

# VISIONS Student Handbook 2024-2025

## STUDENT LEARNING EXPECTATIONS

We have four CORE BELIEFS at VISIONS:

1. Learning “how-to-learn” serves students for a lifetime.
2. All students are unique individuals who have the potential to become positive contributing members of society.
3. Students’ individual needs drive each student’s programming and IEP team decision making. Decisions may include opportunities for independence in both community (work, bus riding, etc.) and classroom settings.
4. Students have a responsibility to commit to learning in order to achieve their full potential. As a student at VISIONS, you are expected to strive for excellence, to develop and improve your individual capabilities and potential, and to be accountable for your education. In addition, you are expected to accept and increase your share of the responsibility for learning as you develop, maintaining a positive attitude for a lifetime of learning and helping to generate a positive learning environment.

**School Schedule: Monday through Friday 8:15 a.m. to 2:00 p.m. Doors open at 8:15 a.m.**

VISIONS 1 MWF	VISIONS 1 T/TH		VISIONS 2 MWF	VISIONS 2 T/TH
8:15 Prep for Work Experience	8:15 Prep for Community		8:15 - 10:50 V2 Class	8:15 - 9:00 Prep for afternoon activities and cooking
8:45 - 10:45 Work Experience	Shop & Cook OR Community Access		8:15 - 10:50 V2 Class	9:00 - 10:50 V2 Class
11:00 - 11:30 Lunch	11:00 - 11:30 Lunch		11:00 - 11:30 Lunch	11:00 - 11:30 Lunch
11:30 - 2:00 Class	11:30 - 2:00 Class		11:30 Prep for Work 11:45 - 1:45 Work Experience	11:30 - 2:00 Shop & Cook OR Community Access
2:00 Release	2:00 Release		2:00 Release	2:00 Release

## DAILY STUDENT LIFE

**Visitors** - The school policy is to accept only those visitors who have legitimate business at the school. As we are often out in the community, visitors should plan their visits in advance to make sure someone is available to meet them. We welcome visits from past students by appointment.

**Office Phone** - A phone for student use is located in the office area. You are welcome to use it to make necessary calls (parents, attendance, emergency, etc.) during the school day. Please address your request to any staff member when needing access to the building phone.

**Bus Regulations** - All school rules and regulations apply on the bus and at the bus stop. Specific Chehalis School District bus riding rules and bus discipline information may be obtained from the director of transportation at 360-330-7628. Daily transportation communication should be directed to the transportation office at 360.736.7628. See your IEP case manager to sign up for Transportation 360.

**Inclement Weather** - VISIONS follows all Chehalis School District inclement weather decisions. When the weather is inclement prior to school opening, notification of cancellation or change of schedule will be broadcast on local radio stations as soon as possible. These can also be found on our website and through access to the Chehalis SD ParentSquare app on your phone or device.

**Open Containers** - Students who have open containers at school or at school-sponsored activities may have them checked, confiscated, or removed at the discretion of VISIONS staff.

**Voter Registration** - Students turning 18 years of age are encouraged to register to vote as their civic duty. [Washington State voter registration can be located here.](#)

**Emergency Drills** - Schools are required to have at least one drill per month, including summer sessions with students. Drills must practice four basic functional threat or hazard responses:

1. Shelter-in-place - to limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants, released into the environment by isolating the inside environment from the outside; fire alarm procedure
2. Lockdown - to isolate students and staff from threats of violence, such as suspicious trespassers or armed intruders, that may occur in a school or in the vicinity of a school;
3. Evacuation - to move students and staff away from threats, such as fires, oil train spills, or tsunamis
4. Earthquake - to practice the “drop, cover, and hold” protocol. The annual October Great Washington ShakeOut provides an excellent opportunity to practice drop, cover and hold on.

**Need Help?** - Chehalis School District has certified a Mental Health counselor to assist you with information or help with any problems. If you have a concern about a fellow student, you can recommend that the counselors follow up with your concern. Referral forms are available from any VISIONS staff member. Referrals can be located at the Chehalis School District website: Departments - Counseling - Mental Health: <https://chehalisschools.org/counseling-main/>

**Feeling Threatened?** - If you ever find yourself in a situation where you feel threatened by another student or a trespassing person, just walk into any classroom where there is a teacher or class in session and tell the teacher what the situation is. An [anonymous security and safety reporting form](#) can be found here.

### **Student Attendance**

The VISIONS Program has a significant focus on employment outcomes for students, and therefore holds an increased expectation for student/ family responsibility in initiating communication regarding all absences. This is a critical skill in the world of future employment and is expected to be practiced while attending the VISIONS Program.

Students in the VISIONS Program are expected to attend 90% of the time or more, practicing good attendance for future employment. This limits absences to no more than 18 absences in a school year or 9 per semester. Grading directly reflects attendance and student engagement. This prepares students for the expectations of both a post-secondary education setting and a work setting.

### **Attendance Notification Process**

- Notify your teacher in person, via ParentSquare, email, or phone when absent no later than 8:00 a.m. on the day of the absence, and preferably before any planned absences.
- If you become ill and are not able to attend, call, text, or email as soon as possible.
- In cases of doctor or dental appointments, funerals, school trips, etc., normal attendance procedures are to be followed.

### **Absence Response Process**

- Between 2-7 unexcused cumulative absences in a school year will result in an attendance assessment with the student, and will call for the convening of the IEP team to consider the reasons for the absence and adjust the IEP as necessary.
- No later than 7 unexcused absences in a month, the district will enter into an agreement with the adult student or legal guardian establishing attendance requirements.
- A physician's note will be required after five consecutive days to excuse extended absences. Exceptions will be made based on current or future public health crises and protocol.

### **ATTENDANCE LAW - PUBLIC NOTICE ON TRUANCY**

According to the Washington State Code as stated in Chehalis School District policy, parents of any child eight years of age and under eighteen years of age shall cause such child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such schools may be in session unless: the child is attending an approved private school, is receiving home-based instruction, or attending an education center as provided in chapter 28A.205 RCW. The Superintendent may grant exceptions under certain specified conditions. According to statute as stated in policy, any law enforcement officer authorized to make arrests can take a truant child into custody without a warrant and must then deliver the child to the parent or to the school. Washington state's truancy law, known as the Becca Bill, requires the school/district and the juvenile court to take specific actions when youth are truant.

## Grading

Participation occurs when students are both present and engaged in learning. Because learning in the VISIONS program relies on “activity-based learning,” grades issued will be based on students being present, engaged, and prepared for the day's activities (i.e. vocational training and/or community engagement). The following grading scale will apply to all students. A failing grade will result in “no credit.”

### Grading Allocation:

Class Title:	Vocational Training	Personal Management	Leisure/Community Access
Grade values:	Attendance - 50% of grade	Attendance - 50% of grade	Attendance - 50% of grade
	Participation/Engagement in Vocational setting - 50% of grade	Participation/Engagement in classroom setting - 25% of grade	Participation/Engagement in community activity - 50% of grade
	N/A	Preparedness - 25% of grade  Prepared means coming with appropriate hygiene, appropriate attire, <b>and</b> supplies that are needed for the day or activity.	N/A

### Grade Distribution:

A = 96% -100%	B+ = 87% - 95%	C+ = 77% - 80%	D+ = 67% - 70%	F = 0% - 61%
A- = 91% - 95%	B = 84% - 86%	C = 74% - 76%	D = 64% - 66%	
	B- = 81% - 83%	C- = 71% - 73%	D- + 61% - 63%	

## Graduation Requirements and Pathways

Students attending VISIONS as an extended transition program must meet graduation requirements and a minimum of 24 credits as identified in their transition plan course of study. Graduation requirements include fulfilling testing/pathways, culminating project, service to school, community service requirements, and High School & Beyond Plans.

## VISIONS Culminating Project

Students will complete an employment/ transition portfolio which includes, but is not limited to, all work experience evaluations, an up-to-date resume, any existing person-centered plans, and all age-appropriate assessment results used to identify needs, strengths, interests, and preferences.

As a student at VISIONS, you are expected to strive for excellence, to develop and improve your individual capabilities and potential, and to be accountable for your education. In addition, you are expected to accept and increase your share of the responsibility for learning as you develop, maintaining a positive attitude for a lifetime of learning and helping to generate a positive learning environment.

This can be best accomplished when you:

- Complete all homework and classwork assignments on time and actively participate in classroom activities.
- Set challenging goals and work to reach them.
- Arrive in class, on time, and aim for perfect attendance.
- Listen to, and carry out, directions in class.
- Support and contribute to the classroom and community with behaviors that create an atmosphere for learning.
- Encourage and help others to learn, and contribute to a good learning atmosphere
- Treat yourself and others with dignity and respect.

## **RIGHTS AND RESPONSIBILITIES FOR STUDENTS**

Student responsibilities – students have the responsibility to:

- Pursue their required course of studies.
- Attend school daily and be on time to class
- Be aware of and comply with all rules governing student behavior.
- Submit to the authority of school district personnel, subject to such disciplinary or other action as determined by school officials.
- Express their ideas in a respectful manner so as not to libel or slander others.
- Dress in a manner which is not disruptive to the educational process and meets employer's expectations at all vocational training settings.
- Conduct themselves in a manner that will not disrupt their education nor disrupt or deprive others of their education.
- Respect the rights of others and exercise self-discipline.
- Follow established procedures in seeking change to policies, rules or regulations which affect them and with which they disagree.
- Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school sponsored events or on school buses.
- Comply with reasonable requests of District employees while in the performance of their duties.
- Keep personal property/valuables secure. Students are discouraged from bringing large sums of money or other valuables to school. Money brought for grocery shopping and community activities will be directly deposited into classroom budgeting accounts managed by students and supervised by VISIONS staff. All transactions will be documented, verified, and signed off by staff with receipts kept in each student's account book.

## **STUDENT RIGHTS**

In addition to other rights established by law, each student served by or on behalf of a common school district shall possess the following substantive rights, and no school district shall limit these rights except for good and sufficient cause:

1. No student shall be unlawfully denied an equal educational opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental, or sensory handicap.
2. All students possess the constitutional right to freedom of speech and press and the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievance, subject to reasonable limitations upon the time, place, and manner of exercising such rights.
3. All students possess the constitutional right to be secure in their persons, papers, and effects, against unreasonable searches and seizure.
4. All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district.
5. No student shall be deprived of the right to an equal educational opportunity in whole or in part by a school district without due process of law. The foregoing enumeration of rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the State of Washington or the rights retained by the people.

## **GENERAL RULES AND REGULATIONS**

VISIONS students are recognized as having rights and responsibilities like any other US citizen. The Chehalis School District (CSD) respects their right to an education and rights of citizenship. It shall be the responsibility and duty of each student to pursue their course of studies and comply with written rules of the CSD.

The rules, regulations and due process procedures of the CSD are designed to protect all members of the educational community, students, teachers, parents, and administrators in the exercise of their rights and duties.

Pursuant to Chapter 180-40 of the Washington Administrative Code, the following rules governing the conduct of all students enrolled at VISIONS, have been adopted. All students who attend VISIONS shall comply with these rules and regulations as well as the Chehalis School District Board Policy 3241 (copies are available in the district office), and shall submit to the reasonable directions of school employees. Refusal to comply with such directions of school authorities shall constitute cause for an appropriate corrective action. Such rules apply:

### **ALL RULES APPLY TO STUDENTS WHO ARE:**

1. On the school grounds or within reasonable proximity to school grounds during and immediately before or immediately after school hours. This includes all community learning settings during school hours.
2. On the school grounds at any other time when the school is being used by a school group.
3. Off the school grounds, on school buses, at a school activity, function, or event.

4. Off the school grounds when the prohibited behavior is a consequence of or directly related to causes or events which occurred or originated on school grounds.

### **School Attire**

Dress or appearance that has the potential for causing disruption is not permitted. The school administration will have the final decision as to the potential for disruption at school and the requirement that the attire be changed. The following list is not exhaustive. Examples of inappropriate clothing are:

- Halter tops; bare-backed tops; tube tops; “spaghetti strap” shirts; pants worn below the hips; tank top style undershirts; clothing depicting alcohol, drugs or tobacco products or weapons; clothing with obscene gestures and/or suggestive markings or phrases; clothing with adult or adult-oriented content; clothing that may be a depiction of gang affiliation; clothing that has potential to discriminate against and/or harass others.
- Midriffs must be covered.
- Undergarments must not be visible.
- The length of skirts and shorts are to be longer than an arm’s length on the leg, and not above.
- Holes in pants must also be lower than arms’ length.
- Shoes are to be worn at all times
- Pajamas
- Blankets
- Clothing combinations that are not considered professional/job appropriate

### **Vocational Training Attire**

Students are required to meet the expectations of their assigned vocational training setting. In addition to this, VISIONS holds these expectations for vocational training attire:

- Wear closed toed shoes in ALL vocational settings.
- Wear shirts/tops that are free from images and words.
- Clothing worn on work days must be clean and odor-free.
- Hygiene, including showering/bathing, deodorant, hair care, and dental hygiene that meets standards for the workplace.

### **Cell Phone and Electronic Digital/Devices**

Students are expected to use their personal electronic devices responsibly or store it away in a safe location.

### **STUDENT DISCIPLINE**

All students shall yield to the reasonable discipline of the superintendent or his designees, and refusal to comply with written policies, rules and regulations established for the governing of the schools shall constitute cause for further discipline and suspension; however, no student shall be disciplined, suspended or expelled except for sufficient cause. For purposes of all disciplinary policies and procedures, the following definitions will apply:

1. Behavioral violation: means a student's behavior that violates the district’s discipline policies.

2. Classroom exclusion: means the exclusion of a student from a classroom or instructional or activity area for behavioral violations, subject to the requirements of WAC 392-400-330 and 392-400-335. Classroom exclusion does not include action that results in missed instruction for a brief duration when:

- (a) a teacher or other school personnel attempts other forms of discipline to support the student in meeting behavioral expectations; and
- (b) the student remains under the supervision of the teacher or other school personnel during such brief duration.

3. Culturally responsive: has the same meaning as “cultural competency” in RCW 28A.410.270, which states "cultural competency" includes knowledge of student cultural histories and contexts, as well as family norms and values in different cultures; knowledge and skills in accessing community resources and community and parent outreach; and skills in adapting instruction to students' experiences and identifying cultural contexts for individual students.

4. Discipline: means any action taken by a school district in response to behavioral violations.

5. Disruption of the educational process: means the interruption of classwork, the creation of disorder, or the invasion of the rights of a student or group of students.

6. Emergency expulsion: means the removal of a student from school because the student’s statements or behavior pose an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process, subject to the requirements in WAC 392-400-510 through 392-400-530

7. Expulsion: means a denial of admission to the student’s current school placement in response to a behavioral violation, subject to the requirements in WAC 392-400-430 through 392-400-480

8. Length of an academic term: means the total number of school days in a single trimester or semester, as defined by the board of directors.

9. Other forms of discipline: means actions used in response to problem behaviors and behavioral violations, other than classroom exclusion, suspension, expulsion, or emergency expulsion, which may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035.

The following is a list of examples, but not limited to “other forms of discipline”

- Reminder/Verbal Correction
- Reminder/Visual
- Parent contact (Call/Email parent to request support)
- Parent Conference
- Proximity
- Private Check-In
- Treatment Program
- 1 on 1 Conference
- Revisit Classroom Norms
- Reflection Time or Reflection Sheet
- Restorative Justice Practices



### Seat Change

### Detention School/Community Service

10. Parent: has the same meaning as in WAC 392-172A-01125, and means
- (a) a biological or adoptive parent of a child;
  - (b) a foster parent;
  - (c) a guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the student, but not the state, if the student is a ward of the state;
  - (d) an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the student lives, or an individual who is legally responsible for the student's welfare; or a surrogate parent who has been appointed in accordance with WAC 392-172A.05130. If the biological or adoptive parent is attempting to act as the parent and more than one party meets the qualifications to act as a parent, the biological or adoptive parent must be presumed to be the parent unless he or she does not have legal authority to make educational decisions for the student. If a judicial decree or order identifies a specific person or persons to act as the "parent" of a child or to make educational decisions on behalf of a child, then that person or persons shall be determined to be the parent for purposes of this policy and procedure.
11. School board: means the governing board of directors of the local school district.
12. School business day: means any calendar day except Saturdays, Sundays, and any federal and school holidays upon which the office of the Superintendent is open to the public for business. A school business day concludes or terminates upon the closure of the Superintendent's office for the calendar day.
13. School day: means any day or partial day that students are in attendance at school for instructional purposes.
14. Suspension: means the denial of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes, but not including classroom exclusions, expulsions, or emergency expulsions. Suspension may also include denial of admission to or entry upon, real and personal property that is owned, leased, rented, or controlled by the district.
- a. In-school suspension: means a suspension in which a student is excluded from the student's regular educational setting but remains in the student's current school placement for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
  - b. Short-term suspension: means a suspension in which a student is excluded from school for up to ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400-475.
  - c. Long-term suspension: means a suspension in which a student is excluded from school for more than ten consecutive school days, subject to the requirements in WAC 392-400-430 through 392-400- 475

### Definitions of Offenses - This is not an exhaustive list

1. Arson - The intentional setting of fire.

2. Assault (physical) - A student shall not physically attack another person causing or
3. threatening physical injury.
4. Knife/Dagger/Other Weapons - Refer to definition 5, as defined by RCW
5. Handgun/Rifle - A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or instrument that may create a danger to self or others, or cause a disruption of the learning environment. In accordance with RCW 9.41.270-280, it is unlawful for a person to carry onto public or private, elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:
  - a. Any firearm; or
  - b. Any dangerous weapon as defined in RCW 9.41.250; such as, but not limited to, slingshot, sand club, metal knuckles, or spring blade knife; or
  - c. Any device commonly known as "non-chu-ka sticks," consisting of two or more lengths of wood, metal plastic or similar substance connected with wire, rope, or other means; or
  - d. Any device commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect; or
  - e. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile
  - f. Any look-a-like weapon, eg. any knife, dagger, sword, or other cutting or stabbing instrument, or
  - g. Ammunition or explosive devices; or
  - h. Any object used in a manner to resemble a dangerous weapon

Any violation of the above subsections by students constitutes grounds for expulsion from the state's public schools in accordance with RCW 28A.600.010. However, any violation of subsection (a) of this section by a secondary school student shall result in expulsion for not more than one year under WAC 392-400-275 and the superintendent of the school district may modify the expulsion of a student on a case by case basis (RCW 28A.600.420). An appropriate school authority shall promptly notify law enforcement and the student's parents or guardian regarding any allegation or indication of such violation.

6. Harassment (sexual, bullying, intimidation, electronic) - Harassment, including, but not limited to, the intimidation of another student or a staff member or any other malicious act intended to substantially harm the physical or mental health of the person(s) threatened. This also includes racial comments, slurs, statements (written or verbal) Additionally VISIONS adheres to the Washington State Harassment, Intimidation, and Bullying Bill:

- RCW 28A.300.285 defines harassment, intimidation and bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

1. Physically harms a student or damages the student's property.
2. Has the effect of substantially interfering with a student's education.

3. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
4. Has the effect of substantially disrupting the orderly operation of the school.
5. Bullying is repeated negative behavior toward a less powerful person or persons. Hitting, name-calling, shunning, and shaming are all forms of bullying. Spreading rumors, gossiping and making threats are also forms of bullying. This includes cyber bullying.
7. Cheating/Plagiarism/Forgery – see policy described under Academic Integrity Policy
8. Theft - A student shall not steal school property or personal property. Nor shall a student be in possession of stolen school property or stolen personal property.
9. Disruptive Dress - see policy described under School Attire. Students are to observe modesty, appropriateness, neatness, and cleanliness in clothing and personal appearance. Students may express individuality in their dress and grooming, within reasonable bounds. Students are not appropriately dressed or groomed if their appearance causes a disruptive influence either to themselves or to others while in the pursuit of the educational process, or if their appearance presents a health or safety problem.
  - i. Social or secret clubs and/or gangs are prohibited at VISIONS. In keeping with this policy, students shall not be permitted to wear clothing, insignia or markings that identify them as members of such organizations.
  - ii. Students are not permitted to wear clothes, hats, pins, buttons, patches, other insignia, or any other article of clothing that is profane, lewd, or would cause disruption or interference with school operation.
  - iii. Students are not allowed to wear clothes, hats, pins, patches, buttons or any other article of clothing that advertises alcohol, tobacco products, marijuana, illegal drugs, and/or illegal activities.
10. Disruptive Behavior – Students should not engage in willful disobedience or disruptive conduct which materially or substantially interferes with the educational process. This includes causing an incident which affects the school attendance of other students. Students should be discouraged to use noise, coercion, threat, bullying, intimidation, disrespectful action (including gestures), passive resistance, gang activity including hand signals or any other conduct intentionally causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. Students shall engage in such a conduct that does not cause substantial and material disruption, or obstruction of any lawful mission, process, or function of the school, if such a disruption or obstruction is reasonably certain to result. Students should urge other students not to engage in such conduct for the purpose of causing the substantial and material disruption nor obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result from their urging.
11. Defiance/Insubordination - Refusal to comply with reasonable instruction of school authority, including refusal to identify oneself.

12. Internet/Technology Abuse – Any attempt to view inappropriate sites, information, or any violation to the network policy which includes but is not limited to attempting to bypass security filters set by the school district (i.e. proxies, and loop around searches) or any use for any reason other than school assignments is forbidden resulting discipline and loss of privileges.

13. Immoral Conduct – Conduct which is willfully, flagrantly, or shamelessly which shows a moral indifference to the opinions of the good and respectable members of the staff, students, and community.

14. Fighting – A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.

15. Fight Promotion--Students shall not promote fighting by encouraging or watching/spectating or by recording in any fashion.

16. Use/Possession/Sale/Delivery of Alcohol

17. Possession/Use/Sale/Delivery of Controlled Substance

18. Sale/Deliver Drugs

19. Possession Drug Paraphernalia - The school official in charge will immediately remove the pupil suspected of possession, selling, or being under the influence of drugs or alcohol on school property from contact with other pupils. Every attempt will be made to contact the parents or legal guardian. Law enforcement officers may be notified. If the school official in charge cannot contact the parents or legal guardian, said official will take whatever action is deemed necessary in the interest and welfare of the pupil, e.g., calling the physician listed by the parents or calling 911. If law enforcement officers are notified, then an attempt will be made to notify the parents or legal guardian so that they might be present at the law enforcement interview or might give their permission for an interview without their presence. If the school official suspects the use, sale, or has hard evidence to support that suspicion, the school official may contact the parents of the pupil relative to that suspicion. Law enforcement officers may be notified.

20. Use/Possession Tobacco/e-cigarettes – Students are not permitted to use or possess nicotine, tobacco or tobacco “look-alikes” in any form at any time in the school building, or on the school grounds. This applies to all school sponsored activities on or off the school campus as well as during the regular school day. Violation of this rule constitutes a serious offense and immediate disciplinary action will be taken. Sanctions will be applied to anyone who violates this rule or serves as a “look out” or in any other way abets the use of tobacco on or about the school grounds. Confiscated items that are not allowed on campus will not be returned. Selling of contraband is also not allowed on school property.

21. Vulgarity/Profanity – Racial, ethnic or religious slurs and profane, vulgar or lewd language is not allowed.

22. Verbal Abuse

23. Vandalism of School Property - Students who damage school district or student-owned property shall be responsible for their actions. Parents or guardians shall be liable for damages and will pay restitution.

24. Truancy/Unexcused absences - Students shall be punctual and regular in attendance and are expected to be in class on time.
25. Criminal Act – As defined by the law.
26. Mind-Altering Substances—Substances not generally thought of as drugs, but intended to alter one’s normal state of being are not allowed and will be treated as drugs.
27. Interference by force or violence with district staff member, student, or any other person - Neither shall a student singly or in concert with others, interfere by force or violence with any administrator, teacher, classified employee, person under contract with the school or school district, or student of any common school who is in peaceful discharge or conduct of his or her duties or studies.
28. Repeat Violations/Aggravating Factor - Students who consistently violate various school policies, rules and regulations will be subject to suspension regardless of seriousness of the violation.
29. Intimidation/Threats to Staff – No student will be allowed to intimidate or threaten staff members in any fashion. This includes use of social media to disparage in any way, any member of the Chehalis School District staff.
30. Pornography in any form is not allowed, including electronic form.

VISIONS provides learning opportunities that focus on transition into future employment settings, thus both the school response to student misconduct as well as potential steps an employer may take with employee misconduct are outlined below. This is meant to demonstrate how behavior may impact employment if such action was demonstrated in the workplace.

<b>Levels</b>	<b>School Response</b>	<b>As addressed by an employer</b>
Level 1 Disruptive Behavior; Disruptive Dress; Profanity/Vulgarity; Disrespect to Peers; Out of Bounds; Public Displays of Affection; Internet Technology Abuse	Level 1 Suggested Steps <ol style="list-style-type: none"> <li>1. Meeting with student (and guardian as appropriate)</li> <li>2. Written report on file</li> <li>3. IEP team meeting</li> </ol> Alternatives to be considered: Social Services, Loss of Privilege; Behavior Contract; Mediation Counseling	Level 1 Potential Steps: <ol style="list-style-type: none"> <li>1. Meeting with supervisor</li> <li>2. Written report on file</li> <li>3. Work without pay</li> </ol>
Level 2 Fight Promotion; Verbal Abuse; HIB; Defiance/Insubordination; Forgery	Level 2 Suggested Steps <ol style="list-style-type: none"> <li>1. Meeting with student (and guardian as appropriate)</li> <li>2. Behavior Contract</li> </ol>	Level 2 Potential Steps: <ol style="list-style-type: none"> <li>1. Meeting with supervisor</li> <li>2. Written report on file</li> <li>3. Work without pay</li> </ol>

	<p>3. IEP team meeting</p> <p>Alternatives to be considered: Social Services; Loss of Privilege; Mediation; Counseling; Apology; Change of Schedule; Short Term Suspension</p>	4. Dismissal
<p>Level 3 Vandalism; Theft; Immoral Conduct; Pornography; fighting; Tobacco/E-Cig</p>	<p>Level 3 Suggested Steps</p> <ol style="list-style-type: none"> <li>1. IEP Team meeting, Behavior Contract, Social Service</li> <li>2. IEP Team meeting, Behavior Contract, Loss of Privilege</li> <li>3. Out of School Suspension, IEP Team meeting, Behavior Contract, Loss of privilege</li> </ol> <p>Alternatives to be considered: Combination of Out of School Suspension and Counseling; Social Service; Change of Schedule; Mediation; Counseling; Restitution; Short Term Suspension; Long Term Suspension; Emergency Expulsion</p> <p>*Depending upon the severity law enforcement may be contacted</p>	<p>Level 3 Potential Steps</p> <ol style="list-style-type: none"> <li>1. Meeting with supervisor, written report on file, work without pay</li> <li>2. Dismissal</li> </ol> <p>*Depending on the severity law enforcement may be contacted</p>
<p>Level 4 Alcohol; Drugs; Controlled Substance; Paraphernalia and Mind Altering Substances and the use, possession, sale, delivery; Criminal Act; Handgun/Rifle; Arson; Assault; Knife/Dagger or Other Weapons;</p>	<p>Level 4 Suggested Steps</p> <ol style="list-style-type: none"> <li>1. Contact law enforcement; Counseling; Possible Short Term/Long Term Emergency Expulsion</li> </ol> <p>Alternatives to be considered:</p>	<p>Level 4 1. Dismissal</p> <p>*Depending on the severity law enforcement may be contacted</p>

Intimidation/Threat to Staff; Discrimination based on Sex/Gender/Race	Combination of Out of School Suspension and Counseling Services; Social Service; Threat Assessment Protocol; Restitution; Change of Schedule; Loss of Privilege	
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\* VISIONS will continually look for alternative discipline consequences for all students for all levels or infractions.

\* Counseling will be evaluated as a substitute for all or a portion of suspensions and/or expulsions.

\* The discipline outlined in this handbook is not exhaustive.

\* School district administration reserves the right to bypass steps as necessary.

#### USE OF TOBACCO AND NICOTINE PRODUCTS AND DELIVERY DEVICES

The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens,"

non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances; and any other smoking equipment, device, material or innovation.

Any use of tobacco products and delivery devices by staff, students, visitors and community members will be prohibited on school district property. Possession by, or distribution of tobacco products to minors is prohibited. This will include all district buildings, grounds and district-owned vehicles. The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Cross References: Board Policy 3200	Student Rights and Responsibilities
Board Policy 3241	Classroom Management, Corrective Actions or Punishments
Board Policy 3416	Medication at School
Board Policy 5201	Drug-Free Schools, Community and Workplace
Board Policy 5280	Termination of Employment

Legal References: RCW 28A.210.310	Prohibition on use of tobacco products on school property
RCW 70.155.080	Purchasing, obtaining or possessing tobacco by persons under 18 – Civil Infraction -Jurisdiction
RCW 28A.210.260	Public and Private Schools – Administration of Medication – Conditions
RCW 28A.210.270	Public and Private Schools – Administration of Medication – Immunity from Liability - Discontinuance, procedure

#### Technology Access Release

The Chehalis School district technology network (district network) includes services to and on the local area network. These services include, but are not limited to, printing, storing documents and file sharing. The district network also includes services provided through the K20 network, such as access to public networks, including the Internet.

I understand, and agree with, this document as a condition of my right to use the district network services.

1. I will abide by the district network Acceptable Use Agreement.
2. Network administrators have the right to view any material stored on any district network device. Network administrators have the right to edit or remove any material they, or their superiors (in their sole discretion), believe may be unlawful, obscene, abusive, or otherwise objectionable. I hereby waive any right of privacy, which I may otherwise have, to such material.
3. The Chehalis School District, nor any of its providers, will be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the district network, including access to public networks, without limitation.
4. The Chehalis School District, nor its providers, warrants that the function of district network, nor any networks accessible through district network, will meet any specific requirements, or that access will be error free and uninterrupted.
5. The Chehalis School District, nor its providers, shall be held liable for damages, direct or indirect, incidental or consequential damages while using the district network. This includes, but is not limited to, data or information loss.
6. Use of the district network is a privilege, not a right, and can therefore be revoked by network administrators at any time for violation of this, or the Acceptable Use Agreement. Network administrators may consult with District Office and/or Building Administrators to determine what constitutes a violation.
7. The Chehalis School District reserves the right to revise, modify and update the Technology Access Release and/or the Acceptable Use Agreement.
8. I hereby release the Chehalis School District, network administrators, operators and any institution, which they may represent, from any and all damages, or claims, that may arise from my use, or inability to use, the district network. I hereby certify that I will abide by the conditions set forth in this document, as well as the district network Acceptable Use Agreement.

#### **TECHNOLOGY ACCEPTABLE USE AGREEMENT**

It is our pleasure to offer the staff and students of the Chehalis School District access to the district network and its resources. These resources include access to data storage servers, staff email, online resources and the Internet. For network operation to remain successful, it is the responsibility of the users (you) to conduct themselves in a responsible, lawful, ethical, safe and polite fashion. The user is ultimately responsible for his/her actions. The following guidelines are not intended to define all required or proscribed behavior of its users. The Chehalis School District reserves the right to revise, modify and update the Acceptable use Agreement.

#### **GUIDELINES / GENERAL INFORMATION Network Usage**

1. Use of district network must be in support of education and research, and consistent with the mission of the district. The Chehalis School District reserves the right to prioritize use and access to district network.
2. Any use of the system must be in conformity to state and federal laws, network provider policies and licenses, and district policies and licenses.
3. Personal use of district network resources shall not be at the cost of the district, shall not interfere with the performances of the users' official duties, must be brief in duration and must not disrupt the conduct of the district's business. Use of district network resources for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance.
4. The district network system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
5. No use of the system shall serve to disrupt the operation of the system by others, including the compromising of security or the integrity of district information; system components including hardware or software shall not be destroyed, modified or abused in any way.
6. Malicious use of the district network system to harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
7. Use of the district network system to access, store or distribute obscene or pornographic material is prohibited.
8. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited.



9. District network resources may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

#### Security

10. System accounts are to be used only for the authorized purpose. Users must not share their account access or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

11. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.

12. Communications may not be encrypted so as to avoid security review.

13. Users should change passwords regularly and avoid easily guessed passwords. Personal Security

14. Personal information, such as addresses and telephone numbers, should remain confidential when communicating on the district network system. Students should never reveal such information without permission from their teacher or another staff member. No user may disclose, use or disseminate personal identification information regarding minors without authorization.

15. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.

16. Students should notify their teacher or other staff member whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable on the web or when using the system.

#### Copyright

17. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited. All users of district network shall comply with current copyright laws and Chehalis School District copyright policy BP2025.

#### Filtering and Monitoring

18. Filtering services are in use for all district owned computers with access to the Internet for all users.

19. Educational staff will, to the best of their ability, monitor minors's use of the Internet in school, and will take reasonable measures to prevent access by minors, to inappropriate material on the Internet, and restrict their access to materials harmful to minors.

#### General Use

20. Use of educational, computer-based games must be approved by a supervising teacher and must be in support of district learning goals. All other computer-based games are prohibited.

21. Diligent effort must be made to conserve system resources. For example, users should frequently delete email and unused files.

22. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

From time to time, the district will make a determination on whether specific use of the system is consistent with the regulations stated above. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate their use furthers the purposes and goals of the district. For security and administrative purposes, the district reserves the rights for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for disciplinary action.

#### District Rights

Chehalis School District reserves the right to:

1. Monitor all activity of district network.
2. Determine whether specific uses of the network are consistent with these acceptable use guidelines.
3. Log network use and monitor bandwidth usage and/or storage disk space utilization by users.
4. Deem what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Agreement.
6. Cooperate fully with any investigation concerning or relating to any district network activity.
7. Prioritize use and access to the system.

### **District Responsibilities / Limitations**

1. The district will take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and district files. The district will not guarantee that information on any computer system will be inaccessible by other users.
2. The district will attempt to provide error free and dependable access to technology resources associated with district network. The district will not be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

### **Material / Pictures on the Web**

Student pictures and material are published on the World Wide Web

### **Non-Discrimination Statement**

Chehalis School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

Chehalis School District offers classes in many career and technical education (CTE) program areas, including Agriculture, Business and Marketing, Family and Consumer Sciences, Skilled and Technical Sciences, Health Sciences and STEM. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs.

El Distrito Escolar de Chehalis no discrimina en ningún programa o actividad por sexo, raza, credo, religión, color, origen nacional, edad, relebo honorario militar, orientación sexual, expresión o identidad de género, discapacidad o el uso de un Guía de perros entrenados o un animal de servicio y proporciona igual acceso a los Boy Scouts y otros grupos juveniles designados.

El Distrito Escolar de Chehalis ofrece clases en varias áreas con programas de educación vocacional y técnica (CTE), incluyendo Agricultura, Negocios y Mercadotecnia, Ciencias de la Familia y del Consumidor, Ciencias Técnicas y Calificadas, Ciencias de la Salud y STEM. La falta de dominio del idioma inglés no será una barrera para la admisión y participación en programas de educación profesional y técnica.

Los siguientes empleados han sido designados para manejar las preguntas y quejas de supuestas discriminaciones:

### **Discriminatory Harassment**

Discriminatory harassment is unwelcome conduct that is:

1. Directed toward a person based on a protected characteristic,
2. Sufficiently severe or pervasive;
3. Unreasonably interferes with a person's work environment or ability to perform job duties; and
4. The cause of an intimidating, hostile or offensive environment.

Examples of discriminatory harassment include, but are not limited to:

- Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);
- Disparaging remarks to or about a person's legally protected characteristic (e.g., negative or offensive remarks or jokes about a person's religion or religious garments);
- Displaying negative or offensive posters or pictures about a legally protected characteristic;
- Physical conduct toward a person due to that person's legally protected characteristic;
- All communications, including those conveyed electronically, such as by e-mail, telephone or voicemail, text messaging, or social media or other internet use, that directly or indirectly implicates a legally protected characteristic; or
- Any other unwelcome conduct that implicated a legally protected characteristic.

In most instances, discriminatory harassment does not include supervisory or evaluative practices.

### **Title IX Coordinator**

Tommy Elder  
310 SW 16th Street Chehalis, WA 98532  
360-807-7235 email: [telder@chehalisschools.org](mailto:telder@chehalisschools.org)

### **Career and Technical Education Coordinator**

Donald Bunker  
310 SW 16th Street Chehalis, WA 98532  
360-807-7235 email: [dbunker@chehalisschools.org](mailto:dbunker@chehalisschools.org)

**Section 504****ADA Coordinator (Estudiantes de Educación Especializada)**

Katie Howell  
 310 SW 16th Street Chehalis, WA 98532  
 Chehalis, WA 98532  
 360-807-7245 email: [khowell@chehalisschools.org](mailto:khowell@chehalisschools.org)

**Civil Rights Compliance Coordinator****ADA Coordinator (Estudiantes/Personal de Educación Básica)**

Leslie Wohld  
 310 SW 16th Street Chehalis, WA 98532  
 360-807-7200 email: [lwohld@chehalisschools.org](mailto:lwohld@chehalisschools.org)

**NONDISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE**

To ensure fairness and consistency, the following review procedures are to be used in the district's relationship with its staff with regard to employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No staff member's status with the district shall be adversely affected in any way because the staff member utilized these procedures. As used in this procedure:

"Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any anti-discrimination law including Title IX regulations and Washington Administrative Code (WAC) 392-190, Section 504 of the Rehabilitation Act of 1973, 42 USC 12101 – 12213 Americans with Disabilities Act (ADA) or Title VII of the Civil Rights Act of 1964.

A complaint shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint to this and the following steps shall be taken:

**COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

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

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

**COMPLAINT PROCEDURE:**

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

**COMPLAINT TO THE SCHOOL DISTRICT*****Step 1. Write Out Your Complaint***

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

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

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

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

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation

- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Policy ([3210P](#)) and the HIB Policy ([3207P](#)) to **fully resolve your complaint**.

### **APPEAL TO THE SCHOOL DISTRICT**

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

### **COMPLAINT TO OSPI**

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes. If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal.

### **Office of Superintendent of Public Instruction (OSPI)**

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](http://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [ocr@ed.gov](mailto:ocr@ed.gov)
- Phone: 800-421-3481

### **PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING (BP 3207)**

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means

any intentional written message or image – including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability, or other distinguishing characteristics, when an act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. "Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

### **Behaviors/Expressions**

Harassment, intimidation or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

### **Training**

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers.

### **Prevention**

The District will provide students with strategies aimed at preventing harassment, intimidation, and bullying.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of District policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **What should my school do about discriminatory and sexual harassment?**

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

### **How can I make a report or complaint about HIB?**

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer that supports prevention and response to HIB.

**What happens after I make a report about HIB?**

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

**What is the investigation process?**

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

**What are the next steps if I disagree with the outcome?****For the student designated as the "targeted student" in a complaint:**

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

**For the student designated as the "aggressor" in a complaint:**

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's *HIB Policy 3207*.

**Compliance Officer**

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

**Harassment, Intimidation and Bullying Compliance Officer:**

Trisha Smith, Assistant Superintendent  
310 SW 16th Street, Chehalis, WA 98532, (360) 807-7200

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

**Our School Stands Against Discrimination**

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

**What is discriminatory harassment?**

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

You may review the district's *Nondiscrimination Policy* here: [3210P](#).

## **SEXUAL HARASSMENT NOTICE**

### **What is sexual harassment?**

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

It is the policy of the Chehalis School District to maintain a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits any form of religious, racial and sexual harassment or violence involving students, employees or others participating in school district activities. Engaging in harassment activities (including intimidation or bullying) will result in appropriate discipline or appropriate sanctions against offending students, staff, contracted Service providers, parents or others participating in school district activities. Incidents of harassment should be immediately reported to the building supervisor, if available, or to the District's Title XI/Sexual Harassment Compliance Officer, Tommy Elder, Assistant Principal/Athletic Director, 310 SW 16<sup>th</sup> Street, Chehalis, WA 98532, (360) 807-7200. All formal complaints shall be made in writing.

All certificated staff members share legal responsibility for reporting suspected child abuse including allegations of sexual harassment or inappropriate sexual relations with other students or adults.

References: Chehalis School Board Policies [5011](#)– posted in District buildings, State of Washington Code of Professional Conduct

### **Media Recognition of Students**

During the course of the school year, our students are often involved in activities featured in news articles and possibly pictures. If you do not want your child/student individually identified by name, please notify our office in writing at your earliest convenience. This excludes group pictures where students are not personally identified. Also, our school parent bulletin/newsletter may include pictures of your child, as well as school and district webpages. Should you wish for your child's name and picture not to appear in school bulletins, newsletters or on school or district webpages, please notify our school office.

### **Public Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Chehalis School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chehalis School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chehalis School District to include this type of information from your child's education records in certain school publications.

Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

(1) The Chehalis School District has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of

birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended. In order to exercise refusal to release directory information, the school district, within ten (10) days of the publication of this notice, shall receive written refusal by the student's parent/guardian or student if he/she has reached the age of 18. Such written notice shall be addressed to the District's Title IX officer listed below: Thomas Elder, Chehalis School District, 310 S. W. 16th Street Chehalis, Washington 98532 360-807-7200.

### **HOMELESS LIAISON NOTIFICATION**

Chehalis School District provides education to all students living within the district including homeless students, as part of the McKinney-Vento Homeless Act. Under this Act, homeless children are defined as "individuals who lack a fixed, regular and adequate nighttime residence." The Act provides examples of children who would fall under this definition:

- Children sharing housing due to economic hardship or loss of housing,
- Children living in motels, hotels, trailer parks or campgrounds due to lack of alternative accommodations,
- Children living in emergency or transitional shelters,
- Children awaiting foster care placement,
- Children whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

If you or someone you know in the Chehalis School District needs more information, please contact: Jacey Hinkle, Homeless Liaison, (360) 219-3129.

### **SPECIAL EDUCATION SERVICES**

The district recognizes that students whose disabilities adversely impact educational performance and who require specially designed instruction can improve their educational performance when they receive special education and related services tailored to fit their needs. Special education and related services may include psychoeducational assessments, counseling, speech/ occupational/ physical therapy, vision and hearing screening, preschool programming, and instruction from a teacher of the Deaf or blind.

Special education programs for eligible students are an integral part of the general educational programs of this district, and will be operated in compliance with federal and state requirements governing special education. The district will provide a continuum of placement options, which may include services within and outside the district depending on the student's needs.

Not all students with disabilities are eligible for special education services. The needs of students with disabilities will be addressed individually and, if appropriate, students will be provided accommodations or modifications required under Section 504 of the Rehabilitation Act of 1973 in accordance with district policy and procedures (Chehalis School District Board Policy 2161).

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

#### **Parent/Student Rights in Identification, Evaluation and Placement**

The Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities. Section 504 requires that schools provide a full range of special accommodations/services, so that students may participate and benefit from public education programs and activities. Students may be considered disabled under 504 even though they may not require Special Education services pursuant to the Individuals with Disabilities Education Act (IDEA). (Board policy 2162)

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling conditions.
2. Have the school district advise you of your rights under federal law.
3. Receive prior notice with respect to actions regarding the identification, evaluation, or placement of your child. Parent consent must be obtained before initial evaluation and placement.
4. Have your child receive a free appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate.
5. Have your child educated in facilities and receive services comparable to those provided nondisabled students.
6. Have your child receive special education and related services if he/she is found to need them under the



- Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act and provide transportation as a related service when necessary as part of a student's accommodation plan.
7. Have evaluation, educational program, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
  8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
  9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
  10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
  11. Obtain copies of your child's education records at a reasonable cost unless the fee would effectively deny you access to the records.
  12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
  13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
  14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Executive Director of Student Support Services.
  15. Ask for payment of reasonable attorney fees if you are successful on your claim.
  16. File a local grievance.
  17. Have your child receive accommodations under a Section 504 plan, if he/she has a physical or mental impairment that substantially limits a major life activity.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Executive Director of Student Support Services, phone number (360) 807-7245. The Executive Director of Student Support Services can provide 504 ADA information. (Board Policy 2162)

#### **TITLE I, PART A, HIGHLY QUALIFIED TEACHERS AND PARAPROFESSIONALS**

Notification to parents informing them that they can request the following information regarding instructional staff who work with their children:

- Whether or not the child's teacher has met state certification for the grades and subjects s/he is teaching.
- Whether or not the teacher is working with an emergency or conditional certificate where state certification criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held, including field of discipline of the certificate or degree.
- If the child receives instructional services from a paraeducator, the paraeducator's qualifications.

#### **STUDENTS GENDER-INCLUSIVE SCHOOLS (BP3211) Required by RCW 28A.642.080**

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement. This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedure. The superintendent will appoint a primary contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI. This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying, and discrimination. Legal References: RCW 28A.642 Discrimination Prohibition 20 U.S.C. §1232g, 34 C.F.R., Part 99 - Family Education Rights and Privacy Act

#### **INTEGRATED PEST MANAGEMENT NOTICE**

The Chehalis School District complies with all legal requirements for record-keeping regarding the application of pesticides to school grounds or school facilities and such records are available, upon request. At least 48 hours before the application of a pesticide to school facilities or school grounds, the District shall notify parents and staff of

the planned application by posting a notice in a prominent place in the building and grounds. Following application, a sign shall be posted at the location of the application. The notice shall state the product name, date, time and specific location of the application, the pest for which the application was made, and a contact name and telephone number. The notice shall remain posted for 24 hours or longer, if required by the label of the pesticide. (Chehalis School District Board Policy 6895).

### **ASBESTOS PLAN NOTICE**

In compliance with federal EPA rules, the Board of Directors of Chehalis School District hereby notifies patrons that asbestos containing materials are present in Chehalis school buildings. The condition of asbestos is monitored every six (6) months to ensure that it does not pose a threat to children, staff and patrons. The locations of friable asbestos (able to crumble and release fibers) and encapsulated asbestos (sealed) are available, upon request. (Chehalis School District Board Policy 6890)

### **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - PUBLIC NOTICE**

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Chehalis School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chehalis School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chehalis School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1) The Chehalis School District has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended

In order to exercise refusal to release directory information, the school district, within ten (10) days of the publication of this notice, shall receive written refusal by the student's parent/guardian or student if he/she has reached the age of 18. Such written notice shall be addressed to the District's Title IX officer listed below:

**Title IX Coordinator Chehalis School District**  
Tommy Elder  
310 S. W. 16<sup>th</sup> Street Chehalis, Washington 98532  
360-807-7200

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**  
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901  
(Chehalis School District Board Policies 3230, 3231, and 4040)

#### **PUBLIC NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Chehalis School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Chehalis School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Chehalis School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

The Chehalis School District has designated the following information as directory information: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended

In order to exercise refusal to release directory information, the school district, within ten (10) days of the publication of this notice, shall receive written refusal by the student's parent/guardian or student if he/she has reached the age of 18. Such written notice shall be addressed to the District's Title IX officer listed below:

**Title IX Coordinator Chehalis School District**  
Tommy Elder  
310 S. W. 16<sup>th</sup> Street Chehalis, Washington 98532  
360-807-7200

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).

Political affiliations or beliefs of the student or student's parent;

1. Mental or psychological problems of the student or student's family;
2. Sex behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of others with whom respondents have close family relationships;
5. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
6. Religious practices, affiliations, or beliefs of the student or parents; or
7. Income, other than as required by law to determine program eligibility.

**Receive** notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect**, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Chehalis School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Chehalis School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Chehalis School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Chehalis School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above. (Chehalis School Board Policy 3232)

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office**  
U.S. Department of Education 400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

VISIONS 2024-2025 Student Handbook **Student Attestation:**

To be signed and returned to the classroom teacher.

I \_\_\_\_\_ (print student name), have received a copy of  
the VISIONS 2024-2025 student handbook.

\_\_\_\_\_, \_\_\_\_\_  
Signature Date

VISIONS 2024-2025 Student Handbook **Legal Guardian Attestation:**

To be signed and returned to the classroom teacher.

I \_\_\_\_\_ (print legal guardian name), have received a  
copy of the VISIONS 2024-2025 student handbook.

\_\_\_\_\_, \_\_\_\_\_  
Signature Date