



2018-2019 STUDENT, PARENT, & STAFF HANDBOOK

VOLTEAR PARA ESPAÑOL



YAKIMA SCHOOL DISTRICT

104 N. 4th Avenue • Yakima, WA 98902 • 509.573.7000 • www.yakimaschools.org

SUMMARY OF DISTRICT POLICIES • August, 2018

ABOUT THIS HANDBOOK

The Yakima School District's Student, Parent, and Staff Handbook is an annual publication of the district, satisfying State Board of Education (SBE) requirements for notification of federal and state laws and district policies (*WAC 392-400-225*). It is mailed to homes Labor Day weekend and given to late enrollees to the district. Complete copies of district operational procedures regarding student rights and student conduct are available on the district website, www.yakimaschools.org.

Letter from the Superintendent

Dear Students, Parents, and Staff:

Each year the Yakima School District sends this Student, Parent, and Staff Handbook to the families of our students and to staff. It always includes up-to-date information regarding the rights and responsibilities of students, their parents, staff, and the school district. I encourage you to review the wealth of information contained in this document, paying particular attention to changes in the law regarding long-term suspensions and expulsions.

Last year I wrote about the three student actions, as they take responsibility for their learning, that are at the heart of student success:

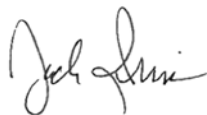
- Successful students attend school every day, on time, unless ill;
- Successful students believe they can learn something each and every day; and
- Successful students put forth their best effort every day.

The changes in the law regarding the disciplining of students focus on the school's responsibility to ensuring student success. There is a proverb that states that "students don't care about how much you know until they know how much you care." In other words, at the heart of education are the professional relationships we build with our students.

Every one of our students is capable of earning a high school diploma. Let's continue to work together to ensure every one of our students reaches that milestone. A Chinese proverb says it well, "Learning is a treasure that will follow its owner everywhere."

We all want the same thing for our students--for each of them to be successful! Working together, we can and will make a difference in the lives of our students!

Sincerely,



Dr. Jack Irion, Superintendent



Board of Directors

President: Martha Rice **Vice President:** Raymond Navarro, Jr.

Board Members: Don Davis, Jr., Graciela Villanueva, and Berenice Ponce

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STUDENT RIGHTS & RESPONSIBILITIES (OPERATIONAL PROCEDURE 3200)

Student rights bring with them responsibilities for thoughtful and lawful expression within the goals and mission of a school district. Therefore, student rights carry the obligation for the individual student to learn limitations as expressed in federal and state law and district policy.

Students are responsible to be informed and are referred to readily available operational procedures (OP) for the full statement of information in any of the areas to be summarized here. This handbook is mailed Labor Day weekend. The Yakima School District maintains a website with all policies listed at www.yakimaschools.org. State discipline law is available **WAC 392.400**.

Student rights include the right to equal educational opportunity and due process of law; freedom of expression, assembly, security from unreasonable search and seizure; and security from unlawful interference in pursuit of education.

TEACHER RIGHTS & RESPONSIBILITIES (OP 3201)

Teachers have the following rights regarding student conduct to:

1. Receive the assistance of building principal.
2. Expect students to comply with all district and building rules.
3. Participate in developing building rules.
4. Exclude a student from class.
5. Be informed of disciplinary action regarding teacher discipline referrals.
6. Be afforded the opportunity to attend discipline conferences at the principal level.
7. Be promptly advised of any grievance or complaint brought against the teacher.

Teachers have the following responsibilities to:

1. Observe the rights of students.
2. Enforce district and building rules.
3. Report student misconduct.
4. Work cooperatively toward consistent enforcement of proper student behavior through each school and classroom.
5. Comply with district and building rules.
6. Maintain good order and discipline.
7. Keep and maintain accurate attendance.
8. Give careful attention to the maintenance of a healthy atmosphere in the classroom.
9. Give careful attention to student safety.
10. Set an example of personal conduct. Avoid demeaning or personally offensive statements.
11. Meet or talk with parent(s)/guardian(s) within five (5) school days of their request.
12. Periodically evaluate each student's educational growth and development.
13. Make periodic reports of each student's educational growth and development to parent(s)/guardian(s) and to school administrators.



TEACHER RIGHTS & RESPONSIBILITIES CONT. (OP 3201)

Teachers have the following authority to:

1. Use reasonable action to protect themselves, students or other staff or individuals from student misconduct.
2. Exclude a student for all or any portion of the balance of the school day.
3. Detain a student with prior parent notice before or after school for up to forty (40) minutes.

Parents need to be aware that district staff are available to problem-solve issues and concerns. Staff expect mutual respect and appropriate expression by all parties involved. Any concern over building staff is first to be expressed to the principal; following that, concerns can be made to central office administrative staff. Verbal abuse, threats, and intimidation are illegal acts and will not be tolerated against any staff persons. **(OP 4312)**

STUDENT DISCIPLINE (OP 3200-3230)

Discipline means all forms of corrective action used in response to behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion.

Classroom exclusion is the exclusion of a student from a classroom or instructional or activity area for behavioral violations. Classroom exclusion does not include actions that result in missed instruction for a brief duration when: (a) A teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and (b) The student remains under the supervision of the teacher or other school personnel during such brief duration.

Classroom exclusion may be administered for all or any portion of the balance of the school day in which the student was excluded from the student's classroom or instructional or activity area. When a student is excluded from the student's classroom or instructional or activity area for longer than the balance of the school day, the school district must provide notice and due process for a suspension, expulsion, or emergency expulsion. A student may not be removed from school during a classroom exclusion unless the school district provides notice and due process for a suspension, expulsion, or emergency expulsion.

Discretionary discipline 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, except for actions taken in response to:

1. A violation of the prohibition against firearms on school premises, transportation, or facilities;
2. Certain violent offenses, sex offenses, offenses related to liquor, controlled substances, and toxic inhalants, and certain crimes related to firearms, assault, kidnapping, harassment, and arson;
3. Two or more violations within a three-year period of criminal gang intimidation or other gang activity on school grounds, possessing dangerous weapons on school facilities, willfully disobeying school administrators or refusing to leave public property, or defacing or injuring school property; or
4. Behavior that adversely impacts the health or safety of other students or educational staff.

Discretionary discipline cannot include long-term suspension or expulsion. **WAC 392-400-023**

STUDENT DISCIPLINE CONT. (OP 3200-3230)

Suspension or expulsion for serious or repetitive misconduct is documented by referral forms and on appropriate specific discipline forms, copies of which are sent to parents. These include **in-school suspension** and **short-term suspension** [up to ten (10) consecutive school days], **long-term suspension** [lasts from eleven (11) consecutive school days up to ninety (90) consecutive school days], **emergency expulsion** [must end or be converted to another form of corrective action within ten (10) consecutive school days], and **expulsion** [lasts ninety (90) consecutive school days]. An expulsion may be extended beyond ninety (90) school days 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.

In discipline cases, parent(s)/guardian(s) may, as a part of **due process**, appeal to the principal in an informal conference, appeal to the Superintendent's designee, request a hearing from the hearing officer (for long-term suspension, expulsion or emergency expulsion), and appeal to the Board of Directors/Disciplinary Appeal Council. Those steps of due process are detailed on page 13 of this handbook and are printed on the suspension and expulsion forms. There are two (2) and three (3) day time limitations that must be observed for requesting conferences, hearings, and appeals.

Absences and tardiness. A school district may not suspend or expel a student from school for absences or tardiness.

School meals. A school district may not administer a corrective action in a manner that would result in the denial or delay of a nutritionally adequate meal to a student.

Reengagement meeting. When a school district administers a long-term suspension or expulsion, the district must convene a reengagement meeting with the student and parents to discuss a plan to reengage the student. Before convening a reengagement meeting, a school district must communicate with the student and parents to schedule the meeting time and location. The reengagement meeting must occur: (a) Within twenty (20) calendar days of the start of the student's long-term suspension or expulsion, but no later than five (5) calendar days before the student returns to school; or (b) As soon as reasonably possible, if the student or parents request a prompt reengagement meeting.

Reengagement plan. The school district must collaborate with the student and parents to develop a culturally sensitive and culturally responsive reengagement plan tailored to the student's individual circumstances to support the student in successfully returning to school. In developing a reengagement plan, the school district must consider: (a) The nature and circumstances of the incident that led to the student's suspension or expulsion; (b) As appropriate, students' cultural histories and contexts, family cultural norms and values, community resources, and community and parent outreach; (c) Shortening the length of time that the student is suspended or expelled; (d) Providing academic and non-

academic supports that aid in the student's academic success and keep the student engaged and on track to graduate; and (e) Supporting the student, parents, or school personnel in taking action to remedy the circumstances that resulted in the suspension or expulsion and preventing similar circumstances from recurring.

Educational services.

- a) During the suspension, expulsion, or emergency expulsion of a student, a school district must provide the student the opportunity to receive educational services. The educational services must enable the student to: 1) Continue to participate in the general education curriculum; 2) Meet the educational standards established within the district; and 3) Complete subject, grade-level, and graduation requirements.
- b) When providing a student the opportunity to receive educational services under this section, the school district must consider: 1) Meaningful input from the student, parents, and the student's teachers; 2) Whether the student's regular educational services include English language development services, special education, accommodations and related services under Section 504 of the Rehabilitation Act of 1973, or supplemental services designed to support the student's academic achievement; and 3) Access to any necessary technology, transportation, or resources the student needs to participate fully in the educational services.
- c) A district may provide educational services to the student in an alternative setting or modify the suspension or expulsion on a case-by-case basis. An alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include alternative high schools, one-on-one tutoring, and online learning.

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive that the district may forego progressive discipline. Prior to imposing long-term suspension or expulsion for an exceptional misconduct offense, districts will need to decide whether the offense falls within the definition of "discretionary discipline." If it does, long-term suspension and expulsion are not permitted. Offenses in section 6 of pages 15-23 of this handbook which have an asterisk (*) symbol after the title have been identified by the ad hoc citizens committee as exceptional misconduct.

Possession of firearms on school property will result in a mandatory one-year expulsion, subject to appeal, with notification to parents and to law enforcement.

Reasonable suspicion is a professional judgment made by staff regarding evidence of possible violation of district policy, law or building rules. Students have the right to be free from searches by school officials of clothing and personal property unless there is reasonable suspicion to believe that a search is necessary to maintain school discipline and order. Student lockers are district property and subject to search with or without reasonable suspicion.

IMPORTANT INFORMATION FOR STUDENTS, PARENTS, & STAFF

Attendance is the most critical aspect of student success. Excused absences for an illness, religious observance, school activity, or emergency are honored at principal's discretion. Excused absences should be communicated as soon as reasonably possible. Unexcused absence of seven (7) days in a month or ten (10) days in a year start a juvenile court petition and/or contempt truancy process. [Operational Procedures (OP) [3120](#) and [3122](#)]

Absences may be pre-arranged in cases where parents have a compelling reason to have students out of school if absence reason does not fit the approved excuses described above. If approved by the principal, it enables the student to continue school work with excused absences. ([OP 3122](#))

Bus riding is a privilege. Students must follow directions immediately, remain seated quietly, be courteous, observe no touching or fighting, littering, or vandalism. Progressive discipline includes assigned seats, parent notice, three (3) and five (5) day's denial of riding privilege and loss of riding privilege; recorded in student's school discipline file. ([OP 6600](#))

Child abuse is reported to proper authorities if reasonable suspicion exists as required by state law. Staff must report within 48 hours and are protected from civil and criminal liability. ([OP 3441](#))

Child custody is assumed to reside with the residential/custodial parent(s)/guardian(s). It is the parent/guardian's responsibility to file certified court custody papers with the school. Other family members may not contact the student and interrupt the educational process without written permission of residential/custodial parent(s)/guardian(s). ([OP 3610](#))

Child interview is provided to Child Protective Services (CPS) and law enforcement. Only law enforcement is able to do child removal from the school site. ([OP 3447](#)) and ([OP 3448](#))

Communication devices/personal electronic devices (including cell phones) are not permitted during the school hours for students in grades P-12. If a parent or guardian wishes his/her child to have a cell phone, it must remain out of sight and turned OFF. It may be turned on and operated only before and after the regular school day unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.

One exception to the procedure for students in grades 9-12 may be during their assigned lunch period (each school will make this determination).

Students in possession of personal electronic devices including but not limited to: smart devices (e.g. smart phones, smartwatches, tablets, MP3 players, gaming systems), communication devices, cameras, video cameras, digital media players etc., while on school property or while attending a school-sponsored or school-related activities shall observe district procedure regarding their use. This includes devices which emit audible signals, vibrate, display a message, or otherwise summon or deliver a communication to the student during the instructional day.

When a school administrator has reasonable suspicion based on objective and articulable facts that a student is using a personal electronic device in a manner that violates the law or school/district procedures, the official may confiscate the device. The personal electronic device may only be returned to the student's parent or legal guardian or given to law enforcement. By bringing a personal electronic device to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Results that contain content or images that violate state or federal laws will be referred to law enforcement.

Possession of a personal electronic device by a student is considered to be a privilege, which may be forfeited by any student who fails to abide by the terms or otherwise engages in misuse of the device so as to violate school rules, district procedure or law. If multiple offenses occur, a student may lose his/her privilege to bring a personal device to school for a designated length of time or on a permanent basis. Parents/Guardians are advised that the best way to contact their child during the school day is by calling the school office. ([OP 3208](#))

Fines and fees are the responsibility of student and parent. Transcripts are withheld until the assessment is paid. Students may request voluntary work at the school when otherwise unable to pay a fine; "pay" is calculated on minimum wage. ([OP 3520](#))

IMPORTANT INFORMATION FOR STUDENTS, PARENTS, & STAFF CONT.

Grade level placement is governed by procedure. Parents are notified by the school if a student risks non-promotion; an accelerated learning plan (ALP) for promotion activities will be created at specified intervals. (OP 2421)

Health services are provided by school certified registered nurses and classified health services support staff that are trained to work with students who have been exposed to disease, seriously ill, injured or facing emergencies. Student is stabilized; emergency care given; 911 called; and parent contacted in that order. Medical treatment is the financial responsibility of parent(s)/guardian(s). Students with life-threatening conditions must have all medical support and health care plans in place before entry in school. (OP 3410)

High school opportunities for college credit are offered in programs for high school with potential post high school or college credit at the same time. See high school counselor regarding the following opportunities:

- **Running Start** – Allows eleventh (11th) and twelfth (12th) grade students to take college-level courses, tuition-free.
- **Tech Prep** – Career and Technical Education (CTE) courses taught in conjunction with YV-Tech allow high school students to earn college credits for articulated Tech Prep courses in which they earn a B or better.
- **Advanced Placement, International Baccalaureate** – Students attending these courses may obtain college credit if student achievement is validated by an approved national examination. Credits awarded through these tests are generally recognized at all accredited post-secondary institutions.

Immunizations must be current for student attendance. A student who is non-compliant on the first day of attendance, or when a complete records check has been done, shall be excluded from attending class following parent notification.

State law requires that schools notify parent(s)/guardian(s) of students in grades 6-12 of two vaccines that are recommended, not required. Meningococcal virus can cause meningitis (vaccine 83% effective). HPV can cause cervical cancer and genital warts. Vaccines are available from your family doctor and/or clinic.

Parent(s)/guardian(s) may file a Certificate of Exemption form [OP 3413.3XE](#) on the basis of religious grounds, for personal/philosophical reasons, or when a physician certifies that the student has a medical condition that contraindicates a particular immunization. In an outbreak situation, Yakima Health District has the authority to exclude susceptible

students and staff who are not adequately immunized against a particular vaccine-preventable disease. (OP 3413)

Life-threatening health conditions and medications are governed by state law; required forms need to be completed and turned in before the first day of school to allow for an individualized care plan to be put into place for the student's health and safety. Students must have appropriate medication and/or treatment orders in place with all medications, supplies and equipment present at school prior to the student starting classes. Parents must provide these unless the district is required to provide them as a related service under federal law. Failure in these law-required steps will result in exclusion from school until the steps are accomplished. (OP 3418)

Medications, including prescribed and over the counter, may be dispensed at school under supervised conditions. The district assists students in difficult medical situations; however, administration of medication is strictly regulated by state law and procedure. See office manager or health services staff for assistance. Medications at school require completion of form [OP 3416.1X](#). (OP 3416)

Personal property comes to school at the student's own risk; district discourages valuable jewelry, electronics, and other items from being brought and is not responsible for lost, damaged, or stolen property. (OP 6540)

Pesticides and herbicides are periodically used on school district premises; notice is given in advance to staff, students, and parents; signs are posted during the potency period of the application. To see the Yakima School District's Annual Notification and Integrated Pest Management program requirements go to the following link: www.yakimaschools.org/maintenance/pestcontrol and to view annual application records contact the Maintenance and Operations department at (509) 573-7098. (OP 6895)

Registration of students happens at school buildings and the Student and Family Center. District is closed to non-resident students grades PreK-8. Non-resident students grades 9-12 follow admission process, obtaining annual release from home district prior to acceptance in the Yakima School District. Telephone (509) 573-7024 for assistance. (OP 3131) and (OP 3141)

Section 504 provides accommodations for students by modifications made within school programs. See school counselor or telephone (509) 573-7005 for assistance. (OP 2161)

IMPORTANT INFORMATION FOR STUDENTS, PARENTS, & STAFF CONT.

Special education works with Child Find activities and responds to requests for assessment of a student for its services. Telephone (509) 573-5062 for assistance. **(OP 2160)**

Student directory information may be made public without parent consent. This is the student's name, birth date and place of birth, participation in activities and sports, weight and height of members of athletic teams, type of awards received, and most recent school attended. Additionally, the district may release the student's current school, address, and telephone number to law enforcement and CPS. Persons who do not wish directory information to be released without consent must contact the school office or call (509) 573-7007 for a release form, returning it to the principal by September 30. This form is renewed annually. Parents of high school seniors must indicate "no" to opt their student out by October 1 if they do not wish to be contacted by military recruiters. **(OP 3605)**

For more detailed information on student directory information, opting out, and FERPA please visit www.yakimaschools.org/FERPA.

Student original work and other copyright provisions of law are protected. **(OP 2312)**

Student records are available to parent(s)/guardian(s) according to the Family Educational Rights and Privacy Act (FERPA). This act provides rights to review records, request amendment to records, consent to disclosure of personally identifiable information, and file a complaint with the US Department of Education. Release of health records follows protections of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and (FERPA). The Executive Director of Student Life is the designated student records custodian at (509) 573-7004. **(OP 3600)**

Visitors to school, such as parents and community persons, are encouraged. Each school has an entry process through their office. Visitors must identify themselves and leave the school at the request of school staff. **(OP 4317)**

NON-DISCRIMINATION (OP 3210) and (OP 5010)

"Yakima 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 employees at 104 N. 4th Ave., Yakima, WA 98902 have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator (Non-Students): Title IX-Gender Equity/ADA - Cece Mahre, Deputy Superintendent, (509) 573-7039, mahre.cece@yakimaschools.org;

Civil Rights Compliance Coordinator (Students): Title IX-Gender Equity/ADA/Section 504 - Amanda Jewell, Executive Director of Student Life, (509) 573-7004, jewell.amanda@yakimaschools.org.

Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Yakima School District should contact one of the **ADA Coordinators** 24 hours in advance of the event to inquire about reasonable accommodation. Deaf, deaf-blind, hard of hearing, and/or speech impaired individuals may access Washington Relay Services by calling 7-1-1 or 1-800-833-6388."

NON-DISCRIMINATION COMPLAINT PROCEDURES

(OP 3210) and (OP 5010)

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.

NON-DISCRIMINATION COMPLAINT PROCEDURES CONT. (OP 3210) and (OP 5010)

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 thirty (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 thirty (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 tenth (10th) calendar day after you received the Superintendent's response letter.

The school board will schedule a hearing within twenty (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 school board will send you a copy of their decision within ten (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 twentieth (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

(OP 3216) and (OP 5014)

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 **Civil Rights Compliance Coordinator**:

Civil Rights Compliance Coordinator (Non-Students):

Title IX-Gender Equity/ADA - Cece Mahre, Deputy Superintendent, (509) 573-7039, mahre.cece@yakimaschools.org;

Civil Rights Compliance Coordinator (Students):

Title IX-Gender Equity/ADA/Section 504 - Amanda Jewell, Executive Director of Student Life, (509) 573-7004, jewell.amanda@yakimaschools.org.

Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Yakima School District should contact one of the ADA Coordinators 24-hours in advance of the event to inquire about reasonable accommodation. Deaf, deaf-blind, hard of hearing, and/or speech impaired individuals may access Washington Relay Services by calling 7-1-1 or 1-800-833-6388.

HARASSMENT, INTIMIDATION, AND BULLYING (OP 3215)

"Harassment, intimidation, or bullying", means any intentional electronic, written, verbal, or physical act, including but not limited to those shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, mental or physical disability or other distinguishing characteristics, when such as act:

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

RCW 28A.300.285

How to prevent being a target:

Learn how to communicate effectively and stick up for yourself:

- If it feels safe, look the bully in the eye and say strongly and calmly, "Leave me alone."

- Walk (don't run) away from the bully. Running away may strengthen a feeling of power in the bully.

- **Tell an adult** about the episode. If you see another student being bullied, seek help from an adult right away.

Stay near adults and other kids. Most bullying occurs when adults are not around.

Stay away from places where bullying occurs.

How to report bullying:

When you see someone being bullied tell someone you trust. You can report bullying to any school staff member, School Compliance Officer, or the **District Compliance Officer**: Amanda Jewell, Executive Director of Student Life, (509) 573-7004, hib@yakimaschools.org. Reports can be filed anonymously. Incident reporting forms are available online on our website at www.yakimaschools.org/hibform or in paper form at each school office **OP 3215.1XE**.

2018-2019 YAKIMA SCHOOL DISTRICT GUIDELINE OF DISCIPLINE PROCESS

The following chart on page 13 is included in the Student, Parent, and Staff Handbook as a reference aid and is not intended to add to or modify district operational procedure or state regulations. Parents, students and district staff should refer to district procedures, notices, and [WAC 392-400](#) to determine their rights under Washington law and district procedures.

Yakima School District parents can review the entire state regulation, [WAC 392-400](#) at <http://apps.leg.wa.gov/wac/>. District operational procedures (OP) incorporate these provisions and set forth student conduct rules. Student discipline includes action meant to correct behavior or separate a student from others due to disruption of the educational environment or infringement on other persons' rights. Reference to these regulations and operational procedures should be made by all students or parents when there are questions regarding the discipline process.

If your student has been disciplined and you don't understand why, you have the right of proper notice and a grievance process that allows you informal conferences at the building level, hearing officer review, and/or appeal to the Superintendent's designee and Board of Directors/Disciplinary Appeal Council. Students and parents have been accorded due process rights outlined in [WAC 392-400](#) and district procedure. The grievance process is intended to provide a review of disciplinary action taken to assure that removal of a student from school is justified based upon the student's misconduct and appropriate opportunity for the student and parents to question the discipline imposed.

Discipline is based on the conduct, the student's prior disciplinary record, and the potential disruption of the educational environment. Generally, the district follows a course of progressive discipline. Student discipline records progressively follow students throughout their school career, so that discipline actions progressively rise on repeat offenses, and students may lose days of attendance (suspension) or may be removed from school (expulsion). All discipline actions are recorded by referral papers and discipline notice letters; parents of a disciplined child are entitled to a copy of the description of the event and discipline imposed. Discipline, including classroom exclusion, may be initiated by a teacher. Greater forms of discipline, such as suspension and expulsion, are imposed by a building administrator.

Teachers orally report discipline to the school's office during the day, making written report by the end of the day. Depending on need for fact-finding and other time demands, building administrators notify parents on the same day regarding the incident and any discipline imposed. For suspensions or expulsions, a written letter with a referral attached is hand delivered, mailed, or certified mailed, depending on the severity of the incident and the discipline which is administered.

Discipline of a student with a qualifying disability condition on an IEP or 504 accommodation plan may vary from the following chart on page 13. Reference should be made to special rules covering students with disabilities.



GUIDELINE OF DISCIPLINE PROCESS CONT.

SCHOOL DISCIPLINE

School Discipline occurs when building administrators or teachers orally warn, confer with student, do classroom correctives, or detain student for up to 40 minutes after school with prior parent notice. Building administrators may also impose study or work programs, probation and behavioral agreements, fees and fines. A classroom exclusion may be administered for all or any portion of the balance of the school day in which the student was excluded from the student's classroom or instructional or activity area. [WAC 392-400-023](#)

DISCIPLINE BY TEACHER OR BUILDING ADMINISTRATOR	CONFERENCE WITH BUILDING ADMINISTRATOR	APPEAL TO SUPERINTENDENT'S DESIGNEE	APPEAL TO BOARD OF DIRECTORS/ DISCIPLINARY APPEAL COUNCIL
<p>1 Teacher or building administrator imposes. Teacher action; building administrator confirms in meeting with student; effective immediately. Parent receives written referral. WAC 392-400-290</p>	<p>2 Request building administrator conference. Teacher notified and may attend.</p>	<p>3 Parent or student may appeal to Superintendent's designee within two (2) days at 573-7106. WAC 392-400-240</p>	<p>4 Parent or student may appeal to the Disciplinary Appeal Council; must request within two (2) days at 573-7106. WAC 392-400-240</p>

SHORT-TERM SUSPENSION

Short-term Suspension includes In-school Suspension; last from half (1/2) day up to ten (10) consecutive school days. Suspension continues during a pending grievance process. Student has right to make up classroom work missed during that time. Limited grades K-4 to ten (10) total school days per single semester. Limited grades 5-12 to fifteen (15) total school days per single semester. [WAC 392-400-023](#), [WAC 392-400-245](#)

DISCIPLINE BY BUILDING ADMINISTRATOR	CONFERENCE WITH BUILDING ADMINISTRATOR	APPEAL TO SUPERINTENDENT'S DESIGNEE	APPEAL TO BOARD OF DIRECTORS/ DISCIPLINARY APPEAL COUNCIL
<p>1 Building administrator imposes; effective immediately, after meeting with student. Hand delivered or mailed notice. WAC 392-400-250</p>	<p>2 Request building administrator conference. Teacher notified and may attend.</p>	<p>3 Parent or student may appeal to Superintendent's designee within two (2) days at 573-7106. WAC 392-400-255</p>	<p>4 Parent or student may appeal to the Disciplinary Appeal Council; must request within two (2) days at 573-7106. WAC 392-400-255</p>

LONG-TERM SUSPENSION

Long-term Suspension lasts from eleven (11) consecutive school days up to ninety (90) consecutive school days. Long-term suspension has an end date of not more than the length of an academic term, as defined by the school board. The school board defines an academic term as ninety (90) consecutive school days. Long-term suspension affects only one (1) grading period and cannot continue into the following school year. Limited to grades 5-12. [WAC 392-400-023](#), [WAC 392-400-260](#), [RCW 28A.600.020](#)

DISCIPLINE BY BUILDING ADMINISTRATOR	CONFERENCE WITH BUILDING ADMINISTRATOR	HEARING WITH HEARING OFFICER	APPEAL TO BOARD OF DIRECTORS/ DISCIPLINARY APPEAL COUNCIL
<p>1 Building administrator imposes; takes effect in three (3) days to accommodate potential hearing request. Hand delivered or certified mail notice. WAC 392-400-265</p>	<p>2 Request building administrator conference within two (2) days; held within three (3) days. Teacher notified and may attend.</p>	<p>3 Parent or student may request a hearing within three (3) days of notice at 573-7106; held within three (3) days. WAC 392-400-265</p>	<p>4 Parent or student may appeal to the Disciplinary Appeal Council; must request within three (3) days at 573-7106; held within ten (10) days. WAC 392-400-310, 315 If upheld...**</p>

EXPULSION

Expulsion lasts ninety (90) consecutive school days. Expulsion has an end date of not more than the length of an academic term, as defined by the school board. The school board defines an academic term as ninety (90) consecutive school days. Expulsion can affect more than one (1) grading period and can continue into the following school year. Limited to grades 5-12. [WAC 392-400-023](#), [WAC 392-400-275](#), [RCW 28A.600.020](#)

DISCIPLINE BY BUILDING ADMINISTRATOR	CONFERENCE WITH BUILDING ADMINISTRATOR	HEARING WITH HEARING OFFICER	APPEAL TO BOARD OF DIRECTORS/ DISCIPLINARY APPEAL COUNCIL
<p>1 Building administrator imposes; takes effect in three (3) days to accommodate potential hearing request. Hand delivered or certified mail notice. WAC 392-400-280</p>	<p>2 Request building administrator conference within two (2) days; held within three (3) days. Teacher notified and may attend.</p>	<p>3 Parent or student may request a hearing within three (3) days of notice at 573-7106; held within three (3) days. WAC 392-400-280</p>	<p>4 Parent or student may appeal to the Disciplinary Appeal Council; must request within three (3) days at 573-7106; held within ten (10) days. WAC 392-400-310, 315 If upheld...**</p>

EMERGENCY EXPULSION

Emergency Expulsion indicates that a serious danger or disruption has occurred in the school. A student may be removed from school prior to notice and legal process. It must end or be converted to another form of corrective action within ten (10) days. [WAC 392-400-205](#), [RCW 28A.600.015](#)

DISCIPLINE BY BUILDING ADMINISTRATOR	CONFERENCE WITH BUILDING ADMINISTRATOR	HEARING WITH HEARING OFFICER	APPEAL TO BOARD OF DIRECTORS/ DISCIPLINARY APPEAL COUNCIL
<p>1 Building administrator imposes; effective immediately. Hand delivered or certified mail notice within 24 hours. WAC 392-400-300</p>	<p>2 Request building administrator conference. Teacher notified and may attend.</p>	<p>3 Parent or student may request a hearing within three (3) days of notice at 573-7106; held within two (2) days. WAC 392-400-305</p>	<p>4 Parent or student may appeal to the Disciplinary Appeal Council; must request within three (3) days at 573-7106; held within ten (10) days. WAC 392-400-310, 315</p>

**Student can submit an application for readmission to the Superintendent's designee; behavioral-change activities are required [WAC 392-400-275 \(3\)\(c\)](#). For an application call 573-7106.

Orange color indicates effective immediately EMERGENCY actions.

2018-2019 SUGGESTED GUIDE FOR DISCIPLINE

The Yakima School District is committed to maintaining a safe school-learning environment for students, personnel and patrons. This standardized discipline operational procedure has been developed by the district discipline committee and ensures that all students are provided with the opportunity to learn and to be free from fear and distraction. Copies of the procedures can be obtained on our district website www.yakimaschools.org.

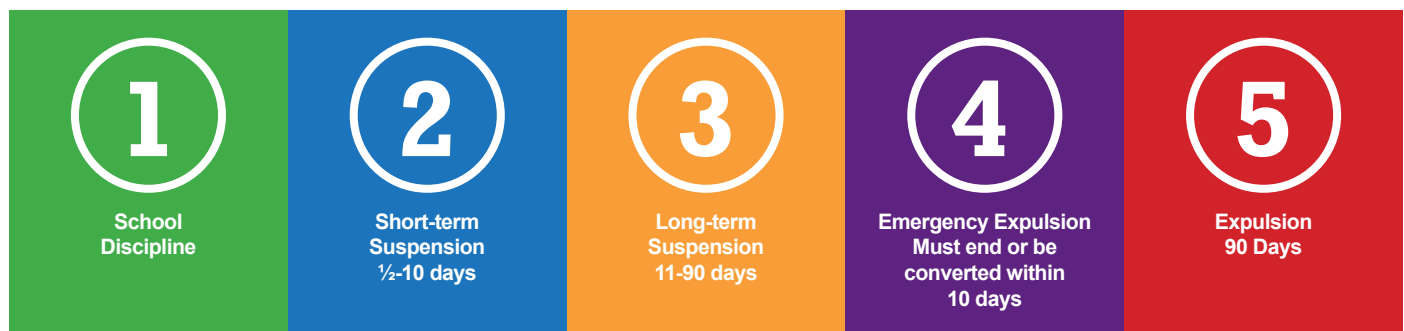
This is intended to be a guide to be used at the school building administrators' discretion. When considering the level of discipline to be administered to a student, school building administrators shall consider several factors including, but not limited to, the student's attitude, the severity of conduct, the student's intent, the effect on other students and/or staff, the safety of the student and other students and/or staff, the situation's unique circumstances, and the student's discipline history. Depending upon these factors, a more severe punishment or alternate consequences may be imposed. The following chart shows the range of sanctions in disciplining students. The ranges of sanctions so noted are progressive. Repeated offenses in any one category or a combination of categories shall result in more severe sanctions.

Alternatives to suspension — Encouraged. The state of Washington excludes tens of thousands of students from school each year due to out-of-school suspensions and expulsions. Out-of-school suspensions and expulsions contribute to poor academic achievement, lower graduation rates, and higher dropout rates. It is the intent of the legislature to minimize the use of out-of-school suspension and expulsion and its impact on student achievement by reducing the number of days that students are excluded from school due to disciplinary action. Student behavior should not result in the loss of educational opportunity in the public school system ([RCW 28A.600.410](#)).

Fees and Fines Resulting from Disciplinary Action. The parent(s)/guardian(s) is liable for damages caused by the student; see OP [3520](#) and OP exhibit [3520X](#) for specifying damage, vandalism, or other financial loss to the district. The school may withhold grades, diploma, and transcript until restitution for the damage is made; see OP [3520](#). If the parent(s)/guardian(s) and student are financially unable to pay, the school must provide a voluntary work program in lieu of payment ([RCW 28A.635.060](#)).

Before each offense in section 6 of pages 15-23, the beginning level of discipline is indicated for each school level: E=Elementary School; M=Middle School; H=High School. **Offenses which have an asterisk (*) symbol after the title are considered exceptional misconduct.**

DISCIPLINE LEVEL CHART



OFFENSES

1

School Discipline

2

Short-term Suspension
½-10 days

3

Long-term Suspension
11-90 days

4

Emergency Expulsion
Must end or be converted within
10 days

5

Expulsion
90 Days

The following list is not exclusive of other behaviors for which a student may be disciplined, up to and including expulsion and notification of non-school agencies. Numbers, codes and titles refer to **Operational Procedure (OP) 3200**, which is based on Revised Code of Washington (**RCW**) and Washington Administrative Code (**WAC**) **392.400**.

DISCIPLINE LEVEL OFFENSE

1
E • M • H

6.1 ACT Activities/Disobeying Laws and Rules at Events

Specific rules and expectations for student behavior are annually produced and are contained in associated student body (ASB) constitutions, Student, Parent, and Staff Handbook, school building rules, and/or in the student Athletic Handbook. A student violating the rules set forth in these publications is deemed to be student misconduct.

4
E • M • H

6.2 ARS Arson *Exceptional Misconduct

A student shall not intentionally, knowingly, maliciously, or recklessly attempt to or cause a fire or explosion on or in the vicinity of school premises or at a school-sponsored event (**RCW 9A.48.010 - RCW 9A.48.060**).

1
E • M • H

6.3 ATT Attendance/Ttruancy

A student shall attend all assigned or scheduled classes or activities during the school day. The failure to do so constitutes an unexcused absence or truancy unless excused in accordance with OP **3122**. Attendance requirements are established to enhance continuity of instruction and learning in order to improve attainment of academic standards. Under state law, parent(s)/guardian(s) who contribute to a student's repeated unexcused absences or truanancies may be referred to the court and fined up to twenty-five dollars (\$25) per day, or, with other evidence, may be charged with neglect. Students with repeated or extended non-attendance or unexcused absence shall be petitioned to juvenile court; see OP **3122**, (**RCW 28A.225.010** and **RCW 28A.225.060**).

1
E • M • H

6.4 BCV Building/Classroom Rules Violation

A student shall not violate building or classroom rules as adopted by each school building, program or classroom teacher. These rules support district operational procedures and may be unique to a particular building.

2
E • M • H

6.5 Bullying (6.5.1 through 6.5.8) *Exceptional Misconduct

A student shall not engage in intentional, unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time.

BULLYING

6.5.1 BLC Bullying by Color

Color refers to the color of an individual's skin.

6.5.2 BLD Bullying by Disability/Use of a Trained Dog Guide or Service Animal

Disability refers to the presence of a sensory, mental or physical impairment that is medically cognizable or diagnosable, or exists as a record or history, or is perceived to exist.

6.5.3 BLE Bullying by National Origin

National Origin refers to the country in which a person was born, ancestry, or a person's primary language.

6.5.4 BLG Bullying by Gender Expression or Identity/Sexual Orientation

Gender expression or identity means having or being perceived to have a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth. Sexual orientation refers to heterosexuality, homosexuality, bisexuality, and gender expression or identity.

6.5.5 BLO Bullying by Race

Race refers to a family, tribe, or group of people coming from the same common ancestors.

6.5.6 BLP Bullying by Religion/Creed

Religion/creed refers to all aspects of religious belief, observance, and practice.

6.5.7 BLQ Bullying by Sex/Gender

Sex refers to an individual's gender.

6.5.8 BLZ Bullying

This code is to be used if the bullying incident doesn't involve one of the protected classes above.

OFFENSES

DISCIPLINE
LEVEL

OFFENSE

4
E • M • H

6.6 BMB Bomb Threat *Exceptional Misconduct

A student shall not threaten, bomb, or attempt to bomb or otherwise injure persons or school property, or communicate or repeat any information concerning such a threat of bombing or injury, knowing such information to be false ([RCW 9.61.160](#)).

4
E • M • H

6.7 BUR Burglary *Exceptional Misconduct

A student shall not enter onto school premises or into any school district rooms or buildings without authorization and with the intent to steal property, damage property, or commit any other crime against person or property while in the building ([RCW 9A.52.010](#) - [RCW 9A.52.060](#)).

1
E • M • H

6.8 BUS Bus Conduct Issues

A student will be held to strict discipline on school district buses, which will be enforced at the student's school according to published bus rules (transportation operational procedures and OP [6600](#)). School building staff shall enter these disciplinary actions into the student's progressive discipline history.

1
E • M • H

6.9 CEM Computer and Electronics Misuse

A student shall not be allowed to use any account other than his/her own, and no student use of the internet or other on-line services will be allowed unless it is under the direct supervision of a certificated staff member. Internet use will fulfill specific educational purposes; no unsupervised internet "surfing" without filter by students shall be allowed. A student is prohibited from specific misuse of all electronics that violate OP [2311](#), OP exhibit [2311.5XE](#), and OP [4311](#).

1
E • M • H

6.10 CLS Classroom Incident

A student shall not violate building or classroom rules. Discipline referrals for incidents occurring in the classroom that may result in suspension or expulsion will be reported by the teacher to a school administrator.

1
E • M • H

6.11 COM Communications Devices/Personal Electronic Devices (including cell phones)

A student in possession of personal electronic devices including but not limited to: smart devices (e.g. smart phones, smartwatches, tablets, MP3 players, gaming systems), communication devices, cameras, video cameras, digital media players etc., while on school property or while attending a school-sponsored or school-related activities shall observe OP [3208](#) regarding their use ([RCW 28A.320.135](#)). This includes devices which emit audible signals, vibrate, display a message, or otherwise summon or deliver a communication to the student during the instructional day at any Yakima school. The district does not permit the use of personal electronic devices (including cell phones) during the school hours for students in grades P-12. If a parent or guardian wishes his/her child to have a cell phone, it must remain out of sight and turned OFF. It may be turned on and operated only before and after the regular school day unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.

1
E • M • H

6.12 DBE Dangerous Behavior

A student is prohibited from any act that could cause injury to themselves or others. This includes bringing toy weapons to school, such as colorful squirt guns or rubber knives and swords. Parents and students will be counseled as to the danger and inappropriateness to the student. The discipline narrative will describe the offense for a future potential pattern of behavior. Look-alike toy weapons are dealt with under sections 6.62 and 6.67.

2
E • M • H

6.13 DEF Defacing or Destruction of Property/Vandalism *Exceptional Misconduct

A student shall not deface or otherwise damage the property of the school district, another student, an employee, volunteer, visitor, or contractor of the district while on or in the vicinity of school premises or at a school-sponsored event ([RCW 28A.635.060](#)) and OP [3520](#); [City of Yakima ordinance 2003-48](#). Besides discipline, district costs are sought; see OP exhibit [3520X](#).

1
E • M • H

6.14 DEQ Disclosure of Exam Questions and/or Cheating

A student shall not obtain or disclose examination questions prior to their scheduled use, disrupt, talk or signal during an exam session or cheat or attempt to cheat on tests or on assignments ([RCW 28A.635.040](#)).

OFFENSES

1

School Discipline

2

Short-term Suspension
½-10 days

3

Long-term Suspension
11-90 days

4

Emergency Expulsion
Must end or be converted within
10 days

5

Expulsion
90 Days

DISCIPLINE LEVEL OFFENSE

1
E • M • H

6.15 DRS Dress and Appearance

A student's dress and appearance must not be disrupting or cause undue distraction or present health or safety problems, or be inappropriately immodest or portray illegal, harassing, or legally controlled acts, or cause disruption to the educational process. Students will refrain from wearing gang clothing or clothing which advertises contraband such as drugs, substance abuse, tobacco, alcohol or other products or behaviors which are illegal as defined by law or are prohibited on or in the vicinity of school premises by district policy. Students will conform to a school's special standard of dress as identified with prior notice and approved by the superintendent; see OP [3224](#).

1
E • M • H

6.16 DSB Disrespectful Behavior

A student will not treat school staff, students, or volunteers with rudeness or lack of consideration or esteem.

1
E • M • H

6.17 DSR Disruptive Conduct

A student is prohibited from conduct which disrupts or interferes with the educational process.

5
E • M • H

6.18 EXV Expulsion Violation/Repeat Offend *Exceptional Misconduct

A student shall not violate the terms of the probationary approval to return to school following an expulsion. The original expulsion will be reassigned, if the mandatory requirements are not followed.

4
E • M • H

6.19 FAT Fire Apparatus Tampering or False Alarm *Exceptional Misconduct

A student shall not set off false fire alarms; discharge without cause, tamper with, or steal a fire extinguisher; or damage a fire alarm system on or in the vicinity of school premises or at school-sponsored events ([RCW 9.40.100](#) – [RCW 9.40.105](#)).

4
E • M • H

6.20 FID Fireworks/Igniting Devices *Exceptional Misconduct

A student shall not possess fireworks or igniting devices (e.g. lighters, matches, poppers, caps, sparklers, etc.) on school property or at school-sponsored events.

1
E • M • H

6.21 FOR Forgery and Fraudulent Information

A student shall not fraudulently use in writing the name of another person or falsify times, dates, grades, addresses or other data on school forms or other written items necessary for the conduct of school transactions ([RCW 9A.60.020](#)).

4
E • M • H

6.22 FPF Fight or Assault With a Firearm or Explosive Device *Exceptional Misconduct

A student shall not initiate an action with the intent to cause great bodily harm to another, or by design knowingly inflict bodily harm which causes pain or agony with a firearm or explosive device on or in the vicinity of school premises, at a school-sponsored event or planned or aimed at school staff or personnel, or on the way to or from such school activities.

2
E • M • H

6.23 FPO Fight or Assault Without a Weapon *Exceptional Misconduct

A student shall not initiate an action with the intent to cause great bodily harm to another, or by design knowingly inflict bodily harm which causes pain or agony on or in the vicinity of school premises, at a school-sponsored event or planned or aimed at school staff or personnel, or on the way to or from such school activities.

4
E • M • H

6.24 FPW Fight or Assault With a Weapon *Exceptional Misconduct

A student shall not initiate an action with the intent to cause great bodily harm to another, or by design knowingly inflict bodily harm which causes pain or agony with a weapon on or in the vicinity of school premises, at a school-sponsored event or planned or aimed at school staff or personnel, or on the way to or from such school activities.

2
E • M • H

6.25 FTD Failure to Disperse/Presence at Dangerous Activity/Inciting a Fight *Exceptional Misconduct

A student is to immediately leave the scene of an impending dangerous situation, such as a fight, and will be considered a contributor to the escalation of the dangerous situation by their initial presence at the scene and their continued presence to observe a potentially dangerous, unlawful, or district-offense act(s). This includes electronic recording and/or distribution of the situation/scene. A student is prohibited from directly or indirectly initiating, encouraging, urging on, or instigating any level of a verbal or physical altercation on or in the vicinity of school premises or at a school-sponsored event ([RCW 9A.84.020](#)).

OFFENSES

DISCIPLINE LEVEL OFFENSE

If this offense code is used, it must be attached to another offense code.

6.26 FWO Fighting Without Major Injury

Mutual participation in an incident involving physical violence, where there is no major injury (do not include verbal confrontations, tussles, or other minor confrontations). A major injury is when one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.

If this offense code is used, it must be attached to another offense code.

6.27 GNA Gang Related

A student is prohibited from any gang related activity with the purpose of violating the law, district policy or school rules, or having a criminal intent or nature ([RCW 28A.600.455](#)). Indicators of gang related activities may include: (a) declaration of membership and membership recruitment; (b) colors or distinctive clothing of any type; (c) a claim of turf or a particular territory in community or school; (d) graffiti with special meaning to the gang; (e) hand signs with unique meaning; (f) a group name; (g) group organization and structure; (h) nicknames or secret names; (i) identifiable leadership; (j) tattoos, haircuts, shaved eyebrows, or other body markings or piercings with distinctive meanings; and (k) conspiring and acting in concert, mainly for purposes of violating or circumventing operational procedures or school rules. In order to be a school-approved group, the group must be authorized by the school, primarily for the benefit of the school, and must have non-selective membership; see OP [3511](#). Criminal intimidation is threatening bodily injury to a person not affiliated with a gang, one who refuses to join, or one who has attempted to withdraw from a gang ([RCW 28A.600](#)). The district will not tolerate any gang-type behaviors in the vicinity within one thousand (1,000) feet of school premises or at a school-sponsored event. Parent(s)/guardian(s) and students will be regularly updated on behaviors which the school considers to be gang-related; see OP [3224](#) and OP [3204](#).

2

E • M • H

6.28 Harassment – Discriminatory (6.28.1 through 6.28.7) *Exceptional Misconduct

A student is prohibited from conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal ([RCW 9A.36.078](#) and [RCW 9A.36.080](#)).

6.28.1 HAC Harassment – Discriminatory by Color

Color refers to the color of an individual's skin.

6.28.2 HAD Harassment – Discriminatory by Disability/Use of a Trained Dog Guide or Service Animal

Disability refers to the presence of a sensory, mental or physical impairment that is medically cognizable or diagnosable, or exists as a record or history, or is perceived to exist.

6.28.3 HAE Harassment – Discriminatory by National Origin

National Origin refers to the country in which a person was born, ancestry, or a person's primary language.

6.28.4 HAG Harassment – Discriminatory by Gender Expression or Identity/Sexual Orientation

Gender expression or identity means having or being perceived to have a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth. Sexual orientation refers to heterosexuality, homosexuality, bisexuality, and gender expression or identity.

6.28.5 HAO Harassment – Discriminatory by Race

Race refers to a family, tribe, or group of people coming from the same common ancestors.

6.28.6 HAP Harassment – Discriminatory by Religion/Creed

Religion/creed refers to all aspects of religious belief, observance, and practice.

6.28.7 HAQ Harassment – Discriminatory by Sex/Gender

Sex refers to an individual's gender.

4

E • M • H

6.29 HOM Homicide *Exceptional Misconduct

A student shall not cause the death of any of the school's students, faculty, or staff on or in the vicinity of school premises or at a school-sponsored event.

HARASSMENT - DISCRIMINATORY

OFFENSES

1

School Discipline

2

Short-term Suspension
½-10 days

3

Long-term Suspension
11-90 days

4

Emergency Expulsion
Must end or be converted within
10 days

5

Expulsion
90 Days

DISCIPLINE LEVEL OFFENSE

1

E • M • H

6.30 INS Insubordination/Failure to Cooperate

A student shall not be insubordinate and/or disobedient to school authority. This includes the refusal to obey or respond to a reasonable request or order which the school person is entitled to give and have obeyed.

2

E • M • H

6.31 IOS Intimidating Other Student(s) *Exceptional Misconduct

A student is prohibited from any intentional electronic, written, verbal, or physical act that (a) physically harms a student or damages the student's property; or (b) has the effect of substantially interfering with a student's education; or (c) has the effect of substantially disrupting the orderly operation of the school.

4

E • M • H

6.32 IPS Intimidating, Abusing, Insulting or Physically Threatening a Public Servant *Exceptional Misconduct

A student shall not intimidate a school district employee or school volunteer by foul or abusive language, by willfully disobeying a teacher, by harassment, or by threats which are communicated directly or indirectly and which disrupt the normal operations of the school ([RCW 28A.635.100](#) and [RCW 28A.600.020](#)). This includes an act which may (a) cause bodily injury in the future; or (b) cause physical damage to property; or (c) subject the person to physical confinement or restraint; or (d) accuse him/her of a crime; or (e) expose a secret or publicize an asserted fact, whether true or false tending to subject any person to hatred, contempt, or ridicule; or (f) reveals private information; or (g) withhold or give wrongful testimony; or (h) take wrongful action; or (i) bring about collective action to obtain property; or (j) any other act which intends to harm substantially the person threatened or another with respect to his health, safety, business, financial condition, or personal relationships ([RCW 9A.04.110](#) and [RCW 9A.76.180](#)).

4

E • M • H

6.33 KID Kidnapping *Exceptional Misconduct

A student shall not seize, restrain or detain a person's movements or carry away by unlawful force or fraud another person, or deprive a person of their liberty.

2

E • M • H

6.34 MMI Multiple Minor Accumulated Incidents *Exceptional Misconduct

Discipline for culmination of multiple minor infractions that both occurred throughout the school year and individually would not rise to the severity of meriting a short-term or long-term suspension or expulsion.

1

E • M • H

6.35 NIS Need to Identify Self

A student and all persons on or in the vicinity of school premises or at a school-sponsored event, on buses and at bus stops must, upon request, identify themselves to school personnel. On a daily basis, a student will appropriately wear and display identification on their person or in their backpack when this is the established rule of the building site, program, or transportation department.

1

E • M • H

6.36 OSB Overt Affection/Lewd or Sexual Behavior

A student is prohibited from inappropriate touching and public displays of overt intimate affection or lewd or sexual behavior on or in the vicinity of school premises or at school-sponsored events.

1

E • M • H

6.37 PLA Plagiarism/Academic Dishonesty

A student shall not knowingly submit the work of others represented as the student's own or assist another student in doing so, or use unauthorized sources.

2

E • M • H

6.38 POR Pornography *Exceptional Misconduct

A student is forbidden from possessing, displaying, selling, or creating any medium, such as writing, pictures, films or other electronic communications with pornographic content, which may be defined as materials intended to create sexual arousal and which are usually considered by the community to be obscene. This may include any medium where sexuality is combined with sadomasochistic portrayals.

1

E • M • H

6.39 PRF Profanity

A student is forbidden from using vulgar, obscene or profane language, whether spoken, in writing, or by gesture.

4

E • M • H

6.40 RAA Rape: Attempted *Exceptional Misconduct

A student shall not commit an overt act with intention to rape.

OFFENSES

DISCIPLINE LEVEL	OFFENSE
4 E • M • H	6.41 RAP Rape *Exceptional Misconduct A student shall not violate another person without consent or penetrate for sexual purposes another person through use of force, threat, or fraud.
4 E • M • H	6.42 RBF Robbery With a Firearm or Explosive Device *Exceptional Misconduct A student shall not unlawfully take personal property with a firearm or explosive device from an individual against his or her will by the use or threatened use of immediate force, violence, or fear of injury to that person or his or her property (RCW 9A.56.190).
4 E • M • H	6.43 RBO Robbery Without a Weapon *Exceptional Misconduct A student shall not unlawfully take personal property from an individual against his or her will by the use or threatened use of immediate force, violence, or fear of injury to that person or his or her property (RCW 9A.56.190).
4 E • M • H	6.44 RBW Robbery With a Weapon *Exceptional Misconduct A student shall not unlawfully take personal property with a weapon from an individual against his or her will by the use or threatened use of immediate force, violence, or fear of injury to that person or his or her property (RCW 9A.56.190).
4 E • M • H	6.45 SBI Serious Bodily Injury *Exceptional Misconduct A student shall not engage in an incident that results in the serious bodily injury of a <i>special education student</i> , to mean a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.
4 E • M • H	6.46 SEB Sexual Battery (Other Than Rape) *Exceptional Misconduct A student shall not touch an intimate part of another person if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse.
1 E • M • H	6.47 SEC Sexually Inappropriate Conduct A student shall not engage in obscene acts or expressions, whether verbal or non-verbal.
2 E • M • H	6.48 SEH Sexual Harassment *Exceptional Misconduct A student shall not indulge in sexually-based behavior, which is unwelcome, repeated, or causes harm, that creates an intimidating, hostile, or offensive work or learning environment (RCW 9A.46.020); see OP 3216 and OP 5013 .
4 E • M • H	6.49 SHO Shooting *Exceptional Misconduct A student shall not engage in any incident at a school that involves a shooting (regardless of whether anyone was hurt).
1 E • M • H	6.50 TAR Tardiness/Skipping/Leaving Campus A student is expected to be punctual in arriving at school and to each of their classes; they are to remain in their classes until the conclusion of class or the end of the instructional day (neither arriving late, nor leaving early); see OP 3120 .
1 E	6.51 TFT Theft or Possession of Stolen Property *Exceptional Misconduct A student shall not obtain or exert unauthorized control over the property or services of another with the intent to deprive said person of such property or services on or in the vicinity of school premises or at a school-sponsored event (RCW 9A.56.020 - RCW 9A.56.100). In the instance of theft of personal property brought by a student to the school, school staff will attempt to assist the student in finding the personal property item as a courtesy; however, district staff are not responsible for personal property. District staff also cannot be responsible for items that students leave in their general care area or which are taken from the student for discipline purposes.
2 M • H	
1 E • M • H	6.52 TOB Tobacco Products and Delivery Devices District premises are tobacco-free properties; a student shall not use, sell, distribute, or possess any tobacco products and delivery devices. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens,” hookahs, 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, materials or innovation.

OFFENSES

1

School Discipline

2

Short-term Suspension
½-10 days

3

Long-term Suspension
11-90 days

4

Emergency Expulsion
Must end or be converted within
10 days

5

Expulsion
90 Days

DISCIPLINE LEVEL OFFENSE

4

E • M • H

6.53 TPF Threats of Assault With a Firearm or Explosive Device *Exceptional Misconduct

A student shall not express the intention to inflict harm, injury or damage to another person with a firearm or explosive device.

2

E • M • H

6.54 TPO Threats of Assault Without a Weapon *Exceptional Misconduct

A student shall not express the intention to inflict harm, injury or damage to another person.

4

E • M • H

6.55 TPW Threats of Assault With a Weapon *Exceptional Misconduct

A student shall not express the intention to inflict harm, injury or damage to another person with a weapon.

1

E • M • H

6.56 TRS Trespass

A student shall not enter onto school premises or into any school district building without authorization and shall leave school district premises when ordered to do so by district or school staff or by a law enforcement officer. School staff may follow students onto private property when students leave school or public property. A student shall leave public property adjacent to or in the vicinity of school premises when ordered to do so by a law enforcement officer ([RCW 9A.52.070](#) - [RCW 9A.52.090](#) and [RCW 9A.84.020](#)).

If this offense code is used, it must be attached to another offense code.

6.57 VIM Violent Incidents With Major Injury

Any incident defined by school district policy as a violent offense that includes a major injury, but at least the following: severe fighting that results in a major injury, assault, homicide, harassment-discriminatory, kidnapping, rape or robbery. This category is the final, recoded, designation when school administration learns that previously coded student discipline behavior has resulted in one or more students, school personnel, or other persons on school grounds requiring professional medical attention. Examples of major injuries include stab or bullet wounds, concussions, fractured or broken teeth or bones, or cuts requiring stitches. Within a week or two, or upon learning that a major injury resulted from one of the following coded behaviors, the disciplining administrator will recode the discipline to this category.

If this offense code is used, it must be attached to another offense code.

6.58 VIO Violent Incidents Without Major Injury

Any incident defined by school district policy as a violent offense that is without major injury, but at least the following: assault, harassment-discriminatory, kidnapping, rape or robbery. This category is the final, recoded, designation when school administration learns that previously coded student discipline behavior has not resulted in one or more students, school personnel, or other persons on school grounds requiring professional medical attention.

2

E • M • H

6.59 Substance Abuse - Distribution or Sale (6.59.1 through 6.59.4) *Exceptional Misconduct

A student shall not distribute or sell contraband substances.

6.59.1 ZDA Distribution or Sale of Alcohol

District premises are alcohol-free properties; a student shall not distribute or sell alcohol on district properties.

6.59.2 ZDM Distribution or Sale of Marijuana

District premises are marijuana-free properties; a student shall not distribute or sell marijuana on district properties.

6.59.3 ZDP Distribution or Sale of Drug Paraphernalia

District premises are drug paraphernalia-free properties; a student shall not distribute or sell drug paraphernalia items such as baggies, pipes, papers, matches, lighters, hookahs, electronic smoking/vapor devices and "vapor pens."

6.59.4 ZDS Distribution or Sale of Illegal Drugs or Other Substances

District premises are properties free of illegal drugs and other controlled substances except when student medical needs are documented and dispensed by the school or with permission of the school; see OP [3416](#). A student shall not distribute or sell illegal drugs or other substances which may be used to create an altered state. This includes distribution or sale of any prescription or over-the-counter medication, such as aspirin, cough syrups, caffeine pills, or nasal sprays; this prohibition also includes look-alike drugs which are in possession for potential distribution as the real thing.

SUBSTANCE ABUSE
DISTRIBUTION OR SALE

OFFENSES

DISCIPLINE
LEVEL

OFFENSE

2
E • M • H

6.60 Substance Abuse - Possession or Use (6.60.1 through 6.60.4) *Exceptional Misconduct
A student shall not possess or use contraband substances.

SUBSTANCE ABUSE
POSSESSION OR USE

6.60.1 ZPA Possession or Use of Alcohol

District premises are alcohol-free properties; a student shall not possess or use alcohol on district properties.

6.60.2 ZPM Possession or Use of Marijuana

District premises are marijuana-free properties; a student shall not possess or use marijuana on district properties. Suspicion of being under the influence of marijuana may be included if it results in disciplinary action.

6.60.3 ZPP Possession or Use of Drug Paraphernalia

District premises are drug paraphernalia-free properties; a student shall not possess or use drug paraphernalia items such as baggies, pipes, papers, matches, lighters, hookahs, electronic smoking/vapor devices and “vapor pens.”

6.60.4 ZPS Possession or Use of Illegal Drugs or Other Substances

District premises are properties free of illegal drugs and other controlled substances except when student medical needs are documented and dispensed by the school or with permission of the school; see OP 3416. A student shall not possess or use illegal drugs or other substances which may be used to create an altered state. This includes possession or use of any prescription or over-the-counter medication, such as aspirin, cough syrups, caffeine pills, or nasal sprays; this prohibition also includes look-alike drugs.

4
E • M • H

6.61 ZSF Weapons: Distribution or Sale of Firearm or Explosive Device
***Exceptional Misconduct**

A student shall not distribute or sell any firearm or weapon parts or ammunition which are of an explosive nature in the vicinity of school premises, on a school bus or other school-provided transportation, or at a school-sponsored event. Dangerous weapons may include antique, commercially manufactured, or handmade items ([RCW 9.41.280](#)).

As defined by the *Gun Free Schools Act*, other firearms include the following:

- (1) any weapon (including zip guns, starter guns, and flare guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- (2) the frame or receiver of any weapon described above;
- (3) any firearm muffler or firearm silencer;
- (4) any destructive device, which includes:
 - (a) any explosive, incendiary, or poison gas such as bomb, grenade, or rocket having a propellant charge of more than four ounces; a missile having an explosive or incendiary charge of more than one quarter ($\frac{1}{4}$) ounce; mine, or similar device;
 - (b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or
 - (c) any combination or parts either designed or intended for use in converting any device into a destructive device described in the two (2) immediately preceding examples and from which a destructive device may be readily assembled.

4
E • M • H

6.62 ZSW Weapons: Distribution or Sale of Weapons *Exceptional Misconduct

A student shall not distribute or sell any dagger, sword, knife (fixed, spring, or centrifugal thrust, pocket knife, box cutter) or other cutting or stabbing instrument, capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for safety of other persons ([RCW 9.41.250](#) and [RCW 9.41.270](#)). A student shall not distribute or sell any object created to be a weapon or with the intent of being used or perceived as a weapon, such as weapon facsimiles or look-alike guns or rifles; see section 6.12 for obvious toy weapons, such as day-glo squirt guns. Other weapons examples include chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, pointed instruments (pencils, pens); nun-cha-ka sticks; brass knuckles; stars; billy clubs; tear gas guns; electrical weapons (stun guns); and BB or pellet guns ([RCW 9.41](#)). For purposes of student safety and to prevent disruption of the instructional environment, any object may be regarded as potentially harmful and may be classified as a weapon, depending on the circumstances of its use or the intent, threat, or intimidation associated with its presence.

OFFENSES

1

School Discipline

2

Short-term Suspension
½-10 days

3

Long-term Suspension
11-90 days

4

Emergency Expulsion
Must end or be converted within
10 days

5

Expulsion
90 Days

DISCIPLINE LEVEL OFFENSE

4

E • M • H

6.63 ZWF Weapons: Possession of Other Firearm or Explosive Device *Exceptional Misconduct

A student shall not possess any firearm or weapon parts or ammunition which are of an explosive nature in the vicinity of school premises, on a school bus or other school-provided transportation, or at a school-sponsored event. Dangerous weapons may include antique, commercially manufactured, or handmade items ([RCW 9.41.280](#)). Possession of firearms on school property will result in a mandatory one-year expulsion, subject to appeal, with notification to parents and to law enforcement.

As defined by the *Gun Free Schools Act*, other firearms include the following:

- (1) any weapon (including zip guns, starter guns, and flare guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- (2) the frame or receiver of any weapon described above;
- (3) any firearm muffler or firearm silencer;
- (4) any destructive device, which includes:
 - (a) any explosive, incendiary, or poison gas such as bomb, grenade, or rocket having a propellant charge of more than four ounces; a missile having an explosive or incendiary charge of more than one quarter (¼) ounce; mine, or similar device;
 - (b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or
 - (c) any combination or parts either designed or intended for use in converting any device into a destructive device described in the two (2) immediately preceding examples and from which a destructive device may be readily assembled.

4

E • M • H

6.64 ZWH Weapons: Possession of Handguns *Exceptional Misconduct

A student shall not possess any handgun firearms which may be pistols or automatics and which, because of size, may be easily concealed in clothing or handbags and may customarily be fired by use of a single hand ([RCW 9.41](#) and [RCW 28A.600.420](#)). Possession of firearms on school property will result in a mandatory one-year expulsion, subject to appeal, with notification to parents and to law enforcement.

4

E • M • H

6.65 ZWK Weapons: Possession of Knives, Daggers *Exceptional Misconduct

A student shall not possess any dagger, sword, knife (fixed, spring, or centrifugal thrust, pocket knife, box cutter) or other cutting or stabbing instrument, capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for safety of other persons ([RCW 9.41.250](#) and [RCW 9.41.270](#)).

4

E • M • H

6.66 ZWM Weapons: Possession of Multiple Firearms *Exceptional Misconduct

A student shall not possess multiple firearms, which is having one or more handguns or shotguns or rifles or a combination of these kinds of firearms ([RCW 9.41](#)). Possession of firearms on school property will result in a mandatory one-year expulsion, subject to appeal, with notification to parents and to law enforcement.

4

E • M • H

6.67 ZWO Weapons: Possession of Other Weapons *Exceptional Misconduct

A student shall not possess any object created to be a weapon or with the intent of being used or perceived as a weapon, such as weapon facsimiles or look-alike guns or rifles; see section 6.12 for obvious toy weapons, such as day-glo squirt guns. Other weapons examples include chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, pointed instruments (pencils, pens); nun-cha-ka sticks; brass knuckles; stars; billy clubs; tear gas guns; electrical weapons (stun guns); and BB or pellet guns ([RCW 9.41](#)). For purposes of student safety and to prevent disruption of the instructional environment, any object may be regarded as potentially harmful and may be classified as a weapon, depending on the circumstances of its use or the intent, threat, or intimidation associated with its presence.

4

E • M • H

6.68 ZWR Weapons: Possession of Rifles, Shotguns *Exceptional Misconduct

A student shall not use, possess, or sell shotgun or rifle type firearms whether long or short barreled, and whether single shot or rapid repeat fire as in the case of automatic or machine-gun type of delivery ([RCW 9.41](#) and [RCW 28A.600.420](#)). Possession of firearms on school property will result in a mandatory one-year expulsion, subject to appeal, with notification to parents and to law enforcement.

7. *Exceptional Misconduct

Offenses in section 6 which have an asterisk (*) symbol after the title have been identified by the ad hoc citizens committee as exceptional misconduct. Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive that the district may forego progressive discipline. Prior to imposing discipline for an exceptional misconduct offense, districts will need to decide whether the offense falls within the definition of "discretionary discipline." If it does, long-term suspension and expulsion are not permitted ([WAC 392-400-245 \(2\)](#), [WAC 392-400-260 \(2\)](#), and [HB 1541](#)).

SCHOOL CALENDAR Yakima School District Number 7

2018-2019 INSTRUCTIONAL CALENDAR

AUGUST 2018 (5)							SEPTEMBER 2018 (19)							OCTOBER 2018 (22)							NOVEMBER 2018 (18)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23 30	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
DECEMBER 2018 (13)							JANUARY 2019 (18)							FEBRUARY 2019 (17)							MARCH 2019 (21)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	*3	*4	5						1	2						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
16	17	18	19	*20	*21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
23 30	24 31	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			24 31	25	26	27	28	29	30
APRIL 2019 (17)							MAY 2019 (22)							JUNE 2019 (8)							JULY 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23 30	24	25	26	27	28	29	28	29	30	31			

Classes Begin
 Last Day of Classes
 Holidays/Breaks/No School
 *See Columns Below

AUGUST

23-24 District Directed Days for Certified Employees - No School
27 First Day of Classes - Early Release; 11:15 a.m. for MS/HS Students and 12 Noon for Elementary Students; full day for Classified and Certified Employees

SEPTEMBER

3 Labor Day - No School

OCTOBER

12 No School

NOVEMBER

5-9 Parent Conferences for Elementary Schools 12 Noon Release for Students
7-9 Parent Conferences for Middle Schools 11:15 a.m. Release for Students
7-9 High School Student Led Conferences 11:15 a.m. Release for Students
12 Observation of Veteran's Day - No School
21 No School
22 Thanksgiving Holiday - No School
23 Native American Heritage Day - No School

DECEMBER

20-31 Winter Break - No School
 * (Intersession offered to students on the 20th and 21st)

JANUARY

1 New Year's Day - No School
2-4 Winter Break cont'd - No School
 * (Intersession offered to students on the 3rd and 4th)
7 Classes Resume
21 Martin Luther King Jr Birthday - No School

FEBRUARY

15 Snow make-up day #1 if needed - No School
18 President's Day - No School
19 Snow make-up day #2 if needed - No School

MARCH

25-29 Parent Conferences for Elementary Schools 12 Noon Release for Students
27-29 Parent Conferences for Middle Schools 11:15 a.m. Release for Students

APRIL

1-5 Spring Break - No School

MAY

27 Memorial Day - No School

JUNE

12 Last Day of Classes - Early Release; 11:15 a.m. for MS/HS Students and 12 Noon for Elementary Students; full day for Classified and Certified Employees

**** Lunch will be served on all early release days.**

Elementary/Middle School Quarters

1st Quarter Ends	Oct. 31	46 days
2nd Quarter Ends	Jan. 25	45 days
3rd Quarter Ends	April 10	45 days
4th Quarter Ends	June 12	44 days

High School Semesters

1st Sem. Ends	Jan. 25	91 days
2nd Sem. Ends	June 12	89 days

Adopted 02/27/2018