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SUPERINTENDENT’S LETTER

Dear Parents/Guardians,

Welcome back. In many ways, the 2014-2015 school year will serve as a barometer for the success of Tacoma Public Schools.

Someone smart once said, “Implementation is where good ideas go to die.”

Over the last four years, we have launched a robust series of innovations, initiatives and best practices – good ideas – intended to catapult our schools from mediocrity to excellence and raise the bar for student achievement.

While we have experienced notable progress already, 2014-2015 marks an important year for sharpening our implementation of those good ideas. Through stability in our school board and administration; consistent, clear strategic goals; new, talented leadership in key school positions; and targeted, custom training for our teachers and staff, I believe implementation is where our good ideas go to thrive.

When you review the list of changes we have introduced in the last four years, I will admit it may sound overwhelming:

- Introducing a new, common math curriculum better aligned to state standards
- Expanding preschools to 30 of 35 elementary schools
- Installing a mini-library of books in every elementary school classroom and training all teachers how to help their students choose books appropriate for their reading level
- Working with business and community partners to launch the Foundation for Tacoma Students, which has become a powerful advocate for our success and the success of our students
- Eliminating barriers for all students by paying their costs of college-prep PSAT and SAT tests and tests to qualify for Advanced Placement and International Baccalaureate courses
- Expanding middle school sports with a varsity model to increase student engagement in their schools
- Assigning an instructional coach – a master teacher of teachers – in all 53 schools to work one-on-one and with groups of teachers to improve classroom instruction
- Raising the bar by installing a new high school academic acceleration program that automatically enrolls students who meet standards in basic classes into Advanced Placement or International Baccalaureate courses
- Opening the Reengagement Center, a new school for students who have dropped out or are at risk of dropping out, so they can receive custom coursework that gets them back on track to graduation
- Requiring all 8th graders to take algebra so they get a head start on the required math courses they need to graduate and we can provide earlier intervention that keeps fewer students from falling behind
- Transitioning Meeker Middle School from a traditional middle school to a STEM (science, technology, engineering, math) school
- Expanding a college-prep program called AVID, primarily at middle schools, that teaches students how to take college-level
notes and engage in college-style Socratic discussions around their coursework

- Adopting a new language arts curriculum for high schools that builds on the same curriculum that has proven successful in our middle schools
- Integrating more of our special education students into general education classes
- Introducing a new teacher evaluation system in cooperation with the Tacoma Education Association
- Revamping our Community Partnership Office to build important, new connections with parents and a host of community partners to support our student achievement efforts
- Partnering with the University of Washington Tacoma on The Whole Child Initiative, which combines sophisticated university data analysis, custom academic interventions for students who need them and support for the social and emotional needs of students.

That’s a daunting list. This new school year won’t be innovation-free, however:

- We will expand a small pilot program that provides students from SAMI, SOTA, Mount Tahoma and Stadium high schools with on-the-job internships in which they learn work skills and earn credits toward graduation.
- Lincoln High School will become Lincoln 2.0 – extending the school day, adding enrichment and college-prep activities and building on the success of the previous Lincoln Center school-within-a-school model.
- We will launch the first phase of a critically important new partnership with Big Brothers/Big Sisters that aims to recruit and train adult mentors – why not you? – to provide one-on-one support for at-risk 9th graders from Foss and Stadium high schools. National research shows that kids who fall behind in 9th grade run the greatest risk of dropping out. Mentors will help us help students stay on track.

I am certain I have left a few things out. Nevertheless, we clearly have asked A LOT of our school district team. You can see that by introducing all this new work – these good ideas – we must focus now on implementing those initiatives with fidelity so those good ideas will thrive.

Sincerely,

Carla J. Santorno
SCHOOL BOARD

KURT MILLER
President
253-571-1290
kmille1@tacoma.k12.wa.us
Term expires: November 2015

SCOTT HEINZE
Vice President
253-571-1397
sheinze@tacoma.k12.wa.us
Term expires: November 2017

KAREN VIALLE
253-571-1396
kvialle@tacoma.k12.wa.us
Term expires: November 2017

CATHERINE USHKA
253-571-1398
cushka@tacoma.k12.wa.us
Term expires: November 2015

DEBBIE WINSKILL
253-627-7377
Term expires: November 2019

ABOUT THE BOARD

The five Tacoma school board members are elected in odd-numbered years and serve six-year terms. Terms are staggered so that no more than two positions will be up for election at one time.

In addition to reviewing and adopting all school district policies, the Tacoma Public Schools Board of Directors selects and appoints the superintendent, sets direction for the district and has the authority to enter into written contracts.

The school board generally meets the second and fourth Thursdays of each month beginning at 6 p.m. in the fourth floor auditorium in the Central Administration Building, 601 S. 8th St., Tacoma. Contact school board members by writing them c/o Tacoma School District, P.O. Box 1357, Tacoma, WA 98401-1357

Tacoma Public Schools
District Offices
601 S. 8th St.
Tacoma, WA 98405
Phone: 253-571-1000
tacomaschools.org
MISSION AND POLICIES OF TACOMA SCHOOL DISTRICT

MISSION STATEMENT
In partnership with parents and community, we will provide a comprehensive educational experience that is rigorous, individualized and enables students to contribute to a changing and diverse world.

VISION STATEMENT
We will be an outstanding school district in which all students exhibit high standards of achievement and critical thinking skills, and are socially responsible, contributing members of their community.

NO CHILD LEFT BEHIND LEGISLATION
The federal No Child Left Behind (NCLB) Act of 2001 requires states to establish student achievement standards, establish assessment systems to measure student progress toward those standards, and have all students reach those standards by 2014.
In 2011, the U.S. Department of Education (ED) invited each state educational agency (SEA) to request flexibility regarding specific requirements of NCLB in exchange for state-developed plans designed to improve educational outcomes for all students, close the achievement gaps, increase equity, and improve the quality of instruction. Washington state's request through the Office of the Superintendent of Public Instruction (OSPI) was conditionally granted through the end of the 2013-2014 school year. Washington state's current waiver from the accountability requirements of No Child Left Behind (NCLB) Act will not be renewed for the 2014-2015 school year.
In the 2014-2015 school year, Washington state will once again report Adequate Yearly Progress (AYP). AYP is an annual measure of student achievement on state tests in reading and math. The goal is for all students to reach proficiency in both subjects by 2014. Results from the spring 2014 tests will be released in late summer. Districts that do not meet AYP are required to “set aside” 20 percent of their Title I funds that they may receive from the federal government. This money must be reserved either for private vendors to provide tutoring or to bus students who want to transfer to a school that did not fail to meet AYP. Money that goes unused for these purposes is returned to the district, but not until the school year is well underway and too late to be included in that year’s operating budget.
The district and teachers are working hard to close the achievement gap and help students meet the NCLB standards. However, they cannot do it alone. The district seeks the partnership of parents and community for student success. Please check the Tacoma Public Schools’ website, tacomaschools.org, for information on district improvement efforts, current data and ways in which parents can assist the district in meeting adequate yearly progress and closing the achievement gap.

HIGHLY QUALIFIED TEACHERS
As part of the provisions of the No Child Left Behind Act of 2001 for students attending Title I schools, you may request the professional qualifications of your child's classroom teacher(s) by contacting your child's school. The Tacoma School District No. 10 will provide you with the information as soon as possible upon request. Thank you for your interest and involvement in your child's education.
GENERAL INFORMATION/QUICK REFERENCE

KTPS TV
Watch for frequent bulletins and educational programming on KTPS TV, which you can find on the following cable channels:
  • Click! (Channel 25)  • Comcast (Channel 26)
To watch school board meetings and other KTPS TV productions online, go to the Watch KTPS TV section of the district website at http://www.tacoma.k12.wa.us/watch/Pages/video.aspx.

DISTRICT CONTACT INFORMATION

Central Administration Building
Switchboard: 253-571-1000
Website: tacomaschools.org
Newsroom: tacomaschools.org/news

Follow us on social media for instant, up-to-date information:
Facebook: facebook.com/tacomaschools
Twitter: @tacomaschools
instagram.: @tacomaschools
youtube.com/ktpsvideos/tacomaschools

PUBLIC RECORDS REQUESTS
The Washington Public Records Act provides for the release of public records maintained by a public agency, such as the school district, with some exceptions. For a list of the most common records that the district claims are exempt or protected from disclosure, please see the Public Records Request page of the district website at tacoma.k12.wa.us/information/departments/legal/Pages/default.aspx.
Requests for access to, or copies of, public records should be made in writing to the Public Records Officer, P.O. Box 1357, Tacoma, WA 98401-1357, or to PublicRecords@tacoma.k12.wa.us specifying the records sought. Copies of records may be subject to a copying charge of 15 cents/page, plus mailing costs. (RCW 42.56; Policy 4040 and Regulation 4040R). Requests for student records by a current or former student or the student’s parent/guardian should be directed to the building administrator at the student’s current school or to the Student Records Department at the Central Administration Building.

FREQUENTLY CALLED PHONE NUMBERS

GENERAL INFORMATION........................................................................................................................................... 253-571-1000
Arts Education ........................................................................................................................................... 253-571-1061
Athletics/Activities/Student Life ........................................................................................................................................... 253-571-1123
Attendance Area Boundaries ........................................................................................................................................... 253-571-1142
Bilingual Education (ESL) ........................................................................................................................................... 253-571-1415
Bus Route Information (Durham) ........................................................................................................................................... 253-475-0334
Career & Technical Education (CTE) ........................................................................................................................................... 253-571-1126
Challenge/Highly Capable Programs ........................................................................................................................................... 253-571-1120
ChildFind ........................................................................................................................................... 253-571-2610
Comprehensive Guidance ........................................................................................................................................... 253-571-1171
Curriculum & Instruction Literacy ........................................................................................................................................... 253-571-1061
Curriculum & Instruction Math and Science ........................................................................................................................................... 253-571-1061
### FREQUENTLY CALLED PHONE NUMBERS (CONT.)

<table>
<thead>
<tr>
<th>Department/Program</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Curriculum and Instruction Social Studies, Health &amp; Fitness, Music &amp; Arts</td>
<td>253-571-1061</td>
</tr>
<tr>
<td>Early Childhood Education Assistance Program (ECEAP)</td>
<td>253-571-1870</td>
</tr>
<tr>
<td>Early Learning Department</td>
<td>253-571-1049</td>
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<tr>
<td>Elementary School Support</td>
<td>253-571-1032</td>
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<tr>
<td>Enrollment Services</td>
<td>253-571-1142</td>
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<tr>
<td>Fresh Start</td>
<td>253-566-5281</td>
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<tr>
<td>Head Start</td>
<td>253-571-1900</td>
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<tr>
<td>Health (Nursing) Services</td>
<td>253-571-1506</td>
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<tr>
<td>High School Support</td>
<td>253-571-1191</td>
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<tr>
<td>Highly Capable Student Programs (Gifted)</td>
<td>253-571-1120</td>
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<tr>
<td>Instructional Technology</td>
<td>253-571-3541</td>
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<td>K-12 Support</td>
<td>253-571-1036</td>
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<tr>
<td>Learning Assistance Program (LAP)</td>
<td>253-571-1049</td>
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<tr>
<td>Middle School Support</td>
<td>253-571-1191</td>
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<td>Nutrition Services</td>
<td>253-571-3370</td>
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<td>Optional Enrollment</td>
<td>253-571-1142</td>
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<tr>
<td>Partnerships—School, Family, Community and Business</td>
<td>253-571-1087</td>
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<tr>
<td>Public Information Office</td>
<td>253-571-1015</td>
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<tr>
<td>Research and Evaluation</td>
<td>253-571-1193</td>
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<td>School Board</td>
<td>253-571-1443</td>
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<tr>
<td>Security</td>
<td>253-571-1087</td>
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<tr>
<td>Student Life/Athletics/Activities</td>
<td>253-571-1123</td>
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<tr>
<td>Student Services</td>
<td>253-571-1224</td>
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<tr>
<td>Summer School Programs</td>
<td>253-571-1191</td>
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<tr>
<td>Summer School, Career and Technical Education (CTE)</td>
<td>253-571-1126</td>
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<tr>
<td>Summer School, English Language Learner (ELL)</td>
<td>253-571-1415</td>
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<tr>
<td>Summer School, Extended School Year (ESY) (Special Education)</td>
<td>253-571-1225</td>
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<td>Summer School, High School Credit Retrieval</td>
<td>253-571-1191</td>
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<tr>
<td>Summer School, Indian Education</td>
<td>253-571-1846</td>
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<tr>
<td>Summer School, Title/LAP</td>
<td>253-571-1049</td>
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<tr>
<td>Superintendent's Office</td>
<td>253-571-1010</td>
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<tr>
<td>Tacoma Business Academy</td>
<td>253-571-5146</td>
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<tr>
<td>Tacoma Virtual Learning</td>
<td>253-571-3551</td>
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<tr>
<td>Transportation, Special Education</td>
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<td>Transportation</td>
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<td>Truancy</td>
<td>253-571-1012</td>
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<tr>
<td>Volunteer Services</td>
<td>253-571-1087</td>
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</tbody>
</table>
GENERAL INFORMATION/QUICK REFERENCE

GENERAL SCHOOL HOURS

Elementary school hours
9 a.m.–3:30 p.m.

Middle school hours
8:15 a.m.–2:45 p.m.

High school hours
7:30 a.m.–2:05 p.m.

Early dismissal times
Elementary – 12:15 p.m.
Middle – 11:30 a.m.
High – 10:50 a.m.

OTHER PROGRAMS

Deaf & Hard of Hearing Preschool
9 a.m.–3:30 p.m.

ECEAP (Boze, Sheridan & Whittier)
9:30 a.m.–noon and 1–3:30 p.m.

ECEAP (NE Tacoma)
9–11:30 a.m. and 1–3:30 p.m.

Head Start
9:15 a.m.–12:45 p.m.

Peer Inclusion
9–11:30 a.m. and 1–3:30 p.m.
Extended day program 9 a.m.–noon

Title I Preschool
9–11:30 a.m. and 1–3:30 p.m.

Elementary band
8–8:45 a.m.

Elementary JAWS
9:15 a.m.–1:45 p.m.

Pearl Street Center
8 a.m.–2 p.m.

Note: Please check with your school to confirm school operating hours.

DISTRICT NEWS AND INFORMATION

The Tacoma Public Schools has multiple options to update you on the latest district information and news 24 hours a day. You can check the News section of the district website, tacomaschools.org. You can also sign up to receive district alerts via Twitter or follow district activities on Facebook. Please contact the Public Information Office, 253-571-1015, if you have any questions about these services or need assistance.

TESTING DATES

To check for the latest updates to the district’s testing dates, please go to the district website at tacomaschools.org and click on the Calendars tab near the top of the page. There you will find a calendar of all the district’s testing dates.
GENERAL INFORMATION/QUICK REFERENCE

SCHOOL CLOSURES FOR INCLEMENT WEATHER

The decision to close schools due to inclement weather or bad road conditions is made by the superintendent as early as possible, usually around 5:30 a.m. The district will announce the decision to close schools in a variety of ways to help parents get the information quickly and accurately. These include:

- A large banner on the top of the district’s website home page (tacomaschools.org)
- A post on the district’s Facebook page (facebook.com/tacomaschools)
- A tweet to the district’s Twitter followers (twitter.com/tacomaschools)
- Recorded phone message sent to all households in the district
- A recorded message left on the district information line at 253-571-1000 by 6 a.m.

While you will find inclement weather updates most quickly through those methods listed above, you also may see or hear the announcements on most television and radio news stations including:

- KIRO (97.3 FM)  KOMO Radio (1000 AM)
- KIRO TV (Ch. 7)  KING TV (Ch. 5)
- KOMO TV (Ch. 4)  KCPQ TV (Ch. 13)

Please contact the main office at your child’s school to ensure the school has your most current contact information so you will receive the district’s recorded messages.

If you do not hear “Tacoma School District No. 10” listed in the media reports of closures, schools are operating on a normal schedule.

If you hear an announcement that “schools will operate two hours late, emergency bus routes,” it means:

- All AM preschools are canceled (including Head Start).
- All PM preschools will continue on their normal schedules.
- Elementary JAWS, band, orchestra are canceled.
- No out-of-district transportation.
- Emergency bus routes AM, normal bus routes PM.
- Special education students in full-day classes may receive bus service at main street corners and must be met at the stops after school instead of home stops.

If you hear an announcement that “school is closed,” it means:

- School is closed.
- All activities are canceled.
- No out-of-district transportation.
- Twelve-month employees are generally expected to report to work.

If you hear an announcement that “school is closed, district offices closed,” it means:

- School is closed.
- All activities are canceled.
- No out-of-district transportation.
- All district offices are closed.
- Employees do not report to work.

If school is delayed, staff will report when safely possible to prepare for student arrival. Changing conditions may cause the district to alter the status of school. Listen to the radio and television for the latest information and check the district website.

For additional details on bus transportation during inclement weather, see “Emergency bus route information” in the Transportation section of this handbook.
DISTRICT PROGRAMS

INNOVATIVE PROGRAMS

Some students have special needs that can be best met by the district’s alternative programs. The list below describes some options available in the Tacoma Public Schools. For more information, call 253-571-1191.

Oakland High School is a small high school that offers a full-day learning experience and a flexible schedule to meet individual needs. This program is designed for students who need to make up credits or who progress at a faster rate. Call 253-571-5155 for more information.

At Oakland High School, Tacoma Business Academy is a partnership with Bates Technical College and Communities in Schools, focused on helping students who have dropped out of high school and may be working in low-paying jobs complete high school requirements and prepare for post-secondary classes on a college campus. Call 253-571-5146 for more information.

Hilltop Artists is a private non-profit with two hot shops, located at Jason Lee Middle School and Wilson High School. Its mission is “Using Glass Art to Connect Young People from Diverse Cultural and Economic Backgrounds to Better Futures.” Hilltop Artists offers in-school electives and after-school classes at both schools: an evening program, Team Production, for advanced students and a summer school program. Through arts learning, students engage in the creation of glass art, self-discovery and teamwork. They develop the attitudes, behaviors and skills necessary to achieve academically and socially. Call 253-571-7670 for more information.

Tacoma Virtual Learning (TVL) provides many different avenues for students to access courses and learning in grades 9-12. TVL is designed for students who require a non-traditional learning environment or students who need flexibility in their school schedule. Because of the unique nature of TVL, students are able to take classes online that they might not be able to access at their school due to scheduling problems. It also allows students who may be in need of credit recovery to access those classes while staying on track to graduate. TVL offers a skills- and concept-focused, standards-based curriculum for those students who need to retrieve credit. It provides a chance for students to earn credits early and move ahead while providing an alternative for students who prefer something other than the traditional school setting. Call 253-671-3351 or visit www.tacomavirtual.com for more information.

Tacoma School of the Arts (SOTA) is a grades 9-12 high school focusing on the arts and academics. Some of the SOTA partners include the Broadway Center for the Performing Arts, Tacoma Art Museum, Museum of Glass, Grand Cinema and Tacoma Little Theater. Call 253-571-7900 for more information.

SOTA follows a modified calendar from the district calendar. It has an extended-learning day, so its holidays and vacations are different from the comprehensive high schools. Contact SOTA for a copy of its calendar at 253-571-7900.

Science and Math Institute (SAMI) is a collaboration between Tacoma Public Schools and Metro Parks Tacoma. SAMI focuses on science, technology, engineering and mathematics (STEM) and provides a program that infuses math and science into core subjects for 9-12th-grade students. Portable classrooms are located at Point Defiance Park where students take English, history, arts and foreign language. Much of the day, however, they are at Point Defiance Zoo & Aquarium and in Metro Parks greenhouses – learning by doing.

SAMI follows a different calendar and has extended learning days. Its holidays and vacations are often different from other high schools. Call SAMI at 253-571-2300 for a copy of its calendar and hours.

Other special schools or programs, such as Montessori, International Baccalaureate, Language Immersion and STEM (Science, Technology, Engineering and Math) are options for your student. Please go to the district website at tacomaschools.org to learn more about these options.
DISTRICT PROGRAMS

FREE PRESCHOOL PROGRAMS

For more information about any of our preschool programs below, please call 253-571-1049.

**Head Start**
This program is for qualifying children from low-income families.
Children must be 3 by Aug. 31 for fall enrollment.

**Early Childhood Education and Assistance Program (ECEAP)**
Classes are Monday - Thursday, 2 1/2 hours per day, involving the whole family and offers health, nutritional and social services support.
Children must be 3 by Aug. 31 for fall enrollment.
Children must be 4 by Aug. 31 for fall enrollment, if space is available, will consider children 3 years of age by Aug. 31.

**Peer Inclusion Preschool**
Children who reside in the attendance area of a Title I eligible school may participate in Special Education preschool programs as role models for their classmates. Children must meet Title I, Head Start or ECEAP eligibility. This program is available at 15 elementary schools.
Children must be 3 by March 31 for fall enrollment.

**Title I Preschool**
Language-rich preschool program for children who live in the attendance area of any Tacoma Title I school. Title I preschool offers 2 half-day sessions, Monday through Friday.
Children must be 4 by Aug. 31 for fall enrollment.

COLLEGE CREDIT PROGRAMS

**Advanced Placement® (AP):** The College Board's AP program enables academically-prepared students to pursue college-level studies — with the opportunity to earn college credit — while still in high school. Available at all high schools.

**International Baccalaureate® (IB):** IB is a non-profit educational foundation with four programs to help students develop the intellectual, personal, emotional and social skills to live, learn and work in a rapidly globalizing world. Available at Foss High School.

**Running Start:** Running Start provides qualified 11th- and 12th-grade students an option to attend certain higher education institutions while earning high school and college/university credit. Available at all high schools.

**College in the High School (CIHS):** CIHS provides college-level academic courses in high schools for qualified high school students. Students enrolled in CIHS are officially enrolled in a dual-credit high school/college or university course. Students must meet college-specific course requirements to earn both high school and college credit. Available at all high schools.

**Career & Technical Education (CTE):** Select CTE classes allow students to earn both high school and community/technical college credit. Class offerings, which vary by school, range from accounting to veterinary technology. Students must earn a 3.0 or better to qualify.

Please contact your high school counselor for more information.

HIGHLY CAPABLE PROGRAMS

Children who demonstrate or are capable of exceptional ability, exceed grade-level standards in literacy and math, demonstrate exceptional creativity and possess gifted traits are good candidates for Tacoma Public Schools' Highly Capable program. The district acknowledges that gifted students often need support to work to their potential and they need access to challenging curriculum based on high-level thinking skills. The district provides Highly Capable support classes for Highly Capable identified students, as well as accelerated learning opportunities for all students regardless of Highly Capable designation (through the district acceleration policy).
DISTRICT PROGRAMS

Highly Capable elementary service models include Joining Ability with Subjects (JAWS), a pull-out enrichment class at regionally located school sites; Self-contained Advanced Individual Learning (SAIL), a full-time self-contained class at regionally located school sites; and Gifted and Talented Education (GATE), a full-time, multi-age class for students based at their home schools.

Middle and high schools have Highly Capable classes taught by teachers trained in Highly Capable characteristics and needs that provide leadership, civics, art/communications and other skill-building, infused with social-emotional support. Accelerated learning options are available to all students in subject areas as well.

Students must be referred for Highly Capable evaluation by Nov. 20 of each year by filling out the forms available on the district website (on the Highly Capable Program page). The forms are also available at all district schools. Please refer to the website for more information about these programs or call 253-571-1120 for more information.

AFTER-SCHOOL AND SUMMER PROGRAMS

Many types of classes are offered in the summer. Please check the district website at tacomaschools.org for more information or call 253-571-1191.

SERVICES FOR STUDENTS WITH SPECIAL NEEDS

Special Education services are determined by a student’s Individual Education Plan (IEP) that addresses the unique needs of the student. A continuum of services for students with special needs is provided by the Tacoma School District. The range of services may include instruction, speech and language therapy, physical therapy, occupational therapy, audiology and transitional services. For more information, call 253-571-1224.
### Elementary Schools

1. Arlington, 3002 S. 72nd St, 98409
2. Birney, 1202 S. 76th St, 98408
3. Blix, 1302 E. 38th St, 98404
4. Boae, 1140 E. 65th St, 98404
5. Browns Point, 1526-51st St N.E., 98422
6. Bryant, 717 S. Grant Ave, 98405
7. Crescent Heights, 4110 Nassau Ave N.E., 98422
8. DeLong, 4901 S. 14th St, 98405
9. Downing, 2502 N. Orchard St, 98406
10. Edison, 5830 S. Pine St, 98409
11. Fawcett, 126 E. 60th St, 98404
12. Fern Hill, 8442 S. Park Ave, 98444
13. Franklin, 1402 S. Lawrence St, 98405
14. Geiger, 7401 S. 8th St, 98465
15. Grant, 1018 N. Prospect St, 98406
16. Jefferson, 4302 N. 13th St, 98406
17. Larchmont, 8601 E. B St, 98445
18. Lister, 2106 E. 44th St, 98404
19. Lowell, 810 Mt. Daly Dr. (810 N. 13th St), 98403
20. Lyon, 101 E. 46th St, 98404
21. Manitou Park, 4330 S. 66th St, 98409
22. Mann, 1002 S. 52nd St, 98408
23. McCaver, 2111 S. J St, 98405
24. Northeast Tacoma, 5412-29th St N.E., 98422
25. Point Defiance, 4330 N. Visscher St, 98407
26. Reed, 1002 S. 36th St, 98408
27. Roosevelt, 3650 E. Roosevelt Ave, 98404
28. Sheridan, 5317 McKinley Ave, 98404
29. Sherman, 4415 N. 38th St, 98407
30. Skyline, 2301 N. Mildred St, 98406
31. Stafford, 1615 S. 92nd St, 98444
32. Stanley, 1712 S. 17th St, 98405
33. Washington, 2615 N. Adams St, 98407
34. Whitman, 1120 S. 39th St, 98418
35. Whittier, 777 Elm Tree Lane, 98466

### Middle Schools

36. Baker, 8001 S. J St, 98408
37. First Creek, 1801 E. 56th St, 98404
38. Giaudrone, 4902 S. Alaska St, 98408
39. Gray, 8220 S. Tyler St, 98409
40. Jason Lee, 602 N. Sprague Ave, 98403
41. Mason, 3901 N. 28th St, 98407
42. Meeker, 4402 Nassau Ave N.E., 98422
43. Stewart, 5010 S. Pacific Ave, 98408
44. Truman, 5801 N. 35th St, 98407

### High Schools

45. Foss, 2112 S. Tyler St, 98405
46. Lincoln, 701 S. 37th St, 98418
47. Mount Tahoma, 4634 S. 74th St, 98409
48. Oakland, 3319 S. Adams St, 98409
49. School of the Arts
50. Science and Math Institute, 5501 N. Pearl St, 98407
51. Stadium, 111 N. E St, 98403
52. Wilson, 1202 N. Orchard St, 98406

### Other District Sites/Programs

53. Central Administration Building, 601 S. 8th St, 98405
54. Gault Site, 1115 E. Division Lane, 98404
55. Hunt Site, 6501 S. 10th St, 98465
56. Madison Site, 3101 S. 43rd St, 98409
57. ECEAP
58. Family Literacy
59. Head Start
60. Indian Education
61. Maintenance & Operations, 3223 S. Union Ave, 98409
62. Nutrition Services, 3321 S. Union Ave., 98409
63. Planning & Construction
64. The University of Washington, 2615 N. Adams St, 98407
65. Professional Development Center, 6501 N. 23rd St, 98406
66. Instructional Technology
67. Library Services
68. Science Materials Resource Center
69. Reengagement and Graduation Support Center
70. Remann Hall Day Reporting School, 5501 6th Ave., 98406
71. High School Program, 5501 6th Ave., 98406
72. Tone Resource Center, 3611 S. G St, 98418
73. Transportation, 4002 S. Cedar St, 98409
74. Durham, 3212 S. Sprague Ave, 98409
75. Wainwright Site, 130 Alameda Ave, 98466
76. Willard Site, 3201 S. D St, 98418

*To reach this telephone number, dial 9 plus all 10 digits from all locations*

Revised 07/2014
ENROLLMENT

ENROLLING IN OR WITHDRAWING FROM TACOMA PUBLIC SCHOOLS

Tacoma Public Schools educates students up to age 21 in a variety of programs aimed at making them lifetime learners. Here are the steps to enroll your child in the district:

Enrolling your child in kindergarten or first grade for the first time?

- A student entering school for the first time must be five years old before Sept. 1 for kindergarten or six years old before Sept. 1 for first grade.
- To apply to attend a school other than your assigned neighborhood school, contact Enrollment Services at 253-571-1142.
- Go to your neighborhood school to enroll. If you do not know the name of your neighborhood school or have questions call Enrollment Services at 253-571-1142 with your home address. They will give you your primary school of assignment which is considered your neighborhood school.

Are you new to Tacoma and need to enroll your child?

- Determine the grade of your child based on past educational experience.
- Go to your neighborhood school to enroll. If you do not know the name of your neighborhood school or have questions call Enrollment Services at 253-571-1142 with your home address. They will give you your primary school of assignment which is considered your neighborhood school.
- To apply to attend a school other than your assigned neighborhood school, contact Enrollment Services at 253-571-1142.

Are you moving?

- If you are moving within the boundaries of the Tacoma School District, you may stay at your current school but you will become responsible for transportation to and from school. Please notify your resident school of any change of address.
- If you are moving outside of the Tacoma School District and wish to stay at your current school of attendance, you must follow the procedure below for non-resident admission.
- If you are moving out of state or out of the country, please withdraw your student from school at your current school of attendance.

Do you reside within the boundaries of another school district and wish to attend a Tacoma public school?

- Non-resident enrollees require permission from their district of residence. Permission must be granted annually. Contact Enrollment Services at 253-571-1142.
- Please complete the Non-Resident Enrollment Application, obtain a release of attendance from your resident district, and provide your student’s birth certificate, immunization record and withdrawal forms or report cards from their last school.
ENROLLMENT

Do you wish to attend another school outside of the Tacoma School District?

- Tacoma Public Schools strongly encourages families to attend their neighborhood school. Research shows that strong neighborhood schools are an essential part of a vibrant and healthy community.
- Please complete a Release of Attendance Form.
- Contact the building principal for a withdrawal conference at your student's last school of attendance to obtain a signature on your release form.
- If you are seeking a renewal for a previously granted release, please contact Enrollment Services at 253-571-1142.

Are you considering attending an online or virtual school?

- The Tacoma School District offers a complete four-year high school program for students in grades 9-12. Please contact the online learning coordinator at 253-571-1182. (See page 9 for more details about Tacoma Virtual Learning.)

CHILDFINDE SCREENINGS

Does your child speak, move or behave differently than other children the same age? If you have questions about your child's learning or development in the areas of communication, physical, self-help or social skills, and your child is three to five years of age, contact the Tacoma ChildFind office, which schedules free developmental screenings throughout the year. Please call 253-571-2610 for an appointment.

2014-2015 screening dates will be:

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 7, 2014</td>
<td>Feb. 6, 2015</td>
<td>May 1, 2015</td>
</tr>
</tbody>
</table>

The ChildFind staff conducts activities for locating, evaluating and identifying students with a suspected disability. Activities apply to children ages birth through 21. For parents or guardians concerned about their child's development or for questions about the ChildFind process, contact the ChildFind Office.

Free screenings and assessments, which could include hearing, vision, social, adaptive, communication, cognitive and motor skills are conducted for preschool-age students through the ChildFind Office. Children birth to three years of age who may have developmental delays, a disability or suspected disability can be referred to the Birth to Three early intervention system by calling the ChildFind Office at 253-571-2610 to be connected with a family resource coordinator. Children age 5 to 21 can be referred to the school where they reside for Childfind activities.

UPDATE YOUR CONTACT INFORMATION

For the district to communicate with you about your child and events at the school, it is important that parents update their enrollment and contact information at the beginning of each school year and any time there is a change of address or phone number, among other things. The school will use information provided by the enrolling parent to determine who can pick up a child from school during and after the school day and who to contact in an emergency. Please contact your child's school to update your information. (Policy 3124, Regulation 3124R)
ENROLLMENT

SCHOOL MEALS

Breakfast and lunch are available starting the first day of school. All school meals include milk. If your child brings lunch from home, he/she can purchase milk separately. Menus and nutrient facts are available on the Nutrition Services' Web page.

Prices are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2014-2015 Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>1.65</td>
<td>2.75</td>
</tr>
<tr>
<td>Middle school</td>
<td>1.65</td>
<td>3.00</td>
</tr>
<tr>
<td>High school</td>
<td>1.65</td>
<td>3.00</td>
</tr>
<tr>
<td>Reduced price K-3</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Reduced price 4-12</td>
<td>.00</td>
<td>.40</td>
</tr>
<tr>
<td>Milk</td>
<td>.55</td>
<td>.55</td>
</tr>
</tbody>
</table>

Apply for Free and Reduced-Price school meals

Tacoma Public Schools offers free and reduced-price breakfast and lunch for eligible students. Eligibility is determined by application based on household income and size. Access the online application on the district website at tacomaschools.org and click Meal App Now. This is a quick and convenient method for parents to apply for free and reduced-price school meals for their children via the Internet.

MEAL APP NOW
- Safe and secure
- Apply online anytime 24/7
- Fastest response
- Eliminates lost paper applications

Additional information and instructions are available on the Nutrition Services' website. If you do not have access to a computer or need assistance, please come to the Nutrition Services Office at 3321 S. Union Ave. or call 253-571-3370. You can also get paper applications at all school locations. One application per household is required annually unless you receive a letter notifying you that DSHS has approved your children for the 2014-2015 school year.

Learn more about FAQs, charging policy and grace-period deadline on the Nutrition Services' Web page.

Pay for school meals online

Parents can pay for their children’s school meals by credit card 24-hours a day using our secure, online system called Lunch Money Now. This convenient, easy-to-use, low-fee system allows parents to prepay for meals, access meal account balances, check recent meal purchases and receive email notification when the account balance is low. Access Lunch Money Now from the district website at tacomaschools.org and click Lunch Money Now. You can also prepay school meals by cash or check with the cafeteria cashier.
ENROLLMENT

GRADUATION REQUIREMENTS

The Washington State Board of Education established new graduation requirements that will require each student to develop an educational plan to guide his/her high school experience along with expectations for the year following graduation. The Tacoma Public Schools has further defined these requirements by assisting students in selecting career pathways and taking classes that help students explore opportunities in those pathways and creating portfolios that represent their educational experiences.

Beginning with the class that entered ninth grade in the 2004-2005 school year, graduation requirements for the school district are to:

• Qualify for a Certificate of Academic Achievement (CAA) or Certificate of Individual Achievement (CIA);
• Develop a High School and Beyond Plan – a plan for meeting high school graduation requirements and post high school career goals;
• Earn 23 high school credits within required categories detailed in Policy 2410.

STUDENT FEES

Schools provide students with most of the books, materials and equipment they need for class. Fees may be charged in a few classes, including the arts. Students will be charged for any property or materials that are lost, stolen or damaged. The district is authorized to withhold grades, diplomas and/or transcripts unless arrangements are made with the principal for payment. (RCW 28A.635.060; Policy 3231, 3520)

A small fee may be charged for some field trips. Fees may be waived if you cannot afford them. Contact your building administrator for more information.
SAFETY GUIDELINES

SCHOOL SAFETY

Tacoma Public Schools provides high schools (Foss, Lincoln, Mount Tahoma, Oakland, Stadium and Wilson) and middle schools with campus security officers. In addition, school patrol officers are assigned to high schools and their feeder schools. In partnership with the Tacoma Police Department, Tacoma Public Schools provides school resource officers at the high school level. Criminal activity at all levels of schools will be reported to law enforcement.

Unauthorized persons are not allowed on school property and students are not allowed to leave school without permission. All volunteers and school staff must complete criminal background checks.

For more information, contact the district’s Security Department at 253-571-1087 or visit http://www.tacoma.k12.wa.us/information/departments/safety-security/Pages/default.aspx.

Closed campuses

Students in PreK through grade 12 must have the school’s permission to leave the school grounds during regular school hours.

EMERGENCIES

In case of earthquake, volcanic eruption, major power failure or fire, elementary students and students with disabilities will not be sent home until staff knows there is someone at home to supervise him/her or that other care has been arranged. Please make arrangements for alternative care in advance if you may not be available and provide this information to the school.

If it is necessary to close a school during the day and send students home, local media will be alerted and a district telephone message will be used to call parent/guardian contact numbers. Please make sure your contact numbers are current with your students’ schools.

VISITORS

To ensure student safety, all visitors, including parents, must sign in or check in at school offices and wear a badge identifying themselves as a “visitor” or “volunteer.” Visitors must follow the building rules. They may be excluded from school premises and activities for failure to follow building rules or for disruptive behavior.

INDIVIDUAL STUDENT SAFETY

Here are some guidelines to help keep your student safe on the way to and from school:

- Crossing guards will help your student cross some of the city’s busiest streets. Because it is not possible to have a guard at each crossing, please teach your student how to cross streets and obey crossing guards for their safety.
- Walk with a buddy.
- Always let your parents know where you are going and when you arrive.
- Do not get close to any car that slows down or stops near you.
- Use the same route and do not take shortcuts.
- Know the emergency phone numbers for your family.

If you drive your student to school, pay close attention to the instructions your school provides for student drop-off and pick-up. These instructions are meant to protect your student’s safety and allow for a smooth traffic flow. Please do not stop in “no parking zones,” “bus zones” or school crossings.

If your student rides a bike to school, please teach your student the rules of the road and bicycle safety and responsibility. The school is not responsible for lost, stolen or damaged bikes or other student personal property.

Parents and teachers are important partners in teaching students personal safety.

VIOLENCE PREVENTION HOTLINE:

1-866-LIVE-TIP, EXT. 1155
TRANSPORTATION GUIDE

The Bus Service Contractor operates the basic education bus service system. The district Transportation Department works with the contractor to plan routes, schedules and stops. All buses used by the bus contractor are certified by the Washington State Patrol. The State Patrol inspects buses twice yearly to ensure they are maintained in accordance with state standards.

Drivers must have a medical exam, be fingerprinted, have a background check, have first aid and CPR training, earn a commercial driving license and take 40 hours of training to be certified by the state Superintendent of Public Instruction to drive a school bus. Drivers must complete in-service training each year.

INFORMATION AND CONCERNS

For information on bus stops and schedules, visit the district website at tacomaschools.org or phone the district Transportation Department for details on eligibility and routes for basic education. Phone any concern about a late bus, the bus driver, an incident or service to the dispatcher at 253-475-0334. Before phoning, have at hand as many details as possible – date and time of the incident, the bus number, names of those involved – to quicken a response to the concern.

WHERE TO CALL

Bus coordinator at school
Information on bus stops and schedules
District Transportation Department.......................... 253-571-1853
   Eligibility for bus service, routes
Durham School Services ........................................ 253-475-0334
   Dispatcher: buses on route, service concerns
   Bus discipline officer – disciplinary actions
   Pierce Transit customer service ......................... 253-581-8000
   School district "night line" ............................. 253-571-1000
   News about bus service during bad weather
   Special Education transportation.................. 253-571-1855

For more information go to the district website at http://www.tacoma.k12.wa.us/information/departments/transportation/pages/default.aspx

BASIC BUS SERVICE

In this section on Bus Service, you will find information about:
   • How it works and who to contact
   • Who may ride a school bus
   • How to ride a school bus
   • Emergency bus route information

Bus Carrier

The district contracts with Durham School Services for regular education student transportation. The district operates Special Education school buses. Signs on the outside of the buses will either read “Durham” or "Tacoma School District No. 10."
TRANSPORTATION GUIDE

WHO MAY RIDE A YELLOW SCHOOL BUS

Eligibility for transportation to/from school is based on student's residence. The student must live more than one radius mile from his/her primary school of attendance (PSA) in order to receive transportation. A student may be transported less than one mile if the district determines that the walking route contains hazardous conditions. Walking distance to the student's assigned stop: eight to 10 blocks for high school, six to eight blocks for middle school and four to six blocks for elementary school.

Special consideration
The student may receive bus service if:

- hazards making it unsafe for a student to walk to school cannot be mitigated;
- a 504 plan is in place or a doctor verifies in writing that the student has a medical problem that makes it necessary for him/her to ride a school bus; or
- the student stays before or after school at a home or child care site in an area served by a school bus, and that address is used for enrollment purposes.

To start service or change service, the parent/guardian needs to ask the school bus coordinator to prepare a Bus Run/Stop Change Request and forward it to the district Transportation Department. The request will then be reviewed by the Transportation Department. If it is concluded that the student is eligible, a stop may be added or the child may use an existing stop.

Transportation outside the student's primary school of attendance (PSA)
Only students who enroll in a school outside of their primary school of attendance (PSA) will be eligible for transportation services if their enrollment is due to participation in a specific district-required program. The district will determine busing boundaries for the programs. The bus stop may be eliminated if the program has been discontinued or the student moves.

Change of residence
If a student's residence changes during the school year (out of his/her present PSA) and the student wants to remain at the same school, transportation will not be provided. Transportation must be provided by the parent/guardian.

Optional enrollment
Bus service will not be provided to students who live outside their primary school of attendance (PSA) if the child/parent has chosen another school.

Out of district
Transportation will not be provided to students who reside outside of district boundaries unless the student is eligible through the McKinney-Vento Act. Certain programs allow for students to be eligible for a Pierce Transit Orca Pass. Contact your school or the Transportation Department at 253-571-1853.

Website
All routes and bus stop times except after-school activities, band, JAWS or special education routes are indicated on the district Web page at tacomaschools.org. Bus routes and times may change. This information is updated twice a week.

Students assigned to a bus stop
All students must be assigned to a bus stop. The stop is determined by the home or daycare address. Sixth- and ninth-graders will be assigned to the closest stop to their home. A student may not depart the bus other than at his or her boarding or alighting place. A request to deliver a student to a different stop, other than his or her regular stop, or ride a different bus is granted only if the student gives the bus driver a note signed by a parent/guardian and the school principal or designee. Such notes are valid for one day only, and may not be obtained on a continuing basis. A note written by a student is not acceptable. Bus drivers shall have a student manifest indicating all eligible bus riders. All students must show the bus driver their student identification upon request. If lost, appropriate
TRANSPORTATION GUIDE

Identification must be obtained from the school. A student cannot board a bus unless his or her name is on the bus driver's manifest. If a student is not on the driver's manifest, the student needs to contact the school bus coordinator. Students are expected to show identification to substitute bus drivers.

Appealing a bus service start or change denial
A parent/guardian may appeal the denial of a Bus Run/Stop Change Request by asking the school bus coordinator to fill out an Appeal Request Form and forward it to the Transportation Department. The parent/guardian will be notified of the date, time and place of the Transportation Appeals Board session at which to present views.

RIDING A SCHOOL BUS

School bus routes and stops are planned to provide the safest, most efficient and cost-effective service under all weather and road conditions. Students in the district usually ride 30 to 60 minutes on a bus to school and from school. Riding times may be longer when there are traffic jams, breakdowns or snowy/icy roads.

Riders need to line up early
Students need to be at bus stops no earlier than 10 minutes or later than 5 minutes before the scheduled pick-up time. When students see the bus coming, they need to form a line starting well back from the curb and be ready to board. Buses will not wait for any students not present and buses will not return for late-arriving students.

Riders must board quickly after school
After school, students need to go quickly to their buses, which leave 5 to 7 minutes after dismissal. If students miss buses, their parents must pick them up. The bus will not return.

Good behavior expected at stops
All students waiting at school bus stops are expected to follow the same rules as those when riding on a school district or Pierce Transit bus. Students who misbehave, destroy or vandalize personal property at stops may lose their bus riding privileges. Parents will be responsible for any monetary damage caused by their students.

After-school activity buses
Students may ride after-school activity buses provided they show the bus driver their student identification. After-school activity buses will drop students off in areas covered by the home-to-school bus routes. These buses will not travel in areas not normally served. The bus stops will be designated district school sites. These stops are available on the district's Web page. With any inappropriate student behavior, the student will lose after-school activity bus riding privileges for the school year.

Video/audio cameras on buses
Buses are equipped with video/audio cameras. The purpose of placing these cameras on school buses is to ensure that the student behavior while on the school bus is consistent with the established rules for students riding buses to and from school and after-school activities. Cameras provide additional aid to the bus driver and school district officials in monitoring the conduct of student riders. A camera does not replace the discipline policy, the authority of the driver or the responsibility of school officials. Video monitors will provide district administrators with the ability to take timely and appropriate corrective actions in the event that violations of rules are recorded. On board videotaping is to be conducted for the purpose of promoting bus safety. Disciplinary action may be taken based on behavior observed on video tape.

GPS (Global Positioning Systems)
All buses are equipped with global positioning systems (GPS). The dispatcher is able to locate a bus, determine if the bus has been to a bus stop and check to make sure the route is on schedule.
Transportation Guide

Behavior Rules Are Safeguards

Behavior rules for bus riders help ensure every student has a safe ride to and from school. Classroom behavior is expected on the school bus. Students are expected to follow all rules. Those who choose not to follow the rules may be suspended from riding a bus to or from school.

Parents will have to provide transportation. Pierce Transit bus riders must follow the rules and regulations prepared by Pierce Transit. Contact 253-581-8000 for current “Rules of the Road.”

Rules of Conduct for Bus Riders

- Full student cooperation is expected with all bus drivers, including substitutes.
- Wait for bus in a line that starts well back from the curb.
- If crossing a street to or from a school bus, cross only in front of the stopped bus when the “stop” paddle is out and red lights are flashing. If at an intersection with a traffic signal, cross on the green light and “WALK” signal.
- Have school identification ready to show the driver when boarding the bus. Give it to the driver any time when asked.
- Get on or off the bus only when it is completely stopped.
- Do not bring on the bus anything heavy, sharp or bulky or other items, such as unicycles, scooters or skateboards, that could affect the safety of the bus and riders, or injure a rider, such as sticks, skis or vaulting poles; a breakable container, strap or pin sticking out from clothing, knife, gun or anything flammable. Keep animals off the bus, except a “service dog.”
- Follow the bus driver’s direction.
- The bus driver may assign students to a particular seat.
- Sit in only one seat and do not save a seat for anyone.
- Stay in seat all the time the bus is moving.
- If there is a seat belt, keep it fastened.
- Keep aisles clear.
- Except for ordinary conversation, behave as if in a classroom.
- Treat other people with respect.
- Talk to driver with respect.
- Help keep the bus clean by keeping waste paper off the floor.
- Absolutely NO eating or drinking on the bus.
- Keep tobacco and matches off the bus.
- Open a window only with the driver’s okay.
- Keep head, hands or arms inside bus windows.
- Get off the bus only at assigned stop.
- After getting off, do not tamper with the bus.
- Cellular phone use is prohibited if used inappropriately, causing disruption or disturbance to the bus driver or other students.
- No photos or videos of students or driver may be taken without their permission.

A student may be suspended from riding the bus for committing any of the major offenses that follow:

- Defying the bus driver.
- Fighting with another student or the driver.
- Inappropriate dress or stages of undress.
- Student riding an unassigned bus without parental or school permission.
- Exiting at the wrong bus stop without permission from parent and school.
- Not giving name or giving a false name to the driver when asked.
- Not showing his/her student identification (ID) card to the driver when asked.
- Doing anything on the bus that seriously harms anyone’s safety.
- Smoking anything.
- Opening an emergency exit or exiting by such an exit or a window.
- Having banned items on the bus: including drugs, alcohol, bullets, explosives, fireworks or weapons.
- Threatening a bomb.
TRANSPORTATION GUIDE

• Inappropriate displays of affection.
• Bullying or harassment of other students or drivers.
• Throwing anything from the bus.
• Making obscene gestures.
• Speaking profanely or making racial slurs to anyone on the bus.
• Using laser lights.
• Spitting or biting.

DISCIPLINE FOR OFFENSES

All misbehavior on school buses and at bus stops is serious because it can affect students' safety and well-being.

It also can cause hardship for parents/guardians of offending students. If a student is suspended from bus riding, his/her parent/guardian is required by state law to provide transportation for him/her to and from school, because the state requires all students to attend school through the age of 18.

The parent/guardian also may reimburse the school district contractor for repairing any damage to a school bus or other property. The student may be banned from riding a school bus or attending school until the district contractor has been paid in full for costs of repairs.

All questions or inquiries should be directed to the bus service contractor discipline officer with Durham at 253-475-0334.

School administrators may provide alternative discipline in lieu of suspension.

Discipline ranges from warning to expulsion

Major offenses are very serious and the student will be suspended. The length of the suspension will be determined by the severity of the major offense. For each offense, a student receives a School Bus Incident Warning Report, and copies are sent to his/her parent/guardian. Several incident reports will result in suspensions as follows: suspensions will range from three to 30 days or for the remainder of the school year depending on the offense.

Steps in school bus discipline procedure

Minor offense –

• Verbal warning: The bus driver verbally critiques the student's misbehavior and may contact parent/guardian.
• Written warning: The bus driver verbally critiques the student's misbehavior and fills out an Incident Warning Report and submits it to the bus discipline officer, who reviews it, files it and mails copies to the parent/guardian and school.

Major offense –

• The student will be suspended.
• The bus driver completes an incident report. A suspension report is mailed to parent/guardian and school.
• Suspension: Student is not allowed to ride any district bus for a time period, including after-school activities buses.
• Parents may be contacted by the driver or the discipline officer to discuss your child's behavior.

School bus discipline procedures

1. Incident Warning Report. Completed by bus driver. Durham mails report to parent, school and district Transportation Department.
2. Bus Discipline Suspension Report. Durham mails report to parent, school and district Transportation Department.
TRANSPORTATION GUIDE

EMERGENCY BUS ROUTE INFORMATION

The possibility of ice and snow conditions during the school year requires the district to be prepared to modify its normal transportation operating procedures. Snow may accumulate in one area and not in other areas. Circumstances in the entire city are carefully considered as well as weather reports as factors in determining whether to close school or operate late.

Transportation may be limited due to road conditions. When snow and ice conditions are present, certain roads and bus stop locations cannot be utilized in the interest of safety.

The Transportation Department has designed emergency routes in an effort to avoid areas where hazardous road conditions exist. Students must catch the bus at an alternative stop. These emergency stops are located on main arterials. Buses will not travel on side streets when emergency stops are in effect. Students are returned after school to the emergency bus stop regardless of changes in the weather. It is the responsibility of families to know where the alternative bus stop is located. Emergency bus stops may be in effect when school starts on the regular scheduled time or in the case when the district is starting late. The announcement will be made on the radio and television. If it is declared that the Tacoma School district will be running two hours late, add two hours from the posted pick-up time on the emergency stop. For instance, if the emergency stop at 96th/Hosmer indicates a pick up time of 8:30 a.m. and the district announces a two-hour delay, then the pick-up time will be 10:30 a.m. Emergency stops are indicated on the district website at tacomaschools.org. Please locate your school and the available stops will be indicated. If you have a question about emergency bus routes, contact the Transportation Department at 253-571-1853.

Door-to-door service for special education students will continue, providing the bus is able to make the home stop. If unable to make the stop, your bus driver will provide you with information regarding where your stop will be located due to inclement weather conditions. You may contact the Special Education Transportation Department at 253-571-1855.

Each family needs a plan to provide care and transportation for students in case snowy/icy weather creates unsafe roads and alters bus schedules and routes.

Changes in school district operating hours or bus service are announced on the district “night line” at 253-571-1000, on the district website at tacomaschools.org and on local news radio stations and TV channels. Updates may be made during the day and evening. Families may be notified by a recorded telephone call from the district's messaging system.

For additional information about emergency bus routes, see the “School Closures” section of this handbook.
The Office of Community Partnership, Academic Equity and Achievement was created in response to the overwhelming evidence of the effectiveness of partnerships between schools, families and the community. When it comes to student success, research validates what Tacoma Public Schools knows: schools cannot do it alone. As Goal Two of the district’s 2011-2015 Strategic Plan states, the district is committed to fully engaging students, parents, community and staff in the education of our children. The Office of Community Partnership, Academic Equity and Achievement is taking the lead to fulfill this mandate.

**OUR VISION**

We galvanize the power of the community to assist young people in creating the future they choose, plan and prepare for. We bring people together to become the voices that young people listen to and believe that say: you can achieve, you will graduate and we are here to help you.

**PARTNERSHIP**

Partnership for Tacoma Public Schools is a cooperative relationship between students, families, schools, districts and the greater Tacoma community. Partners are committed to supporting student academic success and the whole child. Partners work with and invest in the education of our children and youth—whose future, in turn, will affect the quality of life in the entire Tacoma community.

**How our office serves students:**
- Recognizes that students learn in and outside of the school classroom and we work to establish expanded learning opportunities that have a range of enrichment and cultural learning activities including arts, civic engagement, science, technology, engineering and math (STEM) experiences and workforce skills.
- Provides assistance through the Help-A-Student Fund for any basic or special need to ensure student attendance, such as clothing, shoes, personal hygiene items, eye glasses and recreation costs (ASB, gym supplies, art supplies). In some cases, medical help and emergency transportation/housing assistance is needed. If you have a question about a "need," call 253-571-1087.

**How our office serves parents/families:**
- Provides educational information and training for parents to support them in supporting their child's academic success.
- Creates opportunities for parent leadership and school decision making through PTA/PTO/SCDM and other district committees and action teams.
- Promotes and assists parents and families to engage with their child's school by volunteering and active participation.

**How our office serves teachers:**
- Provides support to schools/staff in achieving their family and community partnership goals.
- Serves as a liaison and connector with parents, families and community-based organizations to build and sustain partnerships that improve outcomes for students.
- Channels financial and social community resources to support students, schools and staff.

**How our office serves community partners:**
- Provides administrative support and other assistance for community-based organizations partnering with the district to support student success.
- Establishes a standard of partnership that includes aligning mission and goals between the community partners and the district.
COMMUNITY PARTNERSHIP, ACADEMIC EQUITY AND ACHIEVEMENT

- Creates pathways for participation in education for local businesses that offer mentorships, internships and volunteers.

Parents, family members and members of the community wanting to volunteer should:
- Call your child’s school, or the school where you would like to volunteer, and inquire about their volunteer opportunities.
- Go to the district website to review the volunteer handbook and other pertinent information.
- Follow the directions to complete Part I and Part II of the application.
- You will be screened according to the level of your volunteer preference.

Community-based organization, community groups and businesses:
- Contact the Office of Community Partnership, Academic Equity and Achievement at 253-571-1087.
- The district partnership coordinator will assist you in determining placement possibilities.

FAMILY RESOURCES
For more in-depth information regarding programs and services, please refer to the Tacoma Public Schools website at www.tacomaschools.org/communitypartnership.
EDUCATION RIGHTS OF HOMELESS/TRANSITIONAL CHILDREN AND YOUTH

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act was authorized by Congress, December 2001, as part of the No Child Left Behind legislation. The purpose of the McKinney-Vento Act is to remove barriers to education for homeless/transitional students and provide educational stability.

Who is considered McKinney-Vento eligible? Any child or youth who lacks a fixed, regular and adequate nighttime residence is considered homeless, and includes those who are temporarily sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, or other similar settings, unaccompanied youth, transitional housing programs and children in foster or temporary placements. If you are not sure if a child qualifies, please call 253-571-6790.

What are the education rights of homeless children and youth? Our schools provide equal and comparable access to all students regardless of their home living situation. McKinney-Vento eligible children and youth have specific rights that include:

- Qualification for free lunch program
- Maintain attendance at the school of origin (if this is in the child’s best interest), or enroll in the local school where currently residing
- Assistance with transportation even if the child is temporarily living outside district boundaries
- Assistance obtaining needed records and documentation
- Appropriate support services and programs for which they are eligible – such programs as gifted, children with disabilities, vocational education, preschool
- Academic assistance through the district’s federally funded Title I program
- Parent or guardian involvement in school activities
- Maintain enrollment in the current school for the remainder of the school year (transportation assistance if needed)

If you have a student/child who may qualify for McKinney-Vento services or would like more information, please contact the McKinney-Vento liaison at your child’s school or the district homeless liaison at 253-571-6790.

Additional resources are available for students who are experiencing homelessness through the Tone Resource Center thanks to community support. The Tone Resource Center also offers assistance with extended learning opportunities, enrichment activities and credit retrieval. School supplies, school uniforms and hygiene items have been provided to the individual schools and are available to students. Contact the McKinney-Vento liaison at your child’s school or the district liaison at 253-571-6790.

Tone Resource Center is located at 3611 S. G St, Tacoma, across the street from Lincoln High School.
HEALTH AND WELLNESS

Students are routinely screened for vision, hearing and other common problems. Students are not automatically covered by medical, dental or accident insurance. For information regarding free/low cost health insurance programs for students and youth in Washington state visit www.parenthelp123.org. If your student is not covered by a family plan, you may purchase student insurance through the district. Contact your school office for student insurance forms.

IMMUNIZATIONS REQUIRED

Washington state law requires that students enrolled in grades PreK–12 be fully immunized. Any student enrolling in a Tacoma School District school must show proof of immunizations before the enrollment process begins. Students will not be enrolled unless immunization requirements are met. All students preregistering for kindergarten must provide proof of being fully immunized in order to complete the registration process. When you enroll your student in school, please fill out a Certificate of Immunization Status (CIS) form. State law requires that the CIS form be dated and signed by the parent or guardian.

PHYSICAL EXAMINATIONS

It is recommended that your student have a physical examination before entering kindergarten, sixth and ninth grades. Middle school and high school students participating in interscholastic or extramural athletics must have a physical examination before trying out for a sport. Call the district Athletics/Activities office at 253-571-1123 for more information.

CHILDREN WITH LIFE-THREATENING CONDITIONS

A state law passed in 2002 directs school administrators to require the presentation of a medication or treatment order and a health care plan for a child’s life-threatening health condition that may require medical services to be performed at school. The medication or treatment order and health care plan must be provided before or on each child’s first day of attendance or continued attendance if the child is already in school. Please contact the school nurse if your child has a life-threatening health condition.
HEALTH AND WELLNESS

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

MEDICINE AT SCHOOL
If your student needs to take prescription or over-the-counter medication at school, you and your student's doctor must sign a permission form. This form is available at your doctor's office, from your student's school or on the district website at tacomaschools.org. The medication must be sent in its original container and it must show your student's name, the dosage and the time medication should be given. The medication must be brought to school by the parent or another responsible adult. Please provide an empty second prescription bottle with identical label for use on field trips.

DRUG AND ALCOHOL COUNSELING PROGRAM
Washington law (RCW 70.96A.095) states that “Any person 13 years of age or older may give consent for himself or herself to the furnishing of outpatient treatment by a chemical dependency treatment program certified by the department. Parental authorization is required for any treatment of a minor under the age of 13.”

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

PARENT INFORMATION NIGHT ON HIV/AIDS CURRICULUM
Washington state law requires that parents review the HIV/AIDS curriculum for students in grades 5–12 before excluding their student from participating. Please contact your child's school for the time and place of the presentation.
HEALTH AND WELLNESS

MENINGOCOCCAL DISEASE

As of July 2005, schools in Washington are required to make information available on Meningococcal diseases to parents or guardians of all students entering grades 6-12.

Meningococcal Disease and Prevention

Meningococcal disease

Meningococcal disease spreads by direct contact with infected persons by coughing, kissing or sharing anything by mouth, such as water bottles, eating utensils, lipsticks or toothbrushes. It can cause pneumonia, bloodstream infection and meningitis (swelling of the covering of the brain and spinal cord). Severe disease can cause brain damage, loss of hearing or limbs and death. Fortunately, this life-threatening infection is rare—usually only about 30-60 cases are reported each year in Washington, including 1 to 8 deaths. Adolescents and young adults are more likely to get meningococcal disease, especially if they live in group settings, like college dorms.

Meningococcal Conjugate Vaccine (MCV4)

MCV4 protects your child against the most common types of bacteria that cause meningococcal disease. Patients younger than 19 years of age can get MCV4 vaccine for free in Washington state. Some health care providers' offices charge an administration fee or an office visit fee. You can ask to waive the administration fee if you can't pay. Healthy teens should get one dose of MCV4 at age 11 through 12 years. Teens who did not get their first dose at that time should get a dose as soon as possible. A second dose (or booster) is now recommended. Teens should get a booster at age 16 through 18 years or any time before college. Talk to your healthcare provider about this vaccine.

To learn more about meningococcal disease and how to prevent it visit:

State Resources
Washington State Department of Health
www.doh.wa.gov
Office of Immunization and Child Profile

Federal/National Resources

Centers for Disease Control & Prevention
Meningococcal vaccine information
Disease information
www.cdc.gov/meningococcal/about/index.html
Pre-teen immunizations
www.cdc.gov/vaccines/spec-grps/preteens-ado.html
College students & young adults
www.cdc.gov/vaccines/adults/rec-vac/college.html
Children's Hospital of Philadelphia
Meningococcal questions & answers
www.chop.edu/healthinfo/meningococcal-infections.html
National Meningitis Association
www.nmaus.org

HUMAN PAPILLOMAVIRUS (HPV) DISEASE

Human papillomavirus (HPV) Disease and Prevention

What is HPV?
Most of the time infected individuals have no symptoms and can spread the virus without knowing it. Some people know they have HPV because they have a symptom like genital warts. Women may find out they have HPV through cervical cancer screening (Pap tests) and HPV testing. Health care providers do not usually test for HPV unless they find abnormal cervical cell changes in a Pap test.

HPV Vaccine

What HPV vaccines are available?
Two HPV vaccines are available:

- HPV4 – licensed for males and females. It protects against four types of HPV. These include two types of HPV that cause 75 percent of cervical cancers in women and most anal cancers in men, and two types
HEALTH & WELLNESS

that cause 90 percent of genital warts in both women and men.
- HPV2 – licensed only for females. It protects against the two types of HPV that cause 75 percent of cervical cancers.

Who should get the vaccine and when should they get it?
- Females – the federal Advisory Committee on Immunization Practice (ACIP) recommends routine vaccination for all girls age 11 through 12 years old against HPV. For unvaccinated females, the recommendation goes up through age 26. Health care providers may also give the vaccine to girls as young as 9 years.
- Males – the ACIP also recommends routine vaccination against HPV for all boys 11 through 12 years of age. For unvaccinated males, the recommendation goes up through age 21. Health care providers may vaccinate boys as young as 9 years and certain men 22 through 26 years of age.

Are Pap tests still recommended for females who get the HPV vaccine?
Yes. The HPV vaccine does not protect against all HPV that can cause cancer and warts, so females still need Pap tests.

Where can I find the HPV vaccine?
Ask your doctor, nurse or local health clinic to find out more about HPV vaccine and where you can get it. Patients younger than 19 years of age can get HPV vaccine for free in Washington state. Some health care providers’ offices charge an administration fee or an office visit fee. You can ask to waive the administration fee if you can’t pay. For people age 19 and older, the vaccine is available from many clinics and pharmacies. Most health insurance plans cover the vaccine for people recommended to get it. Call your health plan to check your coverage. For adults without health insurance, the companies that make these vaccines have programs to help pay for them. Find out if your health care provider participates in these programs.

For more information on HPV, the vaccine and cervical cancer:
State Resources
Washington State Department of Health
www.doh.wa.gov
Disease and prevention
www.doh.wa.gov/YouandYourFamily/Immunization/Diseases.aspx

Federal/National Resources
Centers for Disease Control and Prevention
www.cdc.gov/std/hpv/
American Social Health Association
www.ashastd.org
American Cancer Society
www.cancer.org

What are the symptoms of HPV?
Most of the time infected individuals have no symptoms and can spread the virus without knowing it. Some people know they have HPV because they have a symptom like genital warts. Women may find out they have HPV through cervical cancer screening (Pap tests) and HPV testing. Health care providers do not usually test for HPV unless they find abnormal cervical cell changes in a Pap test.

How can HPV infection be prevented?
The best way to prevent HPV infection is to abstain from all sexual activity. Even people with only one lifetime partner can get HPV if their partner had previous sexual partners. Using condoms during sex offers good protection against sexual infections like HPV. The HPV vaccines offer by far the best protection if given before sexual activity starts – vaccines do not get rid of existing HPV infections. The HPV vaccine can prevent infections from some of the most common and serious types of HPV that cause cervical, oral and anal cancers as well as genital warts.
INTEGRATED PEST MANAGEMENT PROGRAM

The purpose of an Integrated Pest Management (IPM) Program is to provide an environmentally responsible long-range systems approach to pest management within our schools.

Applying IPM principles is intended to prevent unacceptable levels of pest activity, by the most economical means and with the least possible hazard to people, property and the environment. The full range of escalating alternatives, including no action and/or changes in maintenance practices, will be considered.

Notification of Pesticide/Herbicide (P/H) applications:

- Schools shall provide notice, annually or upon enrollment or hiring, of the district's pest control program, which includes the posting and notice requirements for pesticide application.

- To notify parents, staff and other users of school properties of a planned pesticide application, written pre-notification will be given to the building administrator. The building administrator will be responsible for pre-notification of interested parents/guardians and staff of upcoming Pesticide/Herbicide (P/H) treatments. Posters will be provided to the building administrator to be posted in designated areas at the school. Such posters will normally be provided at least 48 hours before the application of P/H. When school is not in session, prior notice will not be given if there are 48 hours or more before students reoccupy. In this circumstance, treated areas will still be posted at the time of application.

- Signs will be placed at the main entrance(s) to each school and near the site of interior applications. If a grounds application, the entries to the grounds areas and the main entry of the school will be posted as well as the site of application. Signs must be placed at all entrances to an affected area or building, and in other strategic locations to prevent human contact with the treated area. Signs will remain in place for at least 24 hours after application or under manufacturer's direction if longer.

Products to be used:

- ZEP Wasp and Hornet Killer, Round-up, Prolific Escalade Weed and Feed Fertilizer, Wilgro Fertilizer 22-2-22, Anderson Fertilizer with Surge, Prostart 50 Fertilizer, Crossbow, Casoron 4G, Talstar, Phantom, Tempo, ant baits (Terro, Advance, Uncle Albert's) and rodent bait (Contrac Bait), Wisdom and Suspend SC.

Location of where Pesticides/Herbicides may be applied:

- Play fields, ball fields, lawn areas, ornamental beds, trees and school buildings (interior and exterior).

NOTE: Records of applications and the annual summary of Pesticides/Herbicides applied are on file with Tacoma Public Schools. A copy of this program or the above documents may be requested through our Public Information Office located at 601 S. 8th St., Tacoma, WA 98405. Interested parents/guardians of students or staff at a specific school may annually request advance notice of P/H application through their principal. (Revised 7/2010)
ADDITIONAL NOTIFICATIONS

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In the past, asbestos was used extensively in building materials because of its insulating, sound-absorbing and fire-retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Tacoma Public Schools has conducted a reinspection to determine whether the condition of the known or assumed asbestos-containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted in June–August 2009, all materials listed in the management plan as asbestos-containing (or assumed to be asbestos-containing) were inspected.

The law further requires an asbestos management plan to be in place by July 1989. Tacoma Public Schools developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos-containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following schools contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Mount Tahoma High, Tacoma Science and Math Institute, Baker Middle School, First Creek Middle, Giaudrone Middle, Gray Middle, Jason Lee Middle, Mason Middle, Meeker Middle, Truman Middle, and the following elementary schools - Blix, Crescent Heights, Delong, Edison, Fern Hill, Franklin, Geiger, Jefferson, Lister, Manitou Park, Northeast Tacoma, Point Defiance, Roosevelt, Sheridan, Sherman, Stafford and Washington. During the past year, asbestos-containing building materials have been removed, encapsulated, or enclosed in Boze, Lowell, Lyon and McKinley elementary schools, and Madison and Willard. Wainwright Elementary School will undergo asbestos removal.

It is the intention of Tacoma Public Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Ken Wilson is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 253-571-3300.

(AHERA information adapted from the U.S. Environmental Protection Agency)
CONTROVERSIAL ISSUES

The district has established regulations regarding the study of controversial issues that have publicly evoked opposing viewpoints in society. Contact your school principal for guidelines. (Policy 2331; Regulation 2331R)

REVIEW AND PRIOR APPROVAL OF CERTAIN SURVEYS, INTERVIEWS AND OTHER INFORMATION

Independent “third-party” researchers, for example colleges and universities, sometimes request permission to gather survey or interview information from students. The district’s Department of Research and Evaluation must approve any third-party research before it can begin. Part of that approval process includes prior notification to parent(s)/guardian(s) of any surveys or interviews and the opportunity to inspect the materials. After inspection of the materials, parent(s)/guardian(s) may request that their child(ren) not participate in the survey/interview. Parent(s)/guardian(s) with questions or concerns about any surveys or interviews may contact the Department of Research and Evaluation at 253-571-1193.

Sometimes surveys conducted by, or on behalf of, the school district are viewed by some parent(s)/guardian(s) as being overly personal or private. If a survey conducted by, or on behalf of, the school district includes one or more items pertaining to the list below, the district shall protect the privacy of individual student responses:

- Political affiliations or beliefs of the student, the student’s parent or members of the student’s household;
- Mental or physical problems of the student, the student’s family or members of the student’s household;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
- Religious practices, affiliations or beliefs of the student, the student’s parent or members of the student’s household; or
- Income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program).

If the survey containing one or more of the items listed above is conducted or funded, in whole or in part, by the United States Department of Education,
PARENTS’ RIGHTS TO PARTICIPATE IN STUDENT’S EDUCATION

consent of the parent or student, who is 18 years old or is an emancipated minor under state law, is required prior to administering the survey. If the survey is not funded by the Department of Education, the parents may opt-out of the survey. The district will provide sufficient time for parent(s)/guardian(s) to review the survey and, after review, request that their child(ren) not participate. Parents/guardians have a right to review, upon request, instructional materials used in connection with surveys that contain one or more of the protected areas listed above.

The review and opt-out provisions also apply to the collection, disclosure or use of student information for marketing purposes. They do not apply to the collection, disclosure or use of information for: 1) college or post-secondary or military recruitment, 2) book clubs, magazines and programs providing access to low-cost literary products, 3) curriculum and instructional materials, 4) tests and assessments used to provide data about student achievement, 5) fundraising efforts by school-related organizations, or 6) student recognition programs.


STUDENT RECORDS, PHOTOGRAPHS AND INFORMATION

Each student has one complete set of records; one portion is kept at his/her school while the remainder may be maintained in the Central Administration Building files. Requests for student records by a current student or the student’s parent/guardian should be directed to the building administrator at the student’s school. Requests for student records by a former student should be directed to the Student Records Department at the Central Administration Building.

Student records located at school can include achievement information, standardized test scores, enrollment, directory information, health records, attendance, staff evaluations, comments, letters, disciplinary action and awards.

Student records for special education students located in the Central Administration Building files contain reports and assessments by staff.
specialists in speech, hearing, social/emotional, child study, visually disabled, etc.; individualized educational programs; state-approved reports and assessments such as special education programs and summer counseling; reports from individuals or agencies outside of school; and disciplinary action.

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

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Tacoma School District to amend a record that they believe is inaccurate or misleading. They should write the school principal or appropriate school official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One of several exceptions which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional/employment responsibility. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including, but not limited to, health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (including, but not limited to an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

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

The district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures as described below. Examples of directory information include a playbill showing your child's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and
rosters for athletic teams and officially recognized activities.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. The school district has designated the following information as directory information: student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, digital/video recordings, degrees, honors and awards received, date and place of birth, dates of attendance, grade level and the school currently attending or most recently attended, and post-high school career plans.

Upon request, the district will release the child's current school, address and telephone number to law enforcement personnel, Child Protective Services, prosecuting attorney's office, and to military recruiters and institutions of higher learning. Under certain conditions not covered by directory information, including allegations of child abuse, the district may also be required by state and federal law to release additional student information to the police, Child Protective Services and juvenile justice authorities.

If you do not want the school district to disclose directory information from your child's education records without your prior written consent, or to disclose your child's name, address and home telephone number (or your name, address and telephone number if you are a student) to military recruiters, complete and submit the information on the "Parent/Student Request" form included in this handbook and sign in the appropriate space provided. If you do not want photographs or video recordings taken of your child for television, newspaper or school district publications, please indicate that refusal on the form.

Students participating in the state Address Confidentiality Program will have a substitute address established by the Office of the Secretary of State, rather than a residential address. If you are a participant in this program, you may wish to submit the attached form to maintain the confidentiality of directory information. Return the completed form to your school's principal by Sept. 30, 2014. This form needs to be completed every year. For more information, please call 253-571-1015. If no form is on file, it will be assumed that permission for release of directory information and/or photos and video recordings has been granted.

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

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave. SW
Washington, DC 20202-4605

Source: Family Educational Rights And Privacy Act of 1975 (20 U.S.C. Section 1232g; 34 CFR Part 99)

**REMOVING STUDENTS FROM GROUNDS**

A student will not be released from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with district procedures. Before a student is removed or excused, the person seeking to remove the student must present to the satisfaction of the principal evidence of his/her proper authority to remove the student. If in doubt, school officials will rely on information provided in enrollment records. Exceptions will be made when custody has been established by valid legal authority or in the case of an emergency. (RCW 28A.605.010, Policy 3124, Regulation 3124R)
CHILD ABUSE REPORTING

District employees are required to notify Child Protective Services or law enforcement when they reasonably believe a student has been abused or neglected. By doing so, they are protected from civil and criminal liability. Child abuse and/or neglect cases must be reported within 48 hours. (RCW 26.44.030, RCW 26.44.040, Policy 3421; Regulation 3421R) Law enforcement or CPS determine when to notify parents of allegations of child abuse or neglect.

School counselors are available to work with students individually on concerns including divorce, child abuse, etc. Contact your school’s counseling office. The Children’s Advocacy Center of Pierce County is also available at 253-403-1478.

STUDENT USE OF DIGITAL RESOURCES

The Tacoma School District offers students access through its digital resources to library materials, databases and the Internet. The district uses Internet filtering for all computers networked in district facilities. However, it is not possible to completely limit access to materials with inappropriate content. Therefore, it is important that each student’s parent or guardian carefully consider whether to permit his/her child to have access to the district’s digital resources, including the Internet. Complete text of the Acceptable Use Policy for Digital Resources (Policy 6973 and Regulation 6973R) is available on the district website, tacomaschools.org, or can be requested from the school.

If you do not want the district to allow your child access to the Internet, check the appropriate box on the “Parent Request” form included in this handbook, sign and return it to your school’s principal by Sept. 30, 2014. By not completing and returning the form, you are granting permission for your child to access the district’s digital resources, including the Internet.
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

The Tacoma School District is in the process of reviewing and revising its Policies and Regulations Related to Student Conduct and Discipline. It is likely that these Policies and Regulations will be updated during the course of the 2014-2015 school year. If that occurs, copies of the new Policies and Regulations will be provided to families and students through multiple means and this document updated to reflect changes as appropriate. The Board of Directors will approve any changes to the Student Rights, Responsibilities, and Regulations before implementation.

STUDENT RIGHTS

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

Personal property
Students bringing personal property on to school district property do so at their own risk. The school district does not assume responsibility for lost, damaged or stolen property. (Policy 6540, Regulation 6540R)

Due process
Students may be subject to discipline, suspension or expulsion for violating district policies and regulations and school rules. Students may also be subject emergency expulsions as a measure to ensure the safety of the student, others, or to prevent the disruption of the educational environment. The procedures for appealing suspensions or expulsions, including emergency expulsions, are found in Policy 3241, Regulation 3241R and Chapter 392-400 WAC. Copies of all policies and regulations, including Policy 4210 (Regulation of Dangerous Weapons on School Premises), are available from the Public Information Office in the Central Administration Building or on the district's website at: tacomaschools.org/schoolboard/policies/index.asp.

Search and seizure
A student shall be free from searches by school officials of his/her clothing and other personal property unless the school official has reasonable suspicion to believe that the search is necessary in the aid of maintaining school discipline and order.

Student lockers, desks and other storage areas remain the property of the school district, and school officials retain the right to inspect lockers, desks or other storage areas assigned to students. No right or expectation of privacy exists for any student, and these areas may be inspected or searched by school authorities at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or a school rule. Any container(s) found as a result of a search of a locker, desk or other storage area may be searched if there is reasonable suspicion that the container(s) holds evidence of a student's violation of the law or school rule. Containers are any item in which contraband material could be concealed, including, but are not limited to articles of clothing, handbags, backpacks and gym bags (RCW 28A.600.220, 230 & 240).
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The search should take place in the presence of the student. The methods used are to be reasonably related to the objectives of the search and not be excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. A principal or designee may not subject a student to a strip search or body cavity search as those terms are defined in RCW 10.79.070.

Illegal items such as alcohol, tobacco, drugs, drug paraphernalia, firearms, weapons, ammunition, or other possessions reasonably determined to be evidence of criminal activity or be a threat to the safety or security of others may be seized by school authorities. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession. (RCW 28A.600.220, 230 & 240, RCW 9.41.250 & 270 & 280)

Notification of threats of violence or harm

Individual-directed threats of violence or harm are direct or indirect communications that reasonably create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means that a reasonable person would believe reflect an intent to cause damage to a school building or school property (e.g., bomb threats), or to cause physical harm to students, employees, volunteers, patrons or visitors.

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act (FERPA), other legal limitations and the circumstances.

Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to appropriate discipline and referral to law enforcement.

Freedom of expression, equal access and free assembly

1. Students are entitled to express their personal opinions verbally, symbolically and in writing in a manner consistent with the First Amendment, considering the special nature of the school setting. True threats of violence and language or ideas of such a nature that it is reasonably probable that the expression will cause violent or unlawful behavior are not expression protected by the First Amendment and are not acceptable in the school setting. Other forms of student expression that are not expression protected by the First Amendment and are not acceptable in the school setting expressions that are: (1) profane, vulgar or obscene; (2) that reference illegal drug use, or that (3) will materially and substantially interfere with the maintenance and operation of the schools, including, but not limited to, the preservation of the educational process. Student expression that constitutes harassment or discrimination based on race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status, or disability will not be tolerated.

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

3. Student groups must be school sponsored or authorized by the Associated Student Body to post or distribute materials at schools in compliance with any existing building or ASB rules. Rules
STUDENT RIGHTS, RESPONSIBILITIES
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related to the posting and distribution non-school sponsored/non-ASB groups may request to have materials distributed through the Distribution of Materials Policy and Regulation, Policy 4060 and Regulation 4060R.

4. Student groups must be school sponsored or authorized by the Associated Student Body to conduct meetings at school during non-instructional time. At the secondary level, student-led non-curricular ASB clubs are to be treated equally by the administration, regardless of the viewpoint or message of the club. Such clubs must be voluntary, open to all students, led by students, and persons of the community that are not students may not direct, conduct, control, or regularly attend meetings. Staff members assigned to provide oversight of such clubs are present only to provide monitoring and not to actively participate in the club or its functions.

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

6. Any violation by any student(s) of the limitations of freedom of expression may subject the student to such discipline (to include suspension/expulsion) as may be deemed appropriate by the school authority, consistent with due process of law.

Harassment, intimidation and bullying
Policy 3207, Regulation 3207R
PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The board of directors is committed to a safe and civil educational environment for every student, staff member, parent/legal guardian, family member and guest, free from harassment, intimidation or bullying.

Harassment, intimidation or bullying means any intentional electronic, written, verbal, auditory or physical act, including, but not limited to one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics such as, but not limited to, physical appearance, clothing or other apparel, socioeconomic status, marital status or weight, when the intentional electronic, written, verbal, auditory or physical act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

*Intentional act" refers to the individual's decision to engage in the act rather than the ultimate impact of the action(s).

Behavior/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, hazing
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or other written, verbal, auditory, physically or electronically transmitted messages or images.

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

The goals of this policy are to foster a safe and civil educational environment through training, prevention and intervention strategies and to support targeted student(s), victims and/or others impacted by the violation. The district will intervene promptly and equitably within its authority on reports, complaints and grievances alleging harassment, intimidation or bullying that come to the district's attention, either formally or informally.

Students, staff or other school visitors who engage in harassment, intimidation or bullying will receive appropriate discipline, sanctions or other appropriate interventions as necessary.

False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy. Coercion, discrimination or reprisals taken against persons filing complaints or persons acting as witnesses to complaints shall result in appropriate disciplinary action or sanctions according to district policy or other applicable laws or regulations. Persons who knowingly file false allegations or report or corroborate false allegations shall also be subject to appropriate disciplinary action or sanctions according to district policy or other applicable laws or regulations.

In accordance with applicable laws and regulations, students, parents/legal guardians, families, staff and other interested parties shall be informed of this policy and the accompanying regulation pertaining to the filing of complaints. The policy shall be posted in each district building and information regarding it will be provided in student, staff and parent/legal guardian handbooks. District staff will be provided with appropriate information on the recognition and prevention of harassment, intimidation and bullying including electronically transmitted messages or images and their rights and responsibilities under this policy.

Compliance officer

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

Annually, for the first three years after adoption of this policy, the superintendent or designee shall convene an ad hoc committee composed of representatives of certificated and classified staff, students, community members and parents/legal guardians to review the use and efficacy of this policy and regulation. The superintendent's designated compliance officer will be included in the committee. The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related regulations. This report will include recommendations for changes to the policy and regulation, if applicable.
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

Regulation 3207R – STUDENT PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

A. Introduction

Tacoma School District strives to provide students with optimal conditions for learning by maintaining a safe and civil educational environment where everyone is treated with respect and no one is harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated or bullied by others in the school community, at school sponsored events or when such actions create a substantial disruption to the educational process. The school community includes all students, staff members, parent/legal guardians, family members and guests. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics such as, but not limited to, physical appearance, clothing or other apparel, socioeconomic status, marital status or weight.

District staff who observe, overhear, or otherwise witness harassment, intimidation or bullying, or to whom such actions have been reported, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

B. Definitions

Aggressor – is a student, staff member or other member of the school community who engages in the harassment, intimidation or bullying of a student.

Harassment, intimidation, or bullying – is an intentional electronic, written, verbal, auditory or physical act that:

• 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.

Conduct that is "substantially interfering with a student's education" will be determined by, but not limited to, the following considerations: grades, attendance, demeanor, interaction with peers, participation in activities or other indicators.

Conduct that may rise to the level of harassment, intimidation or bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks, threats, gestures or acts relating to an individual or group whether written, verbal, auditory, or physically or electronically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

Retaliation – is an act of harm or discrimination in response to a report of harassment, intimidation and/or bullying by anyone involved in the incident.

Staff – includes, but is not limited to, certificated employees, classified employees, school board members, substitute and temporary employees or volunteers.

Targeted student – is a student against whom harassment, intimidation or bullying has allegedly been perpetrated.

C. Relationship to other laws

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination. At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 – Harassment, Intimidation and Bullying
- RCW 28A.640.020 – Sexual Harassment
- Chapter 28A.642 RCW – Prohibition of Discrimination in Public Schools
- Chapter49.60 RCW – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/legal guardian, family member, guest, school or district from taking action to remediate harassment and/or discrimination based on a person’s gender or membership in a legally protected class under local, state or federal law.

D. Education/Prevention

1. Dissemination
   In each district facility, and on the district's website, the district will prominently post information on reporting harassment, intimidation and bullying, the name and contact information of the school administrator to whom a report is made and the name and contact information for the district compliance officer. The district's policy and regulation, upon request, will be available in each facility in a language that families can understand. Annually, the superintendent will ensure that a statement summarizing the policy and regulation is provided in student, staff, volunteer and parent/legal guardian handbooks. Additional distribution of the policy and regulation is subject to the requirements of Washington Administrative Code 392-400-226.

2. Student education
   Annually students will receive age-appropriate education on the recognition of, prevention of and intervention strategies in response to harassment, intimidation or bullying. The presentation will include information about incident reporting.

3. Staff training
   Staff will receive annual education and training on the school district's policy and regulation, including staff roles and responsibilities, how to monitor common areas and the use of the

STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS
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district's Incident Reporting Form for preventing and intervening in cases of harassment, intimidation and bullying while acting in the role of a Tacoma School District staff member.

4. District strategies
   The district will implement a range of evidence-based prevention and intervention strategies designed to increase social competency, improve school climate and to reduce and ultimately eliminate harassment, intimidation and bullying in schools.

E. Staff intervention

All staff members shall intervene when witnessing or receiving reports or complaints of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately or incidents that do not meet the definition of harassment, intimidation or bullying, may be documented, but may not require further action under this regulation.

In cases where a targeted student experiences harassment, intimidation or bullying that threatens the student’s health and safety, the principal or designee may facilitate a meeting with the child’s parent/legal guardian to develop a safety plan to protect the student.

F. Compliance officer

The district compliance officer will:

1. Serve as the district's primary contact for regulations regarding harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, Discipline Referral Forms (as it relates to harassment, intimidation and/or bullying incidents) and letters to parents/legal guardians providing the results of investigations.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and regulation by overseeing the investigative processes, including ensuring that investigations are prompt, impartial and thorough.
6. Assess the training needs of staff and students to ensure successful implementation of district policy and regulation throughout the district and ensure staff and students receive annual training.
7. Provide the Office of Superintendent of Public Instruction (OSPI) School Safety Center with notification of policy or regulation updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student continues to experience harassment, intimidation or bullying that threatens the student’s health and safety, the compliance officer will facilitate a meeting between district staff and the child’s parent/legal guardian to evaluate and/or amend the safety plan to protect the student.
G. Reporting an incident

The formal Incident Reporting Form will be available for students, families or staff to report incidents of harassment, intimidation or bullying. This form can be found on the district's website, in school main offices and in school counseling departments.

Any student who believes he or she has been the target of harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of harassment, intimidation or bullying, may report incidents verbally or in writing to any staff member in one of three ways:

1. Informal verbal complaint;
2. Informal written complaint; or
3. Formal written complaint (Incident Reporting Form)

All staff are responsible for receiving informal or formal reports. Staff who initially receive an informal report of harassment, intimidation or bullying will attempt to resolve the incident. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, the incident may be documented, but may not require further action under this regulation.

All unresolved informal reports of harassment, intimidation or bullying will be recorded on the Incident Reporting Form and submitted to the principal or designee.

All formal reports of harassment, intimidation or bullying will be submitted to the principal or designee.

If the designee is the subject of the complaint, the Incident Reporting Form will be submitted to the principal. If the principal is the subject of the complaint, the Incident Reporting Form will be submitted to the appropriate district-level director.

H. Addressing complaints/reports

Step 1: Filing an incident reporting form

In order to protect a targeted student from retaliation, a student need not reveal their identity on the Incident Reporting Form. The form may be filed anonymously, confidentially or non-confidentially.

Status of reporter
a. Anonymous
   Students, parent/legal guardian and/or community members may file a report without revealing their identity. Staff may not file anonymously. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools will offer methods for receiving anonymous, unsigned reports.

b. Confidential
   Individuals may ask that their identities be kept secret from the alleged aggressor and other
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

students. The district may not be able to take action against an alleged aggressor based solely on a confidential report. Individuals filing complaints shall be advised that the district will treat the complaint as confidential to the extent permitted by state and federal law and due process requirements, and that the district will implement the anti-retaliation requirements of the policy and regulation to protect complainants and witnesses.

c. Non-confidential
Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all information regarding the complaint to any individuals involved in the incident. The information will be restricted to those with a need to know, both during and after the investigation.

Step 2: Investigations of harassment, intimidation and bullying
All complaints of harassment, intimidation or bullying, which have not been immediately resolved by the supervising staff, will be investigated with reasonable promptness. Any student may be accompanied by a trusted adult, of their choosing, throughout the reporting and investigative processes.

a. Upon receipt of the complaint or Incident Report Form that alleges harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is a clear threat of serious physical harm to the targeted student, the district will take appropriate action including, but not limited to, notifying law enforcement and informing the parent/legal guardian(s).

b. During the course of the investigation, the school or district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the targeted student and the alleged aggressor. If necessary, the school or district will implement a safety plan for the student(s) involved. The plan may include the following: implementing a school or district no contact order or agreement; changing seating arrangements and/or schedules for the alleged aggressor and/or the targeted student; identifying a staff member who will act as a safe person for the targeted student; and other measures.

c. Within two (2) school days after receiving the complaint or incident report, the principal or designee will notify the parents/legal guardians of the students involved that a complaint was received and direct the parents/legal guardians to the district’s policy and regulation on harassment, intimidation and bullying. If the notification, in the person’s judgment, would threaten the health and safety of the targeted student or the alleged aggressor, the person may initially refrain from contacting the parent/legal guardian. Staff who are mandatory reporters under Policy 3421 and Regulation 3421R, Reporting Child Abuse and Neglect Prevention, must report.

d. The investigation will include, at a minimum:
   • Interviews with:
     • the complainant, when known;
     • the targeted student(s);
     • the alleged aggressor(s);
     • other students, staff or individuals who may have knowledge of the alleged incident.
A review of any previous complaints involving either the targeted student or the alleged aggressor.

e. The principal or designee may determine that other steps must be taken before the investigation is complete.

f. The investigation will be completed no later than five (5) school days after the initial complaint or receipt of the Incidence Report Form. If additional time is needed the school or district will provide the affected parties with weekly updates.

g. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/legal guardian of the targeted student and the alleged aggressor stating:

   • The results of the investigation.
   • Whether the allegations were found to be factual.
   • Whether there was a violation of policy.
   • The process for filing an appeal.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/legal guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

**Step 3: Discipline/Corrective measures**

After completion of the investigation, the school or district designee will institute any corrective measures necessary within its authority on findings of harassment, intimidation or bullying. Corrective measures will be instituted as quickly as possible, but no later than five (5) school days after contact has been made to the parents/legal guardians regarding the outcome of the investigation. Depending on the severity of the conduct, corrective measures may include, but are not limited to, school counseling, education, discipline and/or referral to appropriate agencies. Corrective measures for a student who commits an act of harassment, intimidation or bullying will vary according to the nature of the behavior, the developmental age of the student and the student's behavior history. Corrective measures that involve student discipline will be implemented according to district Policy 3241, Classroom Management, Corrective Actions or Punishment.

If the conduct was of a public nature or involved groups of students or bystanders, the school or district will consider school-wide training or other activities to address the incident.

If in an investigation a principal or designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

Step 4: Right to appeal

1. If the targeted student and/or their respective parent/legal guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his/her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. Discipline, including corrective action(s) of the alleged aggressor is subject to appeal per policy 3241, Classroom Management, Corrective Actions or Punishment. The superintendent or his/her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.

2. If the targeted student, and/or their respective parent/legal guardian remains dissatisfied after the initial appeal to the superintendent or his/her designee, they may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's or his/her designee's written decision.

3. An appeal before the school board must be reviewed on or before the tenth (10) school day following the filing of the receipt of the written notice of appeal to the school board. The school board will review the record and render a written decision on the merits of the appeal on or before the fifth (5) school day following its review, and shall provide a copy to all parties involved. The board's decision will be the final district decision.

Step 5: Support for the targeted student

Students found to have been subjected to harassment, intimidation or bullying will have district support services made available to them as feasible and appropriate.

I. Immunity/Retaliation
Retaliation is prohibited. Any staff, student or individual who engages in retaliation will be subject to appropriate discipline. Students and staff who promptly report an incident of harassment, intimidation or bullying per the regulation are immune from a cause of action for damages arising from a failure to remedy a reported incident per RCW 28A.600.480.

J. Other resources
Students, parents/legal guardians and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation or bullying. However, nothing in this regulation prevents a student, parent/legal guardian, school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. A harassment, intimidation or bullying complaint may also be reported to the following local, state or federal agencies:

- OSPI Equity and Civil Rights Office 360-725-6162
  Email: equity@k12.wa.us k12.wa.us/Equity/default.aspx
- Washington State Human Rights Commission 800-233-3247
  hum.wa.gov/index.html
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- Department of Justice Community Relations Services 877-292-3804 justice.gov/crt/

- OSPI Safety Center 360-725-6044 k12.wa.us/SafetyCenter/Bullying-Harassment/default.aspx

**K. Other district policies and regulations**

Nothing in the policy and regulation is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined herein, but which are, or may be, prohibited by other district regulations or school rules.

**Sexual harassment**

**Policy 5266**

It is the policy of Tacoma School District No. 10 to maintain a working and learning environment which provides for fair and equitable treatment for all its employees, students, parents, volunteers and others involved in school district activities, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature when:

- submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, grades, work opportunity or other benefits;
- submission to or rejection of the conduct or communication is used as a factor for employment/grade decisions or other school-related decisions affecting an individual; and/or
- such conduct or communication has the purpose or effect of substantially interfering with an individual's performance or creates an intimidating, hostile or offensive working/school environment.

Sexual harassment can occur adult-to-student, student-to-adult, student-to-student, adult-to-adult, female-to-male, male-to-female, female-to-female or male-to-male.

The district will take prompt, equitable and remedial action on reports and complaints that come to its attention, either through formal or informal channels. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency, and suspected child abuse will be reported to law enforcement or Child Protective Services.

Individuals found to have been subjected to sexual harassment will have reasonable and appropriate school district services made available to them, and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone engaging in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

Retaliation against any person who makes, or is a witness in, a sexual harassment complaint is prohibited and will be subject to appropriate disciplinary action. Individuals who knowingly report false allegations of sexual harassment or corroborate false allegations will be subject to appropriate disciplinary action.

All staff members are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff members are also responsible for informing complainants of the formal complaint process. Staff members who fail to take prompt action to either report allegations or violation of this policy shall be subject to appropriate discipline. Administrators, managers and/or supervisors who fail to take prompt action upon receiving an allegation of sexual harassment shall be subject to action up to and including termination. The process for responding to allegations is outlined in the Discrimination Complaint Procedure (Regulation 5265R). Information regarding this policy will be provided in student, staff and volunteer orientation. All administrators, managers and supervisors shall receive training in this policy. All students will receive information relative to this policy during the first semester of each school year. Each school shall develop a process for discussing the district’s sexual harassment policy. The process shall ensure the discussion addresses the definition of sexual harassment and issues covered in this policy.

This policy shall be reproduced in each student, staff, parent and volunteer handbook. All parents will receive copies of this policy as a part of the Student Rights, Responsibilities and Regulations handbook. This policy shall be posted in each district building in a place available to staff, parents, volunteers and visitors. A copy of this policy shall appear in any publication of the school or school district setting forth the rules, regulations, procedures and standards of conduct for the school or school district.

The superintendent shall make an annual report to the board of directors reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. Such training shall be conducted no less than every three years. New administrators shall receive training within ninety (90) days of their first day of work in the new position.

Questions concerning the application of this policy are to be referred to Assistant Superintendent of Human Resources, P.O. Box 1357, Tacoma, WA 98401-1357, telephone: 253-571-1250. Individuals with complaints or concerns regarding application of this policy are encouraged to first contact the Assistant Superintendent of Human Resources. Complaints will be resolved in accordance with the Discrimination Complaint Procedure (Regulation 5226R). An individual may also contact the U.S. Department of Education, Office for Civil Rights (OCR); Equal Employment Opportunity Commission (EEOC), Region X, Seattle; Washington State Human Rights Commission (WSHRC), Olympia; seek private legal advice or contact their local law enforcement agency, when appropriate. (Policy 3210, Regulation 3210R, Policy 5266.)
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

Discrimination complaint procedure (Regulation 5265R)
To ensure fairness and consistency, the following grievance procedure is to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. It is also available to students alleging that they are subject to discrimination by District staff members. No staff member or student's status with the district will be adversely affected in any way because he or she utilized these procedures. As used in this procedure, “grievance” will mean a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws. A “complaint” will mean a charge alleging specific acts, conditions or circumstances which are in violation of the anti-discrimination laws. A “respondent” will mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

1. Purpose: This procedure is to secure at the lowest possible administrative level equitable solutions to discrimination complaints.

2. Definition: A complaint is a claim based upon an alleged violation of Policy 3210, 5265, 5266, and/or state or federal laws, executive orders or regulations prohibiting discrimination on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability. The district also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment.

3. Procedure: Complaints shall be processed as rapidly as possible. The number of days indicated at each step shall be considered as maximum and every effort shall be made to expedite the process. Time limits may be extended by mutual consent. A letter confirming any extension will be sent. If mutual agreement to a timeline extension is not reached, the complainant may immediately appeal to the next level. In addition, in the event the district's representative fails to provide an answer at any level within the time limits prescribed, the complainant has the right to proceed immediately to the next level. The complaint will be considered abandoned and the matter settled in accordance with the district's official last answer if the complainant fails to appeal the decision to the next level within the designated appeal period.

4. Representation: At any level in the procedure, the complainant and/or responding party may have a representative present.

Informal Process for Resolution
When a staff member has an employment problem concerning equal employment opportunity, he/she will discuss the problem with the immediate supervisor, personnel director or superintendent within 60 days of the circumstances which gave rise to the problem. The staff member may also ask the compliance officer to participate in the informal review procedure. It is intended that the informal discussion will resolve the issue. If the staff member feels he/she cannot approach the supervisor because of the supervisor's involvement in the alleged discrimination, the staff member may directly contact the compliance officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue the staff member may proceed to the formal review procedures.
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

Level One: The complaint must be written, signed by the complainant and set forth the specific acts, conditions, or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer will provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent will respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The response of the superintendent will include notice of the complainant's right to appeal to the school board and will identify where and to whom the appeal must be filed.

The superintendent's written response will state that the district either:

A. Denies the allegations contained in the written complaint received by the district, or
B. Will implement reasonable corrective measures to eliminate any such act, conditions or circumstance within the school district.

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

Level Two - Appeal to Board of Directors: If a complainant disagrees with the superintendent's written decision or if the superintendent fails to respond, the complainant may file a written notice of appeal with the secretary of the board by the 10th calendar day following:

C. The date upon which the complainant received the superintendent's response; or
D. The expiration of the 30-calendar day response period stated in Level One, whichever occurs first.

The board will schedule a hearing to commence by the twentieth (20) calendar day following the filing of the written notice of appeal unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. The board will render a written decision by the 10th calendar day following the termination of the hearing and will provide a copy to all parties involved, unless otherwise agreed to by the complainant and the superintendent or for good cause. The response of the board will include notice of the complainant's right to appeal to the superintendent of public instruction and will identify where and to whom the appeal must be filed.

Level Three - Appeal to the Superintendent of Public Instruction: If a complainant disagrees with the decision of the board of directors in connection with any matter which, if established, would constitute a violation, the complainant may appeal the board's decision to the superintendent of public instruction.

E. A notice of appeal must be received by the Superintendent of Public Instruction on or before the twentieth (20) day following the date upon which the complainant received written notice of the board of directors' decision.
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

F. A notice of appeal must be in writing in the form required by the superintendent of public instruction and must set forth:
   1. A concise statement of the original complaint and the portions of the board of directors' decision which is appealed; and
   2. The relief requested by the complainant.

If a complainant remains aggrieved, they may seek resolution with federal or state agencies empowered with the authority to resolve such complaint.

Preservation of records
The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the district compliance officer for a period of 6 years.

Resources
1. District contact
   Assistant Superintendent of Human Resources
   P.O. Box 1357, Tacoma, WA 98401-1357
   253-571-1252

2. State contacts
   Superintendent of Public Instruction
   Equity and Civil Rights Office
   P.O. Box 47200
   Olympia, WA 98504-7200
   360-725-6162

   Washington State Human Rights Commission
   711 South Capitol Way, Suite 402
   P.O. Box 42490
   Olympia, WA 98504-2490
   360-753-6770

3. Federal contacts
   Office of Civil Rights
   U.S. Department of Education
   915 Second Avenue, Room 3310
   Seattle, WA 98174
   206-607-1600
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

STUDENT RESPONSIBILITIES

Attendance
State law and district policies and regulations require daily and punctual attendance of all students, unless officially excused. Parents and students are responsible for assuring attendance.

Parents must provide the school with a valid reason for an absence before it can be excused. The following constitute valid reasons for excused absences: a personal illness; health condition or medical or dental appointment; an appearance in court when required by law; a disciplinary action (i.e., short-term suspension, long-term suspension that does not result in loss of grades or credits or emergency expulsion); religious observance; a family emergency approved by the principal; school-approved activities; and a planned family activity which has been pre-approved by the principal. In all cases, the school principal determines whether an absence is excused or unexcused.

The school will inform the parent/guardian upon the first occasion of a student's unexcused absence. Upon the second occasion of an unexcused absence, the school will schedule a conference with the parent(s)/guardian(s). Steps will be taken to attempt to eliminate or reduce the student's absences.

In accordance with the state's mandatory attendance laws, if a student is absent without excuse five times within a month, the school district may file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school; if a student is absent without excuse seven times within a month or 10 times within a school year, the school district will file a petition with the juvenile court. Any parent found to have violated the law may be fined up to $25 per day of unexcused absence from the school, and the student will be ordered to attend school. The court may also order the parent/guardian to provide community service at the student's school in lieu of imposing a fine. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the court.

Absences may adversely affect a student's grade if the teacher (a) has shown a relationship between attendance and instructional goals and objectives of the course; (b) advised the student and parent(s)/guardian(s) in writing and by posting at the beginning of the year; and (c) obtained approval from principal for guidelines to be used in classes in which attendance may adversely affect grades or credits. (Policy 3122, Regulation 3122R, Chapter 28A.225 RCW)

The District reserves the right to assign students to attend particular schools or programs for certain specific reasons in the process identified in Regulation 3131R.

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

- The student is disrupting the educational process in violation of building disciplinary standards while under a teacher's immediate supervision, or

The teacher responsible for supervising the student may exclude him/her for part of the day, the entire
SUSPENSION—Suspension shall mean a denial of attendance (other than for the balance of the immediate class, subject or activity period for discipline purposes) at any single subject or class, or full schedule of classes or subjects, and any combination of the foregoing for a stated period of time. Suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the District.

SHORT-TERM SUSPENSION—means a suspension for any portion of a single subject or class or any full schedule of subjects or classes up to ten consecutive school days.

LONG-TERM SUSPENSION—means a suspension longer than a ten-day short-term suspension as defined above.

EXPULSION—Expulsion shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes for a definite period of time up to but not longer than one calendar year from the time of corrective action. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

EMERGENCY EXPULSION—A student may be expelled immediately in emergency situations provided the administrator has good and sufficient reason to believe to that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process. Emergency expulsions must end or be converted to another form of corrective action within ten school days from the date of the emergency removal from school. Notice and due process rights will be provided when an emergency expulsion is converted to another form of corrective action.

Information regarding appeal rights is contained in Policy 3241 and Regulation 3241R. The policy and regulation are available from the Public Information Office, 253-571-1015, or on the district's website tacomaschools.org.
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

Specific behavior expectations and causes for discipline

1. Alcohol, illegal drugs and controlled substances—Possession, use, sale, distribution or being under the influence of alcohol, illegal drugs, or controlled substances or items that are purported to be illegal drugs or controlled substances during school time or school-sponsored activities, on school grounds, on transportation provided by the district or a contractor or agent, and at school sponsored events or activities are prohibited. Student sale, use, distribution, possession or being under the influence of alcohol, illegal drugs, or controlled substances shall result in suspension or expulsion. Illegal activities will be reported to the police. District action will be independent of police or court action and will result in discipline up to and including expulsion of the student(s) involved.

The school officials in charge will immediately remove anyone from contact with other students whom they reasonably believe to be under the influence of alcohol, illegal drugs, or controlled substances. Circumstances may require the notification law enforcement.

Discipline for drug and alcohol possession/use offenses

A. The principal shall notify the parent/guardians and request an immediate conference.

B. The student shall receive a suspension which may be short or long term, an expulsion, or an emergency expulsion, dependent on the circumstances at issue.

C. The principal will require that for a student to be readmitted into district educational programs, an evaluation be performed by a certified drug and alcohol counselor. A preassessment will be performed within the suspension period. As a result of the preassessment, further evaluation by a certified drug and alcohol counselor may be recommended. Information regarding assessment and evaluation options shall be provided with the discipline forms.

D. The student and parents/guardians must agree to fulfill the recommendation of the evaluator as soon as possible and submit verification to the principal. The principal may consider shortening or holding the student's discipline in full or partial abeyance if the student complies with evaluation/treatment recommendation. If recommended by the preassessment or evaluation, the student, upon readmittance into school, may be required to become involved with the Student Assistance Program. The student and parents/guardians must agree to fulfill the recommendation of the evaluator within the agreed upon time and submit verification to the principal. The principal may consider reducing the suspension/expulsion or holding it in full or partial abeyance if the student complies with the evaluation/treatment recommendations.

E. If necessary, the principal shall notify the appropriate law enforcement/juvenile agency.

F. Upon successful readmittance into school, the principal may require the student to be involved with the Student Assistance Program.
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

Discipline for drug and alcohol distribution offenses

Students who distribute or possess with intent to deliver or sell alcohol, illegal drugs, or controlled substances or items that are purported to be illegal drugs or controlled substances will be subject to sanction as a disciplinary matter without the potential for shortening or holding the student's discipline in full or partial abeyance.

2. Bus rules—The school district maintains a published statement of rules for students riding buses operated by the district, Durham School Services and Pierce Transit. These rules are available in the individual school offices. Riding is a privilege, not a right. Students’ misconduct on a vehicle will be sufficient reason to discontinue providing bus transportation to those students involved and may result in other discipline. (Regulation 6600.1R)

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

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

5. Dress code/uniforms—Students should dress appropriately for the educational setting. Students may face sanctions for apparel that is likely to cause a material and substantial disruption of the educational environment; that poses a safety risk to the student or others; that obscene, profane, or vulgar; or that promotes illegal conduct. Students are required to comply with any school-specific rules related to dress, including uniform requirements.

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

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

8. Tobacco/Nicotine—Possession or use of tobacco/smoking products/innovations/devices is not permitted in school buildings, on school property, in district-owned or contracted vehicles or at off-campus events. (Policy 4215) Tobacco products include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivery devices, chemicals or devices that produce the same flavor and physical effect of nicotine substances. E-cigarettes fall under the school of Policy 4215 and are prohibited on school grounds. Additionally, depending on the circumstances, position of a vaporizer on school grounds or at a school-sponsored event may result in a student facing disciplinary consequences associated with having drug paraphernalia.

9. Electronic devices—With the advance of technology, personal laptops, e-readers and tablets have a place in the educational setting. The misuse would constitute a disruption of the educational process. The following guidelines apply to these technology devises:
   • The student/parent assumes all risks/liability in the event of loss, theft, or damage.
   • Teacher permission must be granted before using in class.
**STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS**

Devices are to be stored out of sight when not in use. Students are not to use technology devices including, but not limited to, cameras, cell phones, portable entertainment systems or other electronic technology devices in a manner that disrupts the educational process, invades the privacy or rights of others, or violates district and/or school rules. Any device used in such a manner may be confiscated.

Inappropriate or lewd words or pictures shared or displayed via cell phone or any other electronic technology device is prohibited at school.

District workstations may not be altered without direct teacher permission. Vandalism (including destroying or changing files, illegal copying, damaging hardware), copyright violations or attempted access to unauthorized data or information is prohibited.

Possession or distribution of passwords other than the student's own is prohibited. Distribution of knowledge (such as passwords or techniques) that may assist another person in damaging the network or inappropriately accessing material is also prohibited.

The inappropriate use of the internet connection, the district network or an individual workstation is prohibited. Examples of inappropriate behavior include, but are not limited to:

- the accessing, downloading and distributing of inappropriate materials,
- sharing or using materials that belong to another person, or
- any other use incompatible with district policies or school rules.

Gaining access to a computer system or electronic database of another person is considered computer trespass (RCW 9A.52.110 and 9A.52.120).

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

10. Loitering—Failing to leave the school campus at the official close of the school day or when directed to leave, absent permission to remain on campus for a specific activity or event.

**Exceptional misconduct**

The following are prohibited during school time, on school district property or transportation or premises provided by contractors or agents, during school-sponsored activities, or if conducted in a manner materially or substantially disrupts the educational process. The following are exceptional misconduct and can be cause for discipline as well as reporting to law enforcement. District action will be independent of police or court action and will result in discipline up to and including expulsion of the student(s) involved.

1. Arson—Intentionally attempting to or setting a fire or causing an explosion.
2. Assault/fighting—Creating a reasonable apprehension of or making harmful or offensive contact with another.
3. Bomb threat—Unwarranted verbal or written indication of a bomb or other incendiary device on school property.
4. Burglary—Entering or remaining unlawfully in a building with intent to commit a crime.
5. Extortion, blackmail, coercion—Attempting to obtain money, services or property by threat of injury to a person or property.
6. False alarm—Activating a fire alarm for other than the intended purpose of the alarm.
7. Interference with school authorities—Interfering with the discharge of the official duties of district or contractors' personnel or volunteers by force or violence.
8. Intimidation/threat—Interfering with the discharge of the duties of district personnel or employees of district contractors or the peaceful conduct of other students by intimidation with threat of force or violence.
9. Harassment—Intentionally intimidating, annoying or bothering another person.
10. Malicious mischief—Intentionally causing damage to any property.
11. Possession of stolen property—Knowingly receiving, retaining, possessing, concealing or disposing of stolen property.
12. Robbery—Taking another's property by force or threat of force.
14. Trespass—Entering or remaining unlawfully in school buildings or on any part of school grounds.
15. Disruptive conduct—Conduct or expression causing substantial or material disruption or obstruction of any school function or operation, including, but not limited to, refusing to comply with a staff person’s directive, using vulgar or profane language, or engaging in verbal or physical harassment.
16. Fireworks/bullets—Possession, use or distribution of firecrackers, fireworks, bullets or other forms of ammunition.
17. Misrepresentation—The forging of any signature or the making of any false entry or the alteration of any document, including computer records, used or intended to be used, in connection with the operation of the school or cheating, plagiarizing or turning in another person’s work.
18. Alcohol, illegal drugs and controlled substances—A student shall not possess, use, sell, distribute, attempt to distribute, be under the influence of or show evidence of having used any alcohol, illegal drug or controlled substance or item which is purported to be an illegal drug or controlled substance or hallucinogen. (Regulation 3241R)
19. Weapons and explosives—A student shall not possess or use a weapon, explosive or other item apparently capable of causing bodily harm. Firearms/weapons/air guns are not allowed in school, at school-sponsored activities, on school grounds, facilities or school-provided transportation. If a student brings a firearm to school, it will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case-by-case basis. (Regulations 3240R, 3241R, Policy 4210) Examples of dangerous weapons include, but are not limited to: a) any firearm or other dangerous weapon as defined by RCW 9.41.250; b) any air gun, including any air pistol or rifle, designed to propel a BB, pellet or other projectile by the discharge of compressed air, carbon dioxide or other gas (air soft guns included); C) any form of stun gun. (RCW 9.41.280).

This list is only of exceptional misconduct offenses. Other forms of misconduct subject to corrective action or discipline can be found in the District’s Student Conduct Regulation, 3240R, available online at: http://www.tacoma.k12.wa.us/information/schoolboard/Policy%20Manual/3240R.pdf.
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

STUDENT REGULATIONS

Use of digital resources
In using the district digital resources, students accept the responsibility to:

- use the digital resources for educational purposes only;
- abide by district policies and federal/state laws, including copyright laws;
- adhere to school rules on use of the network and notify staff prior to using the Internet;
- use good behavior; respect district property; do not destroy, modify, delete or add software to district computers without permission; and
- use digital resources in a legal, moral and ethical manner. Do not use digital resources for illegal purposes to harass, intimidate or bully or to access or process obscene, pornographic or other inappropriate materials.

Athletics
To participate in high school athletics, students must complete the athletic/activity contract, the physical and eligibility form and the emergency card form and purchase an ASB card ($30).

The High school academic standards can be found at: tacoma.k12.wa.us/information/departments/athletics/Pages/HighSchoolAthletics.aspx.

To participate in middle school athletics, students must complete the Middle School Activities Contract and Eligibility Form, the emergency card form and purchase an ASB card ($15). The middle academic standards can be found at: tacoma.k12.wa.us/information/departments/athletics/Pages/msathletics.aspx.

All students must show proof that they are covered by their family’s insurance plan or by school-provided athletic insurance. Complete eligibility requirements can be found on the athletics website, tacoma.k12.wa.us/information/departments/athletics/Pages/default.aspx, in the school office or in the district athletic office. Denial of student attendance or participation in extracurricular activities is subject to due process requirements. (Policy 2151, Regulation 2151R) For additional information, see Regulation 2151R “Interscholastic Athletics” on the district website under School Board Policies, series 2000. Specific information regarding athletics and activities in the district can be found at tacoma.k12.wa.us/information/departments/athletics/Pages/default.aspx.

If you do not have access to the athletics website to view these requirements, you may contact the athletics office at 253-571-1123.

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

Student driving and parking regulations
Parking regulations will be in effect at all high schools, except Tacoma School of the Arts. See the school principal for specific requirements. (Policy 3243, Regulation 3243R) A student may not occupy a vehicle without permission or drive during the school day without the consent of the parent.
STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

and principal. Middle school students are prohibited from bringing vehicles to school.

Parking on school district property is at the owner's/driver's own risk. The school district does not assume responsibility for damage to or loss of privately owned vehicles or property in vehicles. (Policy 6540, Regulation 6540R, Policy 6550, Regulation 6550R)

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

If the student or the student's parent(s)/guardian(s) does not pay for willful or malicious damage done by the student to district property, or complete voluntary work in lieu of payment of monetary damages, the district may seek recovery in court against the parents for the damage. (RCW 4.24.190, RCW 28A.635.060, Policy 3231, Regulation 3231R.)
Parent/Student Request to Restrict Release of Information
and/or Access to Internet

If you do not wish photos or directory information to be released about your child, or if you do not want your child to have access to the Internet, or information about your child released to military recruiters, you must complete this form and return it by the date below.

Please enforce the following restrictions on release of information and/or access to the Internet for my child.*

This form needs to be completed every year. (Check all that apply)

☐ Do not release directory information about my child without my permission. (Directory information is described in “Student Records, Photographs and Information” in the Student Rights, Responsibilities and Regulations (RRR) handbook). This includes yearbooks.

☐ Do not release information, including photos, about my child in the school's yearbook.

☐ Do not release my child’s name, address or telephone number to military recruiters.

☐ Do not provide my child access to the Internet at school. (Access to the Internet is described in “Use of Digital Resources” in the RRR handbook)

☐ Do not allow photographs/videotapes of my child for television, newspaper or school district publications without my permission.

Student Name _____________________________________________________________

School ____________________________ Grade __________

Student’s Address ____________________________________________________________

Parent/Guardian Name* (please print) ____________________________________________

Parent/Guardian Signature* ____________________________________________________

*Students who are 18 years of age sign their own request form.

Student Signature** _________________________________________________________

**Students may sign to opt out of release of information to military recruiters.

Date ___________________________ Daytime phone number _______________________

RETURN THIS FORM TO YOUR SCHOOL OFFICE
BY SEPTEMBER 30, 2014.

Distribution: File original in student folder, after updating proper fields in student database.
Tacoma Public Schools  
**2014-2015 Student Calendar**  
178 days (includes two waiver days for staff), 1068 instructional hours

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**N** = Non-School Day  
**H** = Holiday (no school)  
**SS** = School Starts  
**KS** = Kindergarten Start Date  
**S** = Snow Make-Up Day  
**E** = Early Release  
**X** = Additional Snow Make-Up Days if more are needed.

September 2 and January 20 are non-school days for students, but are waiver days which are included in the 178 day count.
Tacoma School District No. 10 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 dog guide or trained service animal (a service animal is a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability). The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator**, Jennifer Kubista, Director, Student Life and Athletics; P.O. Box 1357, Tacoma, WA 98401-1357; (253) 571-1123; jkubist@tacoma.k12.wa.us

**Section 504 Coordinator**, Jennifer Traufler, Executive Director, Student Services; P.O. Box 1357, Tacoma, WA 98401-1357; (253) 571-1224; jtraufler@tacoma.k12.wa.us

**ADA Coordinator**, Kirsten Anderson-Connolly, HR Compliance Coordinator; P.O. Box 1357, Tacoma, WA 98401-1357; (253) 571-1250; HRinfo@tacoma.k12.wa.us

**Civil Rights Compliance Coordinator**, Lynne Rosellini, Assistant Superintendent, Human Resources; P.O. Box 1357, Tacoma, WA 98401-1357; (253) 571-1250; HRinfo@tacoma.k12.wa.us

**Tacoma School District No. 10 Equal Access Statement**
The District also provides equal access to designated youth groups as identified in its Use of School Facilities Policy and Regulation pursuant to the Boy Scouts of America Equal Access Act. The following district official has been designated to handle inquiries regarding the Boy Scouts of America Equal Access Act: Chief Operating Officer, Sam Bell; P.O. Box 1357, Tacoma, WA 98401-1357; (253) 571-3300.

Attached is an important document from your child's school. Please have this document translated for you. Thank you.