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STUDENT RIGHTS, RESPONSIBILITIES, AND REGULATIONS

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Students and Parents,

All students in the Auburn School District have rights and responsibilities. Most of these rights and responsibilities concern fairness, safety and respect. Each year, the district will publish and make available to students, parents or guardians, staff, and the community the rules, policies, and procedures of the district that establish misconduct and the written procedures for administering corrective action. We must also define student rights and responsibilities relating to student behavior and give annual notice of the standard of conduct the district requires regarding controlled substance and alcohol use, and a statement of the disciplinary sanctions for violations of that standard.

This publication contains those rights, responsibilities, and regulations for students who attend an Auburn School District school. These rules and regulations have been established so a student can be assured an educational setting where he or she can learn with as few disruptions as possible. However, this publication doesn't include everything that students and families should know about their rights and responsibilities. Throughout this document there are references to the accompanying district policy, procedure, or Washington Administrative Code with the full information relating to a given topic. You can locate this on our district's webpage: [www.auburn.wednet.edu](http://www.auburn.wednet.edu) in the [Auburn School District Policy and Regulations](#).

If you have questions regarding this publication, please contact the principal at your child's school.



**Before you start reading about your rights and responsibilities, make sure you understand the terms listed on these next few pages.**

School - the term "school" includes these places:

- On school grounds during and immediately before/after school hours;
- On school grounds at any other time when school is being used by a school group(s) or for a school activity;
- Off school grounds at a school activity, function, or event;
- Off the school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or
- In school-provided transportation, or any other place while under the authority of school personnel.

Your rights and responsibilities mentioned in this guide apply to all places listed above.

School Official - the term "school official" includes teachers, school counselors, principals, and district administrators. The principal can also assign other adults to act as school officials such as secretaries, teaching assistants and custodians.

Discipline – any action taken by school officials in response to a violation of behavioral expectations. [Policy 3241](#)

Classroom Exclusion – means the exclusion of a student from a classroom or instructional or activity area for behavioral violations by a certificated teacher, administrator or a school bus driver who has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process. This does not include missed instruction for a brief duration when the teacher or other school personnel attempt other forms of discipline to support the student in meeting behavioral expectations.

Corrective Action - includes those measures authorized by the board of directors and employed by school personnel to insure that appropriate levels of order and discipline essential to effective teaching and learning are maintained. Emphasis is placed on the student's responsibility for self-control and self-management; however, discipline, classroom exclusion, short-term suspension, long-term suspension, and expulsion will be imposed when the need for such action is indicated. Students are subject to school discipline for their actions that hurt or threaten people at school or at school-sponsored events - even if the offensive actions were initiated off school grounds. Corrective action that includes being removed from school is called "suspension" or "expulsion". Also, keep in mind that students who break the law may also be reported to the police. [Policy 3241](#)

Discipline and/or Corrective Action is imposed for conduct that:

1. Disrupts the educational process
2. Infringes upon the rights, property and safety of others; or
3. Violates policy

### Basic Facts about Classroom Management, Corrective Actions, or Punishment

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.

Before administering a short-term or in-school suspension, a school official must first attempt one or more other forms of discipline to support the student in meeting behavioral expectations. Also, prior to administering any suspension or expulsion, these two things will happen: (1) a student will be given a chance to tell his/her side of the story to a school official; and (2) the student will be told why he/she is being suspended. This is called an informal initial hearing with the student. At the initial hearing, the school official must provide the student an opportunity for the student to contact the student's parents.

School officials must provide written notice of the suspension or expulsion to the student and parents in person, by mail, or by email, no later than one school business day following the initial hearing with the student in WAC 392-400-450.

### The different kinds of suspension and expulsion are:

#### **Suspension**

- In-school Suspension - You attend school, removed from your regular class(es).
- Short-term Suspension - You are removed from school for up to 10 days.
- Long-Term Suspension - A suspension that exceeds ten (10) consecutive school days. A long-term suspension may not exceed the length of an academic trimester or semester and may not be imposed as a form of discretionary discipline except for the offenses listed in policy in the section entitled "Suspension, Expulsions, and Discretionary Discipline."

**Emergency Expulsion** - You are removed from school by the administrator who has good and sufficient reason to believe that continued presence poses an immediate and continuing danger to other students or school staff or an immediate and/or a continuing threat of substantial disruption of the educational process. An Emergency Expulsion will be converted to another form of discipline within those 10 days.

**Expulsion** - You are removed from school for a period of time up to but no longer than the length of an academic term. There is a procedure for extending that time up to a year in critical circumstances.

In addition to individual rights established by law and district policies, students served by or on behalf of the district have specific rights and responsibilities.

<b>Student Rights</b>
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- High educational standards in a safe and sanitary building;
- Education consistent with stated district goals;
- Equal educational opportunity and in all aspects of the educational process freedom from discrimination based on economic status, pregnancy, marital status, sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military

status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability;

- Access to their own education records at reasonable school times upon request;
- Fair and just treatment from school authorities and freedom from mistreatment and physical abuse;
- Freedom from unlawful interference in their pursuit of an education while in the custody of the district;
- Corrective actions would not result in the denial or delay of a nutritionally adequate meal to a student;
- Security against unreasonable searches and seizures;
- The substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon the time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law, including the right to:

Freedom of speech and press; peaceably assemble; petition the government and its representatives for a redress of grievances; The free exercise of religion and to have their schools free from sectarian control or influence; and participate in the development of rules and regulations to which they are subject and to be instructed on rules and regulations that affect them, including the periodic review and update of discipline rules, policies, and procedures;

- Establish appropriate channels to voice their opinions in the development of curriculum;
- Representation on advisory committees affecting students and student rights;
- Present petitions, complaints, or grievances to school authorities and the right to prompt replies;
- Consult with teachers, counselors, administrators and other school personnel at reasonable times;
- Be involved in school activities, provided they meet the reasonable qualifications of the sponsoring organization;
- Free election of their peers in student government and the right to hold office;
- Know the requirements of the course of study, be informed about and know upon what basis grades will be determined;
- Citizenship privileges as determined by the United States and Washington State Constitution and its amendments; and
- Annual information pertaining to the district's rules and regulations regarding students, discipline and rights.

### **Other Rights and Responsibilities**

Prohibition of Harassment, Intimidation and Bullying - The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. —Harassment, intimidation or bullying means any intentionally written message or image, including those that are electronically transmitted; a verbal or physical act, including but not limited to one

shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability); or other distinguishing characteristics, when an act:

- A. Physically harms a student or damages the student's property; or
- B. Has the effect of substantially interfering with a student's education; or
- C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- D. Has the effect of substantially disrupting the orderly operation of the school. [Policy 3207](#)

Freedom of Expression - The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings. [Policy 3220](#)

Student Dress - Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns. Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard shall be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- B. Damage to school property shall result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the students' dress or appearance.

Any student violating this policy will be asked, with notice to his or her parents, to make appropriate corrections and be subject to discipline if the corrections are not undertaken. [Policy 3224](#)

Student Privacy and Searches - 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. However, students should not expect ultimate privacy related to use of district resources, including technology, lockers, or other property. District policy describes these rules in detail related to searches of students and personal property, locker searches, and interview and/or apprehension of students by law enforcement or Child Protective Service (CPS). In these instances the district policy does align with RCW 26.44.030. More information about privacy, searches, and district relationships with government agencies can be located in [Policy 4310](#).

<b>Student Conduct Expectations and Reasonable Sanctions</b>
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The following items can be explained in greater detail in [Policy 3240](#), unless otherwise noted:

Respect for the Law and the Rights of Others - The student is responsible as a citizen to observe the laws of the United States, the State of Washington, and local ordinances

and laws. The student will respect the rights of others while in school, on school property, at all school activities, on district provided transportation or otherwise under school authority.

Compliance with Rules - All Students will obey the written rules and regulations established for the orderly operations of the district and the reasonable requests, instructions, and directives of district personnel. For purposes of [Policy 3240](#) and this procedure, the term "district personnel" includes all adults, including contractors and volunteers, authorized to supervise student activities. Failure to do so will be cause for corrective action. All students will submit to reasonable discipline by the school district and its representatives for violations of policies, regulations and rules.

Disruptive Conduct - A student will not intentionally cause substantial and/or material disruption of any school operations. A description of the types of conduct that are considered disruptive is included in [Policy 3240](#).

Exceptional Misconduct - Exceptional misconduct includes behaviors that pose issues of safety and/or the potential of the disruptive effect on the school house. Violations of this nature may result in long term suspension or expulsion with the student's first offense. A list of examples is provided in [Policy 3241](#).

Use or Possession of Tobacco and Tobacco Products - Use of tobacco and tobacco products are not permitted on school property or at school-sponsored activities or events. A fine may be assessed for violating this state law. [Policy 4215](#)

Illegal Drugs/Alcohol - Any student, or other person, who (a) illegally uses, possesses, sells, or is under the influence of drugs, alcohol, controlled or mood altering substances; (b) illegally uses, possesses, sells, or is under the influence of medication which is not prescribed for his/her use by a licensed doctor; or (c) illegally uses, possesses, sells, or gives to another, drug paraphernalia on school property, or at a school-sponsored activity or event, will be disciplined. Such discipline may include participation in intervention activities, referral to a law enforcement agency when appropriate, and/or suspension or expulsion from school. A fine may be assessed for violating this state law. [Policy 2121](#)

Guidelines for Sanctions - School officials are charged with considering the following factors when considering student discipline: afford due process to students; implement culturally responsive discipline that provide opportunity for all students to achieve personal and academic success; ensure fairness and equity in the administration of discipline; administer discipline in ways that respond to the needs and strengths of students, support students in meeting behavioral expectations, and keep students in the classroom to the maximum extent possible; provide educational services that students need to complete their education without disruption; facilitate collaboration between school personnel, students, and families to ensure successful reentry into the classroom following a suspension or expulsion; and provide a safe and supportive learning environment for all students.

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to the imposition of the sanction, in addition to any written notice required by law.

In conjunction with the following sanction guidelines, administrators may also consider any alternative form of corrective action—including programs intended to lessen the time of exclusion from class attendance. The district encourages the use of alternative forms of correction action when possible in light of the duty to maintain safe and orderly school environments conducive to student learning.

In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

### Implementing the Guidelines for Sanctions

It is presumed that school administrators will sanction a student for the following offenses within each listed standard range, beginning at the presumptive sanction and determining whether mitigating or aggravating factors warrant a sanction higher or lower within the standard range. School officials are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator’s judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to address the student’s misconduct, and the student’s long-term educational success.

The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including in-school suspension. The standard range for each offense does not prohibit a school administrator from exceeding the range, up to and including expulsion, if sufficient aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295. The district authorizes and encourages school officials to enter into behavior agreements with students and parents in response to behavioral violations, including agreements to reduce the length of a suspension conditioned on the participation in treatment services, agreements in lieu of suspension or expulsion, or agreements holding a suspension or expulsion in abeyance. Behavior agreements will also describe district actions planned to support behavior changes by the students. The district will provide any behavior agreement in a language and form the student and parents understand.

**ARSON:** For purposes of school discipline, “arson” means any intentional or reckless setting of a fire or other burning of personal or public property. “Reckless” means that the student understood, but acted with disregard for, the consequences of his or her conduct. **RANGE:** 0-20 Day Suspension

**ASSAULT:** For purposes of school discipline, “assault” means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or



indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying. RANGE: 0-10 Day Suspension

**REASONABLE SELF-DEFENSE:** It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

- A student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- The student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

**DEFACING OR DESTRUCTION OF PROPERTY:** For school discipline purposes, means the unauthorized, intentional damage to district property or the property of others (other than arson, above). RANGE: 0-10 Day Suspension

Note: Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property until the pupil or the pupil's parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent. When the student and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington State law.

**DEFIANCE OF SCHOOL AUTHORITY:** Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of [Policy 3224](#) that the student either (not sure about the word either) refuses to correct at the directive of a school administrator. Defiance of school authority can also include intentional disruptive behavior. RANGE: 0-10 Day Suspension

**DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES:** The possession, consumption, use, storage, or distribution of drugs (including marijuana/cannabis)

and/or paraphernalia (including vape or other device), alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. Building administrators are encouraged to develop a behavioral agreement with a student who uses or possesses alcohol, drugs, or other controlled substances at school, on campus, or at school events where days may be held in abeyance when the student successfully complies with the terms and conditions related to education or intervention. This contract may include an agreement to participate in an assessment by a DASA certified provider. Consent to release information prior to the evaluation that is in compliance with DASA and WAC will be used between the school and the evaluating agency. The district requires release of the assessment recommendation(s). If available and the administrator believes it is an appropriate intervention, the behavioral agreement may recommend the student complete the ASD Insight or other commensurate program (a release is also required). If the student does not meet the agreements in the contract, the remainder of the discipline will go into effect. It is important to clarify that while a building administrator may reduce the length of a student's suspension conditioned by the commencement of treatment services—which may include completion of a drug assessment—the law does not allow such services to be mandated through school discipline (RCW 28A.600.410).  
RANGE: 0-20 Day Suspension

In all cases in which a student possesses or is distributing on school grounds, at school activities, or on district-provided transportation a substance prohibited under this section that is also a violation of the law, a report will be made by school officials to law enforcement.

#### FIGHTING OR FIGHTING INVOLVEMENT:

Includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of a fight. SANCTIONS: See Assault

#### GANG CONDUCT:

For school discipline purposes includes:

- The creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture
- The promotion of gang culture and/or gang violence, and/or
- The solicitation or recruitment of gang members.

Gang imagery and symbols include, but are not limited to:

- Apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation
- Displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

RANGE: 0-10 Day Suspension (Expulsion or Long-term suspension for gang conduct alone, absent any other misconduct, may only occur under extraordinary circumstances).

#### HARASSMENT, INTIMIDATION OR BULLYING:

For school discipline purposes, "harassment, intimidation and bullying" includes:

- Intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of district [Policy 3207](#) and procedure 3207P;
- Unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability;
- A threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

RANGE Elementary: 0-10 Day Suspension

RANGE Secondary: 3-20 Day Suspension

#### LEWD, OBSCENE, OR PROFANE LANGUAGE, GESTURES OR MATERIALS:

For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited "materials" includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities. RANGE: 0-10 Day Suspension

#### THEFT/STEALING:

Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required. RANGE: 0-10 Day Suspension

#### WEAPONS:

Students may not possess or use weapons on school property or functions. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of [Policy 4210](#) should be addressed under other sections, as appropriate.

Any student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school for not less than one year (12 months) under RCW 28A.600.420, with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

*Any conduct under this section that could constitute a criminal act will be reported to law enforcement. Any conduct under this section that involves the use of district resources or*

*equipment may result in the loss or restriction of a student's use of district systems, resources, or equipment.*

#### Guidelines for Appeal

- A. Short-Term Suspension: Any parent/guardian or student who is aggrieved by the imposition of a short-term suspension should appeal to the principal for the purpose of resolving the grievance.
- B. Long-Term Suspension: Any parent/guardian or student who is aggrieved by the imposition of long term suspension can request, within five (5) days after the receipt of the notice, an informal conference with the building principal to appeal. If this does not resolve the issue, a hearing must be requested within three (3) school business days after the informal conference.
- C. Expulsion: The student and/or his or her parents/guardians must request a hearing within three (3) school business days after receipt of the expulsion notice.

District [Policy 3241](#) outlines the procedures and rights related to disciplinary appeal hearings.

#### Readmission/Readmittance

Any student who has been suspended or expelled is allowed to apply for readmission at any time by submitting a written application to the principal that includes the reasons the student wants to return and why the request should be considered; evidence which supports the request; and a supporting statement from the parent/guardian or others who may have assisted the student. [Policy 3241](#)

#### Reengagement Meeting and Plan

The building administrator must convene a reengagement meeting with the student and their parent(s)/ guardian(s) within twenty (20) days of a long-term suspension or expulsion but no later than five (5) days before the student's reentry or reenrollment to school to create a plan tailored to the student's individual circumstances that includes consideration of the incident that led to the student's long-term suspension or expulsion.

The plan should aid the student in taking the necessary steps to remedy the situation that led to the suspension or expulsion. Additionally, the administrator will take reasonable steps to develop the plan with the participation and input of the student and their parent(s)/guardian(s) to ensure that it is culturally sensitive and culturally responsive.

In developing the reengagement plan, the administrator should consider shortening the length of time that the student is suspended or expelled, other forms of corrective action and supportive interventions that aid in the student's academic success and keep the student engaged and on track to graduate.

A reengagement plan does not replace a petition for readmission.

Other Regulations Pertaining to Student Conduct

Attendance- Students will attend regularly scheduled classes unless officially excused. [Policy 3121](#)



Closed Campus- Auburn School District will have a closed campus requiring all students to remain on the school grounds from time of arrival until officially excused. [Policy 3242](#)

Students and Telecommunication Devices- While on school property or while attending school-sponsored or school-related activities, students shall not use personal devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others:

- A. Telecommunication devices shall be turned on and operated only before and after the regular school day and during the student’s lunch break, unless an emergency situation exists that involves imminent physical danger or unless a school official authorizes the student otherwise.
- B. Students shall not send, share, view, or possess pictures, text messages, emails or other material of a sexually explicit nature. Students who violate this policy will be subject to corrective action including suspension or expulsion and losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate or, with reasonable suspicion, search the device which shall only be returned to the student’s parent/guardian. Content or images that violate criminal laws will be forwarded to law enforcement.
- C. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property.
- D. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices. [Policy 3245](#)

Use of Electronic Resources

Procedures are written to support the Electronic Resources [Policy 2022](#) of the Auburn School District (ASD) and to promote safe and civil use of digital tools among students and staff. Electronic resources of the network include wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content. All use of the network, whether on a district-provided or personal electronic device, must support education and research and be consistent with the mission of the school district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds.

 DO...	 DON'T...
<ul style="list-style-type: none"> <li>• Keep your network login and password safe and private; change passwords per district policy.</li> <li>• Create files, digital projects, videos, web pages and podcasts</li> </ul>	<ul style="list-style-type: none"> <li>• Use other users’ accounts.</li> <li>• Access unauthorized computers, networks or information systems.</li> <li>• Cyberbully, harass or distribute hate mail of any kind, including discriminatory jokes and remarks.</li> </ul>

<p>using network resources in support of education and research.</p> <ul style="list-style-type: none"> <li>• Participate in blogs, wikis, bulletin boards, social networking sites and groups that support education and research.</li> <li>• Create content for pod casts, e-mail and web pages that support education and research.</li> <li>• Cite appropriately sources used from the Internet or other electronic media.</li> <li>• Keep personal information private, including your full name, home address, and phone numbers, on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail or as content on any other electronic medium.</li> <li>• Keep other individuals' personal information private on any electronic medium unless first obtaining permission to share.</li> <li>• Notify a school authority if dangerous or inappropriate information or messages are encountered online.</li> </ul>	<ul style="list-style-type: none"> <li>• Post, send or store information that could endanger others.</li> <li>• Demonstrate actions that are unethical, illegal or result in liability or cost to ASD.</li> <li>• Copy or make copies of electronic works or software programs; this is the same as stealing.</li> <li>• Hack, vandalize, or introduce viruses, worms, or other changes to hardware, software and monitoring tools.</li> <li>• Access, upload, download, store or distribute obscene, pornographic or sexually explicit material.</li> <li>• Use ASD technology for personal gain, commercial solicitation or compensation of any kind.</li> <li>• Physically alter parts or components of district technology devices without explicit prior approval of the Department of Technology.</li> <li>• Download, copy or reproduce district data, data sets, and/or data collections of the ASD.</li> </ul>
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No student or staff user should have any expectation of privacy when using the district's network. The ASD reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of any portion of the district network.

The Acceptable Use Procedures for Electronic Resources should be reviewed in their entirety at <http://www.auburn.wednet.edu/aup>.

*Please see: [www.auburn.wednet.edu/aup](http://www.auburn.wednet.edu/aup) for*  
**Acceptable Use Procedures for Electronic Resources (English)**  
**Recursos Electrónicos (Spanish)**  
**Электронные ресурсы (Russian)**  
**Електронні ресурси (Ukrainian)**

**Kein Jerbal ak Men ko Jet Rej Computer ak Electronic Resources (Marshallese)**

### Student Medication at School

Washington statute *REQUIRES* school personnel to obtain written authorization and instructions from the parent/guardian and the physician or dentist before administering any drug, whether prescription or over-the-counter, to students. Instructions from the physician or dentist must include the reason medication is to be given during school hours. It is district policy to administer such medication only when failure to receive the medicine may result in the student being unable to attend school and/or to be well enough to participate in learning activities at school. Where possible, the physician or dentist should be encouraged to organize medication schedules so it will not be necessary for the child to take medication at school.

Medication which is to be taken at school must be brought to the office in the original container with the pharmacist's label including the child's name, physician's or dentist's name, medication, and dosage.

Authorization for medication forms are available at the school office and in the office of many Auburn doctors and dentists. In absence of the required form, a signed authorization from the physician or dentist and the parent may be accepted. Authorization for administration of medication to students shall be for a specific period of time, not to exceed the current school year. [Policy 3416](#)

### Student Transportation

The purpose of school transportation rules and regulations is to establish levels of behavior that insure the safety and comfort of students riding district vehicles to and from school and school-sponsored activities and events. No student shall be disciplined nor shall his/her transportation rights be suspended or limited except for sufficient cause and with due process. Only duly authorized school authorities shall discipline or recommend suspension of a student's transportation rights.

Students are typically warned and given the opportunity to change their behavior by their driver. The first written notice is intended to inform you of your child's behavior, however, depending on the severity of the incident a suspension could be invoked. The second incident report can carry a three day suspension; the third, a five day suspension; the fourth will be an indefinite suspension. On occasion, when serious unacceptable behavior occurs, an immediate suspension may be involved. The decision to do so is at the discretion of the Director of Transportation. Suspensions include access to ALL Auburn School District buses, both morning, afternoon and extracurricular. [Policy 3241](#)

The following rules and regulations apply to all students using school district transportation to and from school and school-sponsored activities and events:

1. While loading, unloading, or being transported, the student is under the jurisdiction of the driver, whose reasonable direction must be obeyed promptly and willingly.
2. The student shall ride a regularly-assigned bus unless specifically authorized to ride another by the building principal or supervisor of transportation. (Principals will verify availability of extra seating space with driver before authorizing a change in buses and will not issue bus passes for non-regular riders unless "safe seating space" is available.)

3. Students shall not use vulgar or obscene language or gestures while being transported on a school bus or while waiting at bus stops and loading zones.
4. With the exception of ordinary conversation, students shall observe regular standards of classroom conduct while on a school bus.
5. Students shall not be permitted to leave the bus other than at their regular stop without the written authorization of the building principal or the supervisor of transportation.
6. Each student may be assigned a seat by the driver in which he/she shall be seated at all times unless specifically authorized to change seats by the bus driver or supervisor of transportation.
7. Eating on the bus is not permitted.
8. Students shall not throw refuse on the floor or from the school bus windows.
9. Students shall not light or smoke or have any illicit products on their possession or use any other flame or sparking device on the school bus.
10. Students shall not open a bus window without authorization of the driver; and at no time shall any student extend any part of his/her body (hands, feet, head, etc.) outside the school bus, whether the bus is in motion or stopped.
11. Students shall not carry on a bus any object which may constitute a danger to another student i.e. sticks, breakable containers, firearms, sharp objects, chemicals, explosives, etc.
12. Students may take only those music instruments that can be secured on the student's lap or between their legs and that won't disrupt the loading and unloading of students, i.e., flute, clarinet, trumpet, violin, etc.
13. Animals, reptiles, fish, or fowl are not permitted on the bus with the exception of service animals.
14. Bus aisles shall be kept clear of all books, personal effects, and belongings of students, except as authorized by the driver, building principal, or supervisor of transportation.
15. Students will not use cell phones to make or receive calls while on the bus except as authorized by the driver. Students shall not take video or photographs while on the bus. Students may use electronic devices, tablets, etc. with headphones, as long as doing so does not cause disruption or distraction to the driver or passengers.
16. Students shall not distract the driver by talking to him/her unnecessarily or obstruct his/her view in any direction.
17. Students shall remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
18. Students shall board the bus in an orderly manner and remain within the bus driver's view at all times.
19. Students shall cross the highway in front of the bus only after verifying it is safe to do so and obtaining the consent of the driver.
20. Students shall leave home in time to arrive at the bus stop five (5) minutes prior to bus departure time.
21. At the bus stop, students shall remain out of roadways and avoid pushing, shoving, and damaging private property surrounding the bus stop. In general, they shall remain orderly and disciplined while awaiting arrival of the bus.



22. Students who must walk along a highway to and from a bus-loading zone must walk where practicable on the left-hand side of the road facing oncoming traffic. This also applies to students leaving the bus-loading zone in the evening.
23. In event of an emergency, students shall follow emergency procedures as established by emergency exit drills.
24. Parents of students who damage school buses shall be responsible for proper restoration or reimbursement to the school district.
25. Students shall go directly to and from school bus-loading zones and not loiter or run errands between the stop and home.
26. Unlawful discharge of a laser in the first degree is a class C felony.

*Note:* Any student using district transportation shall obey all state, municipal, and district laws, rules, regulations, and procedures while loading, unloading, or being transported on a district vehicle. Violators may be referred to proper non-school agencies when violations include unlawful acts.

### Surveillance Cameras

For the increased safety of students and staff, surveillance cameras are installed on Auburn School District campuses and on school buses. Internal and external installations vary based on technology availability at each school. Signs at each campus provide additional information. [Policy 6550](#)

### Sexual Harassment

Unwelcome and/or uninvited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment. A student who believes he or she has been subjected to sexual harassment is strongly encouraged to bring this to the immediate attention of a teacher, principal, or office of personnel, as appropriate, without fear of reprisal. Complaints of sexual harassment will be investigated by appropriate personnel. If you have concerns or questions about an investigation please call (253) 939-4317. [Policy 3205](#), [Policy 5011](#)

### Drug-free Schools

Use or possession of illicit drugs and/or unlawful possession or use of alcohol on school property or at school-sponsored events is illegal and harmful. [Policy 3241](#)

### NONDISCRIMINATION STATEMENT

Auburn School District complies with all federal rules and regulations and does not illegally discriminate on the basis of age; gender; race; color; creed; religion; national origin (including language); sex; sexual orientation including gender expression or identity; honorably discharged veteran or military status; the presence of any sensory, mental or physical disability; the use of a trained dog guide or service animal; and provides equal access to the Boy Scouts and other designated youth.

Inquiries regarding compliance procedures may be directed to: Civil Rights Compliance Coordinator and Title IX for Staff Chris Callaham, [ccallaham@auburn.wednet.edu](mailto:ccallaham@auburn.wednet.edu) (253) 931-4932; Title IX Coordinator Students: Rhonda Larson, [rlarson@auburn.wednet.edu](mailto:rlarson@auburn.wednet.edu), (253) 931-4712; 504 Coordinator, Tami Petrina, [tpetrina@auburn.wednet.edu](mailto:tpetrina@auburn.wednet.edu), (253) 931-4927, Auburn School District 915 4th St NE, Auburn, WA, 98002.

NOTICE OF ACCESS TO MENTAL HEALTH AND/OR SUBSTANCE USE SERVICES IN  
SECONDARY SCHOOLS

The Auburn School District recognizes that in order to accomplish our educational mission, we must not only provide engaging and rigorous instruction, we, also, must promote cognitive, social, and emotional healthy development; minimize barriers to development and learning; and provide social/emotional support for students. According to the U.S. Department of Health and Human Services, one in five children and adolescents experience a mental health problem during their school years. Serious mental health problems, such as self-injurious behaviors and suicide, are on the rise, particularly among youth.

For children whose mental health concerns go unnoticed or untreated, especially those between the ages of 12 and 17, rates of substance abuse, depression, and suicide substantially increase, leading to other health-related problems and lower quality of life. Unfortunately, estimates of up to 60% of students do not receive the treatment they need due to stigma and lack of access to services. Of those who do get help, nearly two thirds do so only in school.

Thus, in addressing students' mental health, the district is providing access to school-based mental health counselors and Prevention/Intervention Specialists, contracted through local agencies, for some students in our schools.

According to Washington State Law, youth who are thirteen years or older may request and receive outpatient treatment without the consent of the minor's parent ([RCW 71.34.530](#)). This means that **parent consent for services will not be requested** by the district for students age 13 or older. Consent **will** be required for students to access services at school who are under this age of consent.

Provision of counseling services at school is not a commitment for ongoing or long-term counseling. Agency providers will work with school counselors to prioritize referrals for services to students whose needs have an impact on a student's learning outcomes and engagement factors. These will be considered in the context of appropriate scope of service and availability of resources. Students with more complex or other needs will be referred outside of the school-based model. If your student is already working with an agency counselor and you believe that services at school would be valuable to his/her success in school—or, if you would like to discuss making a referral on behalf of your student for counseling support—please contact your school counselor.

## POLICY UPDATES

### **Attendance and Truancy Legal Requirements**

Washington State passed updated regulations concerning school attendance. The district will comply with these laws as we thoughtfully revise our policy and procedures. You can find more information about the changes at <https://www.k12.wa.us/student-success/support-programs/attendance-chronic-absenteeism-and-truancy>.

### **Withholding of Transcripts and Diplomas - Limitation**

The law addressing fees/fines for a student who defaces or otherwise injures any school property, or property belonging to a school contractor, employee, or another student has been revised to support a student's access to continuity in educational programming.

### **Gender Expression and Gender Identity**

Civil rights laws prohibit discrimination and discriminatory harassment on the basis of gender expression and gender identity in K–12 public schools. In May 2021, the Auburn School Board adopted [Policy 3211](#): Gender-Inclusive Schools.

### **Informed Consent for Unaccompanied Homeless Youth**

State law now gives school nurses, school counselors, and McKinney-Vento homeless student liaisons the authorization to provide consent for health care for unaccompanied homeless students. In situations where informed consent is necessary due to the age of the student, the authorized school personnel may provide that consent for “nonemergency outpatient primary care services, including physical examinations, vision examinations and eyeglasses, dental examinations, hearing examinations, and hearing aids, immunizations, treatments for illnesses and conditions, and routine follow-up care customarily provided by a health care provider in an outpatient setting, excluding elective surgeries.” Health services may also include outpatient treatment for mental health and substance abuse.

Of course, the summary above and in the Student Rights, Responsibilities, and Regulations Handbook do not cover all policies that affect a student's educational experience. To access the complete set of Auburn School District's governing policies and procedures please refer to [Auburn School District - Board Policy Manual](#).



Revised by the Office of Family Engagement and Student Success  
Auburn School District  
(253) 931-4712  
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