the schools. The principal, the superintendent or other such staff designated by the superintendent shall have the authority to conduct student searches. They shall do so only upon reasonable cause and in the manner prescribed by district policy.~~

At certain ages, students attain the right to decide for themselves what records will remain confidential, even from their parents, and what activities the student will participate in. At age eighteen students become legal adults and must approve any disclosure of information about themselves from school records, except directory information if a request for confidentiality has not been filed. Students at age eighteen may also sign releases, authorizations or permission slips to participate in school activities, and may sign themselves out of school and authorize their own absences. Students between sixteen and eighteen who have been granted legal emancipation from their parents or guardians have the same rights as eighteen-year-old students. Students ~~over~~ fourteen years of age ~~and older~~ have the right to keep private from everyone any District records indicating that they have been tested or treated for HIV or a sexually transmitted disease. Students thirteen years and older have confidentiality rights in records regarding drug, alcohol or mental health treatment. All students have confidentiality rights in family planning or abortion records.

### A. Searches of Students and Personal Property

Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Staff shall take particular care to respect students' privacy.

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The Superintendent, the Principal, and other staff designated by the Superintendent shall have the authority to conduct reasonable searches on school property as provided by Board policy.

~~A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events.~~ (moved to page 2)

Prior to conducting a search, school officials shall ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's locker, as follows:

1. Any search of a student conducted by a School District employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

For the purpose of this policy, "contraband" means items, materials, or substances the possession of which is prohibited by law or District policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon.

2. Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

No student shall be subject to a strip search or body cavity search by school staff.

A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events. (*moved from page 1*)

School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

The Superintendent shall develop procedures regulating searches of students and their personal property.

## B. Locker Searches

Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the School District. No right nor expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with District policy.

No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker shall be conducted according to Board policy governing personal searches.

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to Board policy governing personal searches.

The Superintendent shall establish procedures for conducting searches of lockers, desks, or storage areas.

### Cross References:

Board Policy 3414	Infectious Diseases
Board Policy 3231	Student Records

### Legal References:

<del>RCW 28A.58.1011</del>	<del>Government of schools, pupils, employees, rules &amp; regulations for</del> To ensure optimum learning atmosphere
RCW 13.64.060	Power and Capacity of Emancipated Minor
RCW <del>28A.58.110</del> 28A.320.040	Bylaws for Board and School Government
RCW 28A.600.020	Exclusion of Student From Classroom - Written Disciplinary Procedures - Long-Term Suspension or Expulsion

RCW 28A.600.210-240  
WAC 392-400-215

School Official Searches of Student Lockers  
Student Rights

Management Resources:

*Policy News, June 1999*

School Safety Bills Impact Policy

Adopted: (WPR)

Arlington School District No. 16

Students

**~~Searches of Students and Their Property~~**

~~A student shall be free from searches of his/her clothing and other personal property unless there is cause to believe that something is concealed that may be of danger to the student or to other students and/or is in violation of a school rule. School officials shall request the student to remove all items from pockets or other personal effects. If the student refuses and there is no immediate danger, school officials shall refrain from a search until the parent is available. In the event the parent is not available and there is reason to believe that the student is in violation of a civil law, the school official may consult with a law enforcement officer. The superintendent shall develop procedures for conducting personal searches of students and their property.~~

Legal References:

~~WAC 180 40 215—Student rights~~

~~Adoption Date:—June 21, 1988~~

~~WSSDA: 06/01/90~~

~~Arlington School District No. 16~~

Students

**~~Locker Searches~~**

~~School lockers, desks, and storage areas are and shall remain the property of the school district. The board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools. No student may use a locker, desk, or storage area as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.~~

~~The superintendent is directed to establish procedures for conducting locker, desk, or storage area searches, and/or inspection for general and specific purposes.~~

Legal References:

~~WAC 180 40 215 — Student rights~~

Adoption Date: ~~\_\_\_\_\_~~ April 17, 1987

WSSDA: 06/01/90

Arlington School District No. 16

Students

**Removal of Student During School Hours**

~~The board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed 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 superintendent or principal evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the principal. The superintendent is directed to establish procedures for the removal of a student during school hours.~~

Legal References:

~~RCW 28A.605.010—Removing child from school grounds during school hours--  
Procedure~~

Adoption Date: \_\_\_\_\_ October 18, 1982

WSSDA: 06/01/90

## **REMOVAL/RELEASE OF STUDENT DURING THE SCHOOL DAY SCHOOL HOURS**

The Board recognizes its responsibility for the proper care of students during school hours. Students shall not be removed 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 Superintendent or Principal evidence of his/her proper authority to remove the student. A teacher should not excuse a student from class to confer with anyone unless the request is approved by the Principal. The Superintendent is directed to establish procedures for the removal of a student during school hours.

Prior to sending a student to his/her home for illness, discipline or a corrective action, the Principal shall attempt to reach the student's parent to inform him/her of the school's action and to request that he/she come to the school for the child. If the Principal cannot reach the parent, the student shall remain at school until the close of the school day. A student may be released to a law enforcement officer in accordance with the District policy.

~~Sending students on errands during school hours should be done only on necessary school business and by express permission of the principal.~~

### Cross References:

~~(cf. 4411 Relations with Law Enforcement and Child Protective Agencies).~~

Board Policy 3418

Board Policy 4310

Emergency Treatment

Relations with Law Enforcement, Child Protective Agencies  
and County Health Department

### Legal Reference:

RCW 28A.605.010

Removing Child from School Grounds During School Hours  
- Procedure

Adopted: (WPR)

## FAMILY INVOLVEMENT

It is the policy of the Arlington Public School Board of Directors to encourage and support family involvement in education at home, in our schools and communities, and in school governance. The Board recognizes the diversity of family structures, circumstances, and cultural backgrounds and respects families as important decision makers for their children's education. The Board is committed to the creation and implementation of culturally inclusive and effective school-family partnerships throughout the school district and in each school, and believes these partnerships to be critical to the success of every student. The District's family involvement efforts will be comprehensive and coordinated.

The Board recognizes that family involvement in education has a positive effect on student achievement and is an important strategy in reducing achievement gaps. The intent of this policy is to create and maintain a district-wide climate conducive to the involvement of families and to develop and sustain partnerships that support student learning and positive child and youth development in all schools.

The Board is committed to professional development opportunities for staff and leadership to enhance understanding of effective family involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to school-family partnerships.

In support of the implementation of this policy, a copy will be ~~distributed~~ made available to all schools, school staff, families, teachers and community members. Further, the District will provide support and guidance, to parents and teachers as they plan and implement effective family involvement efforts.

The Arlington Public Schools Board of Directors support the development, implementation and ~~regular evaluation~~ review of family involvement efforts that includes parents and family members at all grade levels in a variety of roles. The District will use the results of the ~~evaluation~~ review to enhance school-family partnerships within the District.

The Superintendent will develop procedures to implement this policy.