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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 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.

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

If you have questions regarding this publication, please contact the principal at your child's school. Specific information is available in [Auburn School District Policy and Regulations](#).

**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 or immediately 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.

Remember, your rights and responsibilities mentioned in this guide apply to all the 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.

Responsibilities - responsibilities include things you should do (such as arriving at school on time) and things you should not do (such as bringing guns to school). Students who do not meet their responsibilities may be disciplined.

Discipline - means all forms of corrective action other than suspension or expulsion. Corrective action will be imposed for cause and with due process. As provided in statute, teachers, administrators, and other designated employees have the responsibility and authority to discipline students for disruptive or disorderly conduct at school, school-sponsored activities or events. Students in transit in any district vehicle are subject to this authority. Student discipline will be enforced in order to maintain a safe and orderly school environment that is conducive to student learning. ASD 3241

Disciplinary 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, emergency removal, short-term suspension, long-term suspension, and expulsion will be imposed when the need for such action is indicated. ASD 3241

Discipline and/or Disciplinary 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

Discretionary Discipline - refers to any form of corrective action taken in response to student misconduct that violates the rules, policies, or procedures adopted by the board of directors, other than the misconduct listed in district policy. Discretionary discipline cannot include long-term suspension or expulsion.

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. Disciplinary action that includes being removed from school is called "suspension" or "expulsion". Also, keep in mind that students who break the law may be reported to the police.

### 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.

The board encourages the use of alternative forms of correction action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning. District administrators may consider alternative forms of corrective action—including programs intended to lessen the time of exclusion from class attendance—which have been approved by the board and/or superintendent. Except in cases involving exceptional misconduct, district administrators will impose alternative forms of corrective action for incidents of misbehavior prior to imposing a suspension or expulsion for the same type of misbehavior. If you are suspended these two things will happen first: (1) you will be told why you are being suspended; (2) you will be given a chance to tell your side of the story to a school official. If your conduct threatens other people, these actions will be delayed - but not denied.

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

- Emergency Removal – An immediate removal from a class, subject or activity 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
- Suspension
  - In-School Suspension - You attend school, but you are 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 for up to 10 days 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 continuing threat of substantial disruption of the educational process.
- Expulsion - You are removed from school for denial of attendance for a period of time up to but no longer than 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.

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| <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;
- 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.

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| <b>Other Rights and Responsibilities</b> |
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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.

ASD 3207

Nondiscrimination

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex,

sexual orientation or non-program-related physical, sensory or mental disabilities. RCW 49.60 Law Against Discrimination. District programs shall be free from sexual harassment. ASD 3210

### 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. ASD 3220

### Student Dress

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the board of directors. 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.

Prohibited dress includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, gang-related apparel. Any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be asked, with notice to his or her parents, to make appropriate corrections and be subject to discipline if the corrections are not undertaken. ASD 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.

#### A. Searches of Students and Personal Property

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by board policy. A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events. Prior to conducting a search, school officials shall ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's locker, as follows:

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

#### B. Locker Searches

Any student's locker, desk, or other storage area 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. ASD 3230

#### Interview and Apprehension of Students

On occasion it is necessary for law enforcement officers or Child Protective Service (CPS) authorities to interview students or take them into custody during the school hours. In such instances the district will act in accordance with RCW 26.44.030.

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| <b>Student Conduct Expectations and Reasonable Sanctions</b> |
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The following items can be explained in greater detail in ASD 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 disciplinary 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. The following illustrate the kinds of offenses that are prohibited:

- Intentionally obstructing normal pedestrian or vehicular traffic on a school campus;
- Intentionally obstructing the entrance or exit of any school building or room in order to deprive others of passing through;
- Causing a disturbance or disruption on school grounds, at school activities, or on district-provided transportation, including substantially interfering with any class or activity;
- Cheating or disclosure of exams;
- Defiance of school personnel;
- Disobedience of reasonable requests, instruction, and directives of school personnel;
- Refusal to leave an area when instructed to do so by school personnel;
- Refusing a reasonable request to identify oneself to district personnel (including law enforcement officers) while under the supervision of the school; and
- Refusal to cease prohibited behavior;
- Disruptive and/or dangerous use of motor vehicles or conduct on a school bus that endangers students;
- Extortion, theft, forgery;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;

- Gambling or encouraging other students to gamble;
- Gang-related behavior, association, and/or affiliation
- Harassment of others;
- Inappropriate dress or appearance (see also Policy 3224);
- Trespassing on school property or school transportation at a time or place the student's presence is not permitted;
- Occupying a school building or school grounds in order to deprive others of its use;
- Preventing students from attending class or school activities;
- Use or possession of tobacco;
- Using any object in a dangerous manner;
- Intentionally defacing or destroying the property of another.

### Exceptional Misconduct

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension. Exceptional misconduct includes the following:

- Arson;
- Assault, if the assault involves
  - Injury to another;
  - Bodily fluids; or
  - A weapon;
- Commission of any crime on school grounds, or the commission of a crime or other dangerous conduct anywhere that indicates the student's presence on school grounds poses a danger to other students or staff;
- Cumulative violations;
- Causing intentional, substantial damage or destruction to school property or the property of another on school grounds or at school activities;
- Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus;
- Disruption of the school program by bomb scares, false fire alarms, firecrackers, etc.;
- Extortion;
- Fighting: Fighting and instigating, promoting, or escalating a fight, as well as failure to disperse. Engaging in any form of fighting where physical blows are exchanged is prohibited, regardless of who initiated the fight. This prohibition includes hitting, slapping, pulling hair, biting, kicking, choking, and scratching or any other acts in which a student intentionally inflicts or attempts to inflict injury on another;
- Harassment/intimidation/bullying of others;
- Knowingly possessing stolen property;
- Possession, use, sale, or delivery of illegal or controlled chemical substances, including marijuana or substances containing marijuana and alcoholic beverages, as well as possession of items reasonably determined to be drug paraphernalia as used or possessed;
- Presence on school property or at a school activity following the consumption or use elsewhere of an alcoholic beverage or a controlled substance, including marijuana;
- Sexual misconduct on school grounds, at school activities, or on school provided transportation;
- Theft on school grounds, at school activities, on school provided transportation, or of school property at any time;\*
- Threats of violence to other students or staff;
- Use or possession of dangerous weapons, including firearms, airguns, knives, nun-chu-ka sticks, throwing stars, stun guns, explosives and other weapons prohibited by state law and Policy 4210.

### **Guidelines for Sanctions**

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, 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 and practicable 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 administrators 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.

#### **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 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), alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

- This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law;
- This section applies to marijuana or substances containing marijuana;
- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully authorized to possess on school grounds, at school activities, or on district-provided transportation;
- This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and

- This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

RANGE Elementary: 0-10 Day Suspension

RANGE Secondary: 3-20 Day Suspension

Generally, a suspension for possession, use, or consumption should not exceed ten (10) days, and a suspension for distribution should not exceed twenty (20) days. A suspension for secondary students in either case should not fall below three (3) days.

An expulsion may be imposed for such conduct when sufficient aggravating circumstances are present and in consultation with the superintendent or the superintendent's designee. Emergency expulsion may be imposed when the student's conduct meets the requirements of WAC 392-400-295.

An administrator may draw up a contract with a student serving a suspension, and a maximum of fifty percent (50%) of the suspension may be held in abeyance when the student successfully complies with the terms and conditions of the contract. 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 contract may recommend the student complete the ASD Insight 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.

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

*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.*

#### 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

#### TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION:

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions.

#### Elementary Students

See sanctions for Defiance of School Authorities

#### Secondary Students

*First Offense:* Complete an instructional packet that profiles the health risks of tobacco use. [Refusal or failure to complete instructional packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]

*Second Offense:* Complete an instructional packet that profiles the health risks of tobacco use and other, school-based intervention activity (this may be completed at home, in-school during the student day, or after school. [Refusal to comply shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

*Third Offense:* Complete an instructional packet that profiles the health risks of tobacco use and attend extended after school detention or other assigned consequence. [Refusal to comply shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

## 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.

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| Other Regulations Pertaining to Student Conduct |
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Attendance--Students will attend regularly scheduled classes unless officially excused. ASD 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. ASD 3242

Students and Telecommunication Devices- While on school property or while attending school-sponsored or school-related activities, students shall not use personal telecommunication devices including but not limited to pagers, beepers and cellular phones in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others. Students in possession of telecommunications devices and other related electronic devices shall observe the following conditions:

- 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 a school administrator authorizes the student to do otherwise.
- B. Students shall not send, share, view, or possess pictures, text messages, emails or other material of a sexually explicit nature in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds at school sponsored events, or on school buses or vehicles provided by the district.
- C. Students who violate this policy will be subject to disciplinary 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.
- D. 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.
- E. Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices. ASD 3245

Use or Possession of Tobacco and Tobacco Products--Use of tobacco and tobacco products by students is not permitted on school property or at school-sponsored activities or events. ASD 4215

Illegal Drugs/Alcohol--Any student 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. ASD 2121

Student Compliance--All students will obey the written rules and regulations established for the orderly operation of the Auburn schools. Further, they will comply with reasonable requests and directives of district personnel. Students will follow the required courses of study and submit to reasonable corrective action by the school district and its representatives for violations of district policies, regulations, and rules. ASD 3240

Disruption--Disruption of the educational processes will not be permitted. ASD 3240

Readmission/Readmittance--Any student who has been suspended or expelled shall be allowed to make application for readmission at any time by submitting a written application to the superintendent 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 or others who may have assisted the student.. ASD 3241

\*Exceptional Misconduct--Because of the issue of safety and/or the potential of the disruptive effect on the school house, violations of these discipline policies may result in suspension with the student's first offense. ASD 3241

### **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. ASD 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 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.

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. 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 students' 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 shall not distract the driver by talking to him/her unnecessarily or obstruct his/her view in any direction.
16. 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.
17. Students shall board the bus in an orderly manner and remain within the bus driver's view at all times.

18. 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.
19. Students shall leave home in time to arrive at the bus stop five (5) minutes prior to bus departure time.
20. 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.
21. 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.
22. In event of an emergency, students shall follow emergency procedures as established by emergency exit drills.
23. Parents of student who damage school buses shall be responsible for proper restoration or reimbursement to the school district.
24. Students shall go directly to and from school bus-loading zones and not loiter or run errands between the stop and home.
25. 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. ASD 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 939-4317.

#### 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.

**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 groups.

Inquiries regarding compliance procedures may be directed to:

Debbie Leighton at (253) 931-4932, Title IX Officer and Section 504 and ADA Coordinator.



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