



# Parent/Student Handbook

2019-2020

Greetings students, parents, and staff!

On behalf of the Bremerton School District Board of Directors and District administrative staff, this handbook is provided to help ensure a successful academic and social-emotional learning experience while attending Bremerton schools.

Our world is changing and we continue to work hard to help our students meet the challenges that come with an ever changing global environment. To that end, this completely rewritten handbook is more comprehensive and addresses the following:

- The rights and responsibilities of students;
- Conduct which may require discipline;
- Responsibilities of administrators and teachers to implement response to behavioral violations, which includes behavioral supports and interventions that promote safety and support student success
- Administrative responsibilities for due process

Access to Bremerton School District Board policies are available on the District website at [bremertonschools.org/domain/121](http://bremertonschools.org/domain/121). You can find an electronic copy of this handbook under the Parent tab at [bremertonschools.org](http://bremertonschools.org). Please contact your child's school if you need an additional copy of this document.

If you have questions about this handbook, please contact the Supervisor of School Safety & Support at [patty.glaser@bremertonschools.org](mailto:patty.glaser@bremertonschools.org) or at 360-473-1003.

Respectfully,



Superintendent

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The Bremerton School District, together with families and community members, provides equitable education opportunities and supports for all students to provide them the foundation to live productive and rewarding lives.

We will strive to prepare all students for successful, life, career, and college opportunities. This requires schools to create safe, nurturing and positive school environments where each student grows as a learner. We will ensure fairness and equity for all students by implementing restorative practices as our standard approach to student behavior. This approach will enable our students to remain connected to learning and limit exclusionary practices to unsafe and dangerous behaviors.

**When do these rights and responsibilities apply?**

- On all campuses of the District at all times
- While on the school bus or other District-sanctioned transportation
- At times and places where the principal or other school official or employee is supervising students
- During school or District-related events including field trips, athletic functions and other related activities
- When students are going to and from school

**POLICY EXCERPTS AND SUMMARIES**

Clicking on the underlined policy title will direct you to the complete policy on the District website.

[Policy 2420 – Grading and Progress Reports](#)

At the beginning of each term, each teacher shall specify in writing the student learning goals or standards for his/her respective courses. If participation is used as the basis of mastery of a goal or standard, a student’s grades may be adversely affected provided on that day there was a graded participation activity. If the teacher does not so advise students in writing, the teacher may not use attendance and participation in the grading process. Individual students who feel that an unjust application of attendance or tardiness factors has been made, may follow the appeal process for resolving the differences.

[Policy 3122 – Excused and Unexcused Absences](#)

Students are expected to attend all assigned classes each day. Upon enrollment and at the beginning of each school year, the District shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the District in regard to truancy, and resources available to assist the student and their parents and guardians in correcting truancy. [Click here](#) to access Superintendent Leavell’s Attendance Letter regarding attendance expectations. The District will also make this information available online and will take reasonable steps to ensure parents can request and receive such information in a language they can understand. Parents will be required to date and acknowledge review of this information online or in writing.

When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail, or written note, and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student’s return to school. Adult students (those over eighteen) and emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absences with a note of explanation.

Students thirteen years and older may be absent from school without parental consent for mental health, drug or alcohol treatment, and birth control or pregnancy services. In addition, students fourteen years and older may be absent from school without parental consent due to testing or treatment for sexually transmitted infections. Students will notify the school of their absence with a note of explanation. Student confidentiality will be maintained at all times.

A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence. 3122P Page 2 of 6 Parents will be asked to excuse absences prior to the absence occurring or within 48 hours. Schools will accept parent excuses for up to two (2) weeks post absence. Any request to excuse the absence beyond that will require administrator approval.

### Unexcused absences

Each unexcused absence within any month of the current school year will be followed by a letter or phone call to the parent informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which that parent is fluent. A student's grade will not be affected if no graded activity is missed during such an absence.

After three unexcused absences within any month of the current school year, the school will hold a conference with the principal, student, and parent to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty days of the third unexcused absence, the District may schedule the attendance conference on the same day. If the parent/guardian does not attend the scheduled conference, the school may hold the conference with the student and principal. However, the school will notify the parent of the steps to eliminate or reduce the student's absences.

At some point after the second and before the fifth unexcused absence, the District will take data-informed steps to eliminate or reduce the student's absences. In middle school and high school, these steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the District's designated employee.

For any student with an existing Individualized Education Program (IEP) or Section 504 Plan, these steps will include convening the student's IEP team or Section 504 team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the student's absences. If necessary, and if the student's parent gives consent, the District will conduct a functional behavior assessment and will complete a detailed behavior plan to explore the function of the absence behavior.

### [Policy 3126 – Child Custody](#)

The Board of Directors of Bremerton School District presumes that the person who enrolls a student in school is the residential parent of the student. The residential parent is responsible for decisions regarding the day-to-day care and control of their student. Parents or legal guardians have the right to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others subject to the authority granted to the residential parent. The Board, unless informed otherwise, assumes that there are no restrictions regarding the nonresidential parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to the above rights, the residential parent will be requested to submit a certified copy of the court order that curtails these specific right(s). If these rights are questioned by the noncustodial parent, the issue will be referred to law enforcement authorities for resolution. Unless there are court-imposed restrictions, the nonresidential parent, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries. If there is a court order on file with the district that restricts and/or prohibits any parent or other person from contact with a student at school or picking up a student from school, then the district will not permit the student to visit with or be released to that person, or other person.

### [Policy 3200 – Students' Rights and Responsibilities](#)

Each year, the Superintendent shall develop and make available to all students, their parents and staff written statements pertaining to student rights, conduct, and response to behavioral violations. Such statements shall be developed with the participation of parents and the community. The school principal and staff shall confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards. All students who attend the District's schools shall comply with the written policies, rules and regulations of the schools, pursue the required course of studies and submit to the authority of staff of the schools, subject to discipline such as the school officials shall determine. Compliance with policies and rules is a vital responsibility and fundamental to the rights which are guaranteed in District policy. The paramount right and responsibility for each student is the serious pursuit of a quality education

## [Policy 3207 – Prohibition of Harassment, Intimidation and Bullying](#)

It is everyone's right to work, study, and learn in a respectful environment. The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation, bullying or retaliation. As is defined in legislation, harassment, intimidation, bullying or retaliation is prohibited and will not be tolerated by students or employees of the Bremerton School District. "Harassment, intimidation or bullying" means any intentionally written message or image, verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 other distinguishing characteristics, when the act:

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

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

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

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

**Harassment** refers to any malicious act, which causes harm to any person's physical or mental well-being. It can be discriminatory harassment, malicious harassment, or sexual harassment.

**Intimidation** refers to implied or overt threats of physical violence.

**Bullying** refers to unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. Bullying can also occur through technology and is called electronic bullying or cyberbullying.

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 or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically 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.

Information on how to report Harassment, Intimidation, or Bullying can be found on the District website at [bremertonschools.org/Domain/1181](http://bremertonschools.org/Domain/1181).

## [Policy 3224 – Student Dress](#)

The Board believes that the responsibility for the dress of a student rests with the student and his/her parents/guardians and that appropriate attire contributes to a productive learning environment.

School staff will ensure dress code procedures and practices are administered in a consistent and equitable way and that those practices do not lead to an increase or reinforcement of the marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observances, national origin, household income, or body type/size. Any school dress code enforcement actions will have minimal impact on loss of educational time.

However, clothing that is worn must not cause a material or substantial disruption of the educational process or have caused such disruption in the past. Clothing must be suitable for all scheduled classroom activities. All clothing must cover the buttocks, chest, and groin areas.

## **Policy 3230 - Student Privacy/Searches of Students and Their Property**

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

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

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

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

1. Any search of a student conducted by a District employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. For the purpose of this policy, "contraband" means items, materials or substances the possession of which is prohibited by law or District policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products or any object that can reasonably be considered a firearm or a dangerous weapon.
2. Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

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

### **Locker Searches**

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

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

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

## **Policy 3241- Classroom Management, Discipline and Corrective Action**

Rules of student conduct are essential to maintain a school environment conducive to learning. A student's refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for discipline or corrective action.

Staff are responsible for supervising student behavior, employing effective classroom management methods and enforcing the rules of student conduct in a fair, consistent and nondiscriminatory manner. Corrective action must be reasonable and necessary under the circumstances and reflect the district’s priority to maintain a safe and positive learning environment for all students and staff.

The District will distribute its discipline policy and procedures to students, their parents/guardians, and the community on an annual basis. Students and/or their parents/guardians will be provided all required substantive and procedural due process in regard to grievances, hearings and/or appeals of corrective action. The District will also strive to provide trainings regarding policies and procedures related to student discipline for appropriate school and district staff whose duties require them to interact with students and enforce or implement components of student discipline.

The District will assist long-term suspended and expelled students in returning to school as soon as possible by providing them with a reengagement plan tailored to the student’s individual circumstances, including consideration of the incident that led to the student’s long-term suspension or expulsion.

The District will annually collect and review data on disciplinary actions taken against students within each school. The data will be disaggregated into subgroups as required by RCW 28A.300.042 and will include students protected by the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. The review must include short-term suspensions, long-term suspensions and expulsions. In reviewing the data, the district will determine whether it has disciplined a substantially disproportionate number of students within any of the disaggregated categories. If disproportionality is found, the district will take action to ensure that it is not the result of discrimination.

## Discipline Action Tiers

Bremerton School District strives to prepare all students for successful, life, career, and college opportunities. This requires schools to create a safe, nurturing and positive school environment where each student grows as a learner. We will ensure fairness and equity for all students by implementing restorative practices as our standard approach to student behavior. This approach will enable our students to remain connected to learning and limit exclusionary practices to unsafe and dangerous behaviors.

The following behavior menu guide outlines tiers of maximum corrective action school administrators may consider when applying developmentally appropriate consequences.

This guide is intended to foster relationship building as well as a safe and positive school environment. Tier I interventions should always be considered as the initial intervention to promote positive student behavior.

<p>Tier 1 Non-exclusionary measures</p>	<ul style="list-style-type: none"> <li>• Administrative conference</li> <li>• Alternate nutritional setting</li> <li>• Behavior agreement (no longer than the length of an academic term)</li> <li>• Brief time out/reset</li> <li>• Conference with counselor</li> <li>• Conference with teacher</li> <li>• Confiscation of inappropriate items</li> <li>• Detention</li> <li>• Formal warning</li> <li>• Intervention groups</li> <li>• Loss of a privilege</li> <li>• Personal reflections</li> <li>• Mediation</li> <li>• Mentoring</li> <li>• Other actions consistent with above interventions and restorative practices continuum</li> <li>• Parent notification</li> <li>• Reassignment to different class/program</li> <li>• Referral to outside agency</li> <li>• Restitution</li> <li>• Restorative conference</li> <li>• Student verbal apology</li> <li>• Student written apology</li> </ul> <p>*loss of recess, denial or delay of a nutritionally adequate meal is not a permitted Tier 1 practice</p>
<p>Tier 2</p>	<p>Any Action from the prior tier(s) may also be imposed. <b>Classroom Exclusion</b></p>
<p>Tier 3</p>	<p>Any Action from the prior tier(s) may also be imposed. <b>Short-Term Suspension (in-school and/or out-of school)</b></p>

Tier 4	Any Action from the prior tier(s) may also be imposed. <b>Long-Term Suspension</b>
Tier 5	Any Action from the prior tier(s) may also be imposed. <b>Expulsion</b>
*	Emergency Expulsion - Emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the student's current school placement by the superintendent or designee. Emergency Expulsion is not disciplinary.
**	Behavior agreements - agreements developed in collaboration with students and parents in response to behavioral violations. Behavior agreements may be used to reduce the length of a suspension, agreements in lieu of suspension or expulsion, or agreements holding a suspension or expulsion in abeyance.
***	Classroom exclusion - exclusion of a student from a classroom or instructional/activity area for behavioral violations.

Violation	Definition	SRO May Be Called	Max. Tier
Academic Dishonesty/ Plagiarism	Knowingly submitting the work of others represented as the student's own or assisting another student in doing so, or using unauthorized sources.		3
Alcohol	Manufacturing, sale, purchase, transportation, possession or consumption of intoxicating alcoholic beverages or substances represented as alcohol or the violation of district alcohol policy. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.		4
Arson	Knowingly and/or maliciously participating in or causing a fire or explosion.	*	4
Bullying	Intentional, unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time. Extortion, blackmail and coercion may also constitute bullying.		4
Closed Campus Violation	Leaving school grounds without official authorization.		1
Dangerous Behavior	Engaging in behavior, which a reasonable person would know, creates a risk of injury to self or another individual.		3
Defiance/ Disrespect	Repeated failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes, but is not limited to non-compliance, defiance and disrespect.		3
Destruction of Property	Defacing, injuring, or damaging school property or property belonging to a school employee, contractor, or student in any way. Pursuant to RCW 29A.635.060, students and their parents/ guardians may be required to pay for all damages to school district property or property belonging to a school employee, contractor, or students.	*	3
Discriminatory Harassment	Conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal.		4



Disruptive Behavior	Behavior which materially and substantially interferes with the educational process is prohibited.		3
Disruptive Dress and Appearance	Dress and appearance, which present health or safety problems, intimidate others, cause disruption or violates dress code.		1
False Alarms/ Fire Apparatus	Setting off false alarms, discharging or stealing fire extinguishers or damaging alarm systems.		3
Fraud/ Forgery	The act of fraudulently misrepresenting information given to the school personnel.		1
Fighting	The act of quarreling involving mutual bodily contact.		3
Illicit/ Controlled Drug (other than marijuana)	Students shall not use, possess, sell, distribute or be under the influence of any controlled (over-the-counter medication e.g., aspirin, cough syrups, caffeine pills, nasal sprays) or illicit drugs, (e.g.: hallucinogenic drug, amphetamine, barbiturate), mind-altering substances, medication not prescribed by a physician and approved in writing by the parent/guardian, drug paraphernalia, or intoxicant of any kind or any item which purports (look-alikes) to be such. Students shall not be in possession of anabolic steroids on school premises or at school-sponsored events. No student may give, dispense, or administer any medication or remedy to another student. Drug paraphernalia includes, but is not limited to, e-cigarettes, vaping devices and e-juice products. Law enforcement may be notified. Offenses are accumulated throughout the school year.	*	5
Marijuana	Unlawful use, cultivation, distribution, sale, solicitation, purchase, possession, transportation of cannabis or cannabis related paraphernalia is in violation of the district drug policy.		4
Multiple Minor Accumulated Incidents	Discipline for culmination of multiple minor infractions that both occurred throughout the school year and individually would not rise to the severity of meriting a short-term.		3
Nuisance Items	Items that cause a disruption by its use or possession (e.g.: cell phones, toys, trading cards, etc.).		1
Profanity/ Language	Swearing or other use of language in an inappropriate way.		1
Serious Bodily Injury	An incident, specific to students eligible for special education services, that results in serious bodily injury of another as defined in Section (1365(h)(3) of Title 18, U.S. Code, to mean a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.		3
Sexual Harassment	Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has the potential to deny or limit another student(s) ability to participate in or benefit from a school's education program		4
Sexually Inappropriate Conduct	Obscene acts or expressions, whether verbal or non-verbal.		3
Theft or Possession of Stolen Property	Taking or knowingly being in possession of district property or property of others without permission.	*	3
Threatening	Any person, singly or in concert with others, is prohibited to intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge or conduct of his or her duties or studies. RCW 28A.635.100	*	4
Tobacco	Possession, use, distribution or sale of tobacco products or the violation of school district tobacco policy.		2
Trespassing	Being present in an unauthorized place.		1

Violence w/ Major Injury	Any incident defined by school district policy as a violent offense that includes a major injury, but at least the following: Severe fighting that results in a major injury: <ul style="list-style-type: none"> <li>• Assault (RCW 9A.36)</li> <li>• Malicious Harassment (RCW 9A.46)</li> <li>• Robbery (RCW 9A.56)</li> </ul>	*	5
Violence w/no major injury	Any incident defined by school district policy as a violent offense that is without major injury, but at least the following: <ul style="list-style-type: none"> <li>• Assault (RCW 9A.36)</li> <li>• Malicious Harassment (RCW 9A.46)</li> </ul>	*	5
Weapon: Handgun Weapon: Multi Firearms Weapon: Other Firearms Weapon: Rifle/Shotgun Weapon: Other Weapon: Knife/Dagger	Possessed or brought to school a weapon as defined by school district policy, but at least the following: <ul style="list-style-type: none"> <li>• Handgun</li> <li>• Shotgun/Rifle</li> <li>• Multiple firearms</li> <li>• Other firearm/weapon as defined below</li> </ul> Other firearm is defined by the Gun Free Schools Act as: <ul style="list-style-type: none"> <li>• Any weapon (including zip guns, starter guns, airsoft guns and flare guns) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;</li> <li>• The frame or receiver of any handgun, shotgun, or rifle;</li> <li>• Any firearm muffler or firearm silencers;</li> <li>• Any destructive device, which includes: <ul style="list-style-type: none"> <li>a) any explosive, incendiary, or poison gas (such as: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device.</li> <li>b) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.</li> <li>c) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.</li> </ul> </li> <li>• Knife/dagger Knife/dagger</li> </ul> Other weapon is defined as: Anything used as a weapon that is not classified as a handgun, rifle/shotgun, knife/dagger, or other firearm. Examples include chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, pointed instruments (pencils, pens); nun-cha-ka sticks; brass knuckles; stars; billy clubs; tear gas guns; electrical weapons (stun guns); BB or pellet guns; and explosives.	*	5

**[Policy 3242 – Closed Campus](#)**

Students are expected to remain on each assigned campus from the time they arrive in the morning until they depart at the end of the regular school day unless official permission to leave the school grounds has been obtained from the school’s administration office.

**[Policy 3246 –Restraint, Isolation and Other Uses of Reasonable Force](#)**

It is the policy of the Bremerton School District Board of Directors that the District maintains a safe learning environment while treating all students with dignity and respect. All students in the District, including those with an Individualized Education Program (IEP), or plan developed under Section 504 of the Rehabilitation Act of 1973, will remain free from the unreasonable restraint, restraint devices, isolation and other uses of physical force. Under no circumstances will these techniques be used as a method of discipline.

Use of restraint, isolation, and other forms of reasonable force may be used when necessary to prevent or minimize imminent bodily injury to self or others. Restraint and other uses of physical force may be used to protect district property if de-escalation interventions have failed or are inappropriate.

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

and isolation appropriate to protect the safety of students and staff. The restraint, isolation, and other forms of reasonable force will be discontinued when the likelihood of serious harm has dissipated. If the parent and the District determine that a student with an IEP or 504 plan requires advanced educational planning, the parent and the District may develop emergency response protocols to be used in the case of emergencies that pose an imminent likelihood of serious harm.

### **3416 – Medication at School**

Under normal circumstances prescribed oral medication and oral over the counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. If it is essential for a child to take oral medication during school hours and the parent cannot be at school to administer the medication, the parent must submit a written authorization accompanied by written instructions from a licensed health professional prescribing within the scope of his or her prescriptive authority.

No medication shall be administered by injection except when a student is susceptible to a predetermined, life endangering situation. In such an instance, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the health care professional. A staff member shall be trained prior to injecting a medication.

### **4210 - Regulation of Dangerous Weapons, Explosives or Fireworks on School Premises**

It is a violation of District policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

The Superintendent is directed to see that all school facilities post “Gun Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

### **Dangerous Weapons**

The term “dangerous weapons” under state law includes:

- Any firearm;
- Any device commonly known as “nun-chu-ka sticks” consisting of two or more length of wood, metal, plastic or similar substance connected with wire, rope or other means;
- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
  - Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge or impulse.
- Any device, object or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge or impulse;

### **Policy 4215 – Use of Tobacco on School Property**

The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but is are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, or devices that produce the same flavor or physical effect of nicotine substances; and any other smoking equipment, device material or tobacco innovation. Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on school district property including all district buildings, grounds and district-owned vehicles. Possession by, or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles.

## **DISCRIMINATION AND SEXUAL HARASSMENT**

### **DISCRIMINATION**

The Bremerton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX/RCW 28A.640 Officer and ADA Coordinator, Garth Steedman, at 360.473.1026, email [garth.steedman@bremertonschools.org](mailto:garth.steedman@bremertonschools.org)

Section 504 Coordinator, John Welsh, at 360.473.4400, email [john.welsh@bremertonschools.org](mailto:john.welsh@bremertonschools.org). Mailing address: 134 Marion Avenue North, Bremerton, WA 98312.

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure (3210, 3210P, 5010 & 5010P), contact your school or district office or view it online here: [bremertonschools.org/domain/121](http://bremertonschools.org/domain/121)

### **SEXUAL HARASSMENT**

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

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

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

#### **Examples of Sexual Harassment:**

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

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure (3205, 3205P, 5011 & 5011P), contact your school or district office, or view it online here: [bremertonschools.org/domain/121](http://bremertonschools.org/domain/121)

### **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

#### **Complaint to the School District**

##### ***Step 1. Write Our Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

# DISTRICT ANNUAL NOTIFICATIONS

## **Accountability**

Every Student Succeeds Act or ESSA, districts and schools need to continue to report their most recent improvement status. Our school performance can be found on the [bremertonschools.org](http://bremertonschools.org) website as well as the state website at [k12.wa.us](http://k12.wa.us). On these websites you will see state, district and school data with disaggregated student achievement for state assessments and participation rates. Scores for NAEP participation and level of achievement in reading and mathematics four grades four and eight are reported on the OSPI state report card. Our district and each of our schools have designed a comprehensive improvement plan with input from our families and community partners. These plans are reviewed by the school board each year and are available to the public. Armin Jahr Elementary, West Hills STEM Academy, Mountain View Middle School, and Renaissance High School are working with and receiving support from the Office of Student Success to increase academic outcomes.

## **Childfind (Identification and Evaluation)**

For children ages 3–5: If you think your preschool child may have a significant delay in communication, motor, social and/or problem solving skills, please contact the Special Education department at 360-473-1008.

For children ages 5-12: If you live within the Bremerton School District boundaries and are concerned that your child may have a disability, please contact the Special Education department at 360-473-1008.

## **Environmental Health & Safety**

Bremerton School District pesticides policy complies with the requirements in RCW 17.21.415 regarding pesticide use in the district. A record of all pesticides used in the district by school location during the past year, is kept in each school's main office. The district minimizes the use of pesticides and only makes application when required to control pests that may cause structural, health concern and/or stinging problems for students and staff. A employee/contractor performs pesticide applications required during the year in compliance with the law including postings, notification and procedures. District employees perform spot weed and stinging insect control. An Environmental Protection Agency (EPA) approved asbestos management plan is in place for the Bremerton School District. EPA regulations require annual notification of actions planned or in progress. The most recent three-year inspection was completed in July 2018. Qualified inspectors conduct periodic surveillance annually. A report of the results will be included in the management plan for each building. Fire alarms, fire sprinkling systems, fire extinguishers and elevators are inspected annually. Bremerton School District has a safe water program in place. For further information about any of these health and safety issues, please call Facilities Management at 360.473.0500.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-8520

### **Highly Capable Program**

The Bremerton School District is committed to serving the needs of all students. Students may be served in their home school, in a self-contained elementary program, or by participating in Honors and Advanced Placement (AP) courses in the secondary schools. Teachers design lessons to add depth and complexity to the curriculum to keep our highly capable students working on the outer edges of their abilities. Evaluations are administered between January and April each year by a designated school psychologist who schedules a battery of cognitive and academic tests to determine eligibility. Students must qualify in a least one academic area and on an assessment of cognitive abilities. Following the assessment process, a multi-selection committee will review the information to determine who is eligible for the program. Students who qualify will be invited to join the self-contained program at the elementary level or work with their child's school to develop a student learning plan. If a student transfers to the Bremerton School District with a highly capable label from a previous school district, that student's records will be reviewed by the multi-selection committee to determine eligibility in the Bremerton School District.

### **Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA) applies to the programs and activities of a state education agency (SEA), local education agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of

certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

### **Students Experiencing Homelessness**

To the extent practical and as required by law, the District will work with homeless students and their families to provide them with equal access to the same free, appropriate education (including public preschool education) provided to other students. Special attention will be given to ensuring the identification, enrollment and attendance of homeless student's not currently attending school, as well as mitigating education barriers to their academic success. Additionally, the District will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

Homeless students will be provided District services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

Please contact Linda Sullivan-Dudzic, Director of Elementary Education if you need assistance. She can be reached at 360-473-1061.

### **Teacher Qualifications**

Parents of each student may request information on the professional qualifications of their child's teacher at any time. General teacher information is provided in each school's Annual Performance Report on the District website. For individual teacher qualifications, please contact the Human Resources Office at 360-473-1021.

### **Vision & Hearing Screening**

Washington State law (WAC 246-760) requires schools to conduct auditory and visual screenings of children each year. All students in kindergarten through third grade, fifth and seventh grade are screened. If your child is not scheduled to be screened this year, you may request a screening if you have concerns by contacting your child's teacher or emailing [debra.hyre@bremertonschools.org](mailto:debra.hyre@bremertonschools.org) including your child's name, school, grade level and teacher. Parents who DO NOT want their child screened for either vision and/or hearing will need to send a letter to their child's school each year indicating their child is to be excluded. Please contact the Health Services office at 360-473-1073 if you have any questions. Additional information regarding the vision and hearing screening process is available at the District website [bremertonschools.org/Page/423](http://bremertonschools.org/Page/423).

**Thank you for taking the time to review this handbook.**