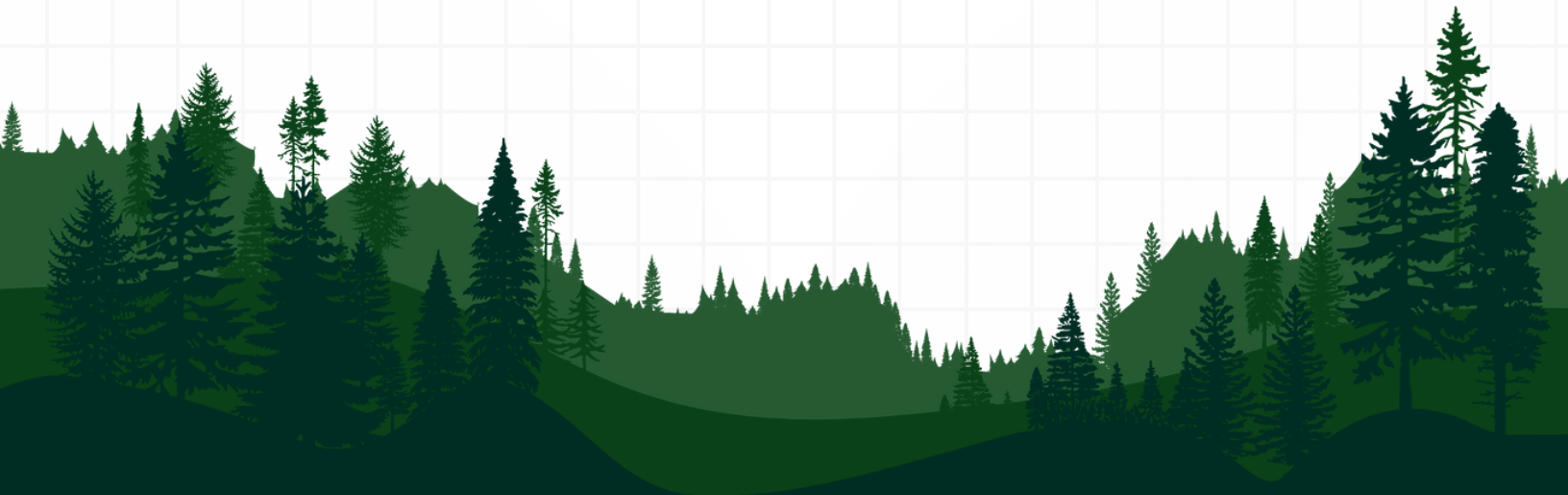


2025-26

STUDENT & FAMILY HANDBOOK



BATTLE GROUND PUBLIC SCHOOLS

Connecting every student to a successful future

P.O. Box 200, Battle Ground, WA 98604-0200 • Office Location: 11104 NE 149th Street, Brush Prairie, WA 98606
District Switchboard: 360-885-5300 • Fax: 360-885-5351

September 2025,

Dear Parent/Legal Guardian

Please review the school and district handbook with your student. It contains important information that will assist and support your success in the Battle Ground Public Schools.

The Battle Ground Public Schools provides equal opportunity in programs and employment and does not discriminate based on the basis of race, color, national origin/language, creed/religion, sex, sexual orientation including gender identity, disability, or the use of a service animal by a person with a disability, age, marital status, honorably discharged veteran or military status, HIV/Hepatitis C status. The district provides equal access to the Boy Scouts and other designated youth groups. Contact the following staff regarding questions and complaints of alleged discrimination:

Lynnell Tsagawa-Murray
Assistant Superintendent
Title IX and Civil Rights Compliance Officer
murray.lynnell@battlegroundps.org 360.885.5376

Michelle Reinhardt
Executive Director of Human Resources
504/ADA Compliance Coordinator
reinhardt.michelle@battlegroundps.org 360.885.5481

Or a letter may be submitted to the designated coordinator at Battle Ground Public Schools, PO Box 200, Battle Ground, WA 98604.

BATTLE GROUND PUBLIC SCHOOLS

Connecting every student to a successful future

Dear Families of Battle Ground Public Schools,

We believe that every person brings value and has the capacity to do great things, we will reach EACH AND EVERY STUDENT academically, socially and emotionally to ensure their success in life. To achieve this mission, our goals are to provide a safe and caring environment, provide high quality instruction and create a culture of collaboration that cultivates trust. You can access the full strategic plan on our [district website](#).

Our policies, procedures and expectations align with this effort and are an important part in providing safe and supportive learning experiences for students and staff. This handbook includes important information on district policies, the school calendar, educational philosophies, and appropriate conduct. Each student and family member has a role in creating safe, productive learning environments for all. Please take the time necessary to read through this handbook and become familiar with our district's expectations of student behaviors.

It is important that you and your child review the Student & Family Handbook and acknowledge receiving the information through Parent Access in Skyward. Please contact your local school or the district office if you need clarification on any of the items listed within this handbook.

We welcome volunteers in our schools. Parent/Legal Guardian volunteers are an essential part of Battle Ground Public Schools and can assist in a variety of ways. You can find volunteer information in section one of this handbook.

Again, welcome to the 2025-26 school year. We look forward to working with you!

Sincerely,

Jackie Maddux,
Board President
Director, District 5

Mary Snitily,
Board Vice-President
Director, District 1

Debbie Smith
Director, District 2

Ted Champine
Director, District 3

Terry Tate
Director, District 4

Itzel Contreras Montiel
PHS Student Representative

Toby Nguyen
CAM Academy Student Representative

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Dear students and parents,

Safety is one of our district's top priorities and to help safeguard our school community, we've taken an important step that I want to share with you.



Our district is using *Vector Solutions*, a tip reporting service that allows students, staff, and parents to submit safety concerns to our administration four different ways:

- 1. Phone: 360.558.3351**
- 2. Text: Text your tip to 360.558.3351**
- 3. Email: 1063@alert1.us**
- 4. Web: <http://1063.alert1.us>**

You and your child can easily report tips on:

- Bullying
- Harassment
- Intimidation
- Drugs
- Threats of Violence
- Any safety issues

Every tip Vector Solutions Alert receives about our district is logged in the system and our administration is notified so that they can investigate and take appropriate action. And, tips may also be submitted anonymously if you prefer.

Together, using Vector Solutions, we can make our district a safer place to work and learn and will support our students' social and emotional well being! Thanks in advance for your support.

Best regards,

Shelly Whitten
Superintendent
Battle Ground Public Schools

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS

Creating a safe and caring environment to support students, families, and staff

What is PBIS?

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting appropriate behaviors. The goal of PBIS is to support the behavioral, social, and emotional wellbeing of all and to prevent the development and establishment of problem behaviors.

Parents/Guardians & PBIS

Forming a partnership between home and school will ensure the success of our PBIS system. Throughout the school year, your school staff will send updates and information to families. We invite you to share comments, concerns, and ideas to help us make PBIS work at our schools.

Please support PBIS by:

- Reviewing your school's behavioral expectations with your child
- Using the school expectations at home
- Providing positive reinforcement (acknowledging good choices with compliments or quality time) at home
- Sharing comments with or asking questions of teachers, school teams and principals.

Contact

Tamra Scheetz, Director of Student Supports
scheetz.tamra@battlegroundps.org
360-885-5471

THE FOUR COMPONENTS OF PBIS:

1. School-wide expectations that describe appropriate behaviors for each school setting.

School-wide and area-specific expectations are posted in classrooms, around the school, and shared with families through school communications. The school-wide expectations differ at each building, but usually revolve around the themes of demonstrating responsibility, respect, and safety.

2. Teaching the school-wide expectations to all students.

We teach behavioral skills similar to how we teach academic skills. Students are taught expected behaviors for each area of their school so they know what the expectations "look" and "sound" like. These lessons are re-taught and reinforced throughout the school year, and are a regular part of our instructional program.

3. Acknowledging students when they demonstrate appropriate behaviors.

Recognizing students for appropriate behavior is one of the best ways to encourage these behaviors. Acknowledgments can be as simple as eye contact and a thumbs up or public recognition. Schools also use tokens as a tangible recognition for positive behavior. Our schools often use a token that relates to the school mascot that is collected and exchanged for an individual or larger group celebration.

4. Data collection to record trends, address inappropriate behaviors, and identify areas of improvement.

Even with clear expectations and positive reinforcement, sometimes children misbehave. Behavior issues are divided into minor and major behaviors. Minor behaviors are mildly disruptive to the learning environment, while major behaviors are larger issues, including safety concerns, illegal behaviors, or major disruptions to the learning environment. Behaviors are documented as either a Minor Incident or a Major Referral. Parents/guardians will be notified about minors and majors. Both types of behaviors result in consequences intended to reduce the likelihood that the behavior will happen again. When a child repeatedly receives minors or majors, parents/guardians, teachers, support staff, and administration will meet together to build an effective intervention plan to support that child.

MEAL CHARGE GUIDELINES

2025 – 2026 MEAL PRICES*:

• Primary schools	Breakfast free	Lunch free
• Middle schools	Breakfast \$2	Lunch \$3.45
• High schools	Breakfast \$2.25	Lunch \$3.85
• CAM (all grades)	Breakfast \$2	Lunch \$3.45
• River HomeLink (all grades)	Breakfast free	Lunch free
• Adult meals	Breakfast \$2.40	Lunch \$4.75

*Only some schools are able to offer free meals to all students, regardless of household income, by default based on the USDA's community eligibility provision. However, students at schools that do not offer free meals by default may still qualify to receive meals at no cost to their family if they meet the requirement.

PURPOSE: The purpose of these guidelines is to establish consistent meal charge account procedures throughout the district. Unpaid charges place a financial strain on the Nutrition Services budget. The goals of this policy are:

- To establish and communicate consistent district guidelines regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, district business policies, students and parents/guardians to the maximum extent possible.
- To establish procedures appropriate for age / grade group.
- To encourage parent/guardian to assume responsibility of meal payments and to promote self-responsibility of the student.
- To comply with the USDA SP 46-2016: *Unpaid Meal Charges: Local Meal Charge Policies*.

SCOPE OF RESPONSIBILITY:

Nutrition Services Department: Responsible for maintaining meal charge records and notifying the district finance department of outstanding balances. The Nutrition Services Department is also responsible for notifying the student's parent/guardian of outstanding balances.

District: Responsible for supporting the Nutrition Services Department in collection activities.

Nutrition Services Department and District: Shared responsibility for communicating the Meal Charge Guidelines.

Parent/Guardian: Immediate payment.

PROCEDURES:

1. Middle and high school students have the option to purchase an extra entrée or extra milk/juice (a la carte) during meal service. Students must pay for these a la carte options at the time of purchase, and can use cash, check or pre-pay online (see below for InTouch Receipting information). Change will be applied to the student's lunch account.

Payment options

In person: Cash or check, dropped off at school office or cafeteria (by student or parent).

By Mail: Check mailed to:

BGPS / Nutrition Services

P.O. Box 200, Battle Ground, WA 98604

Online payment option

- InTouch Receipting – add funds to your child's lunch account. You will be able to see and pay all charges in one place. Use your Skyward / FamilyID login.

2. All Students:

a. Students from families whose incomes fall below a specified level may be eligible for a free or reduced-rate breakfast and lunch. Visit battlegroundps.org/page/free-reduced-price-meals to complete an online application or paper application. It is important that all families, regardless of income, apply for free and reduced-price meals. Completion of this form helps inform state funding to provide the meal benefit to all K-4 families and perhaps expand access in coming years. Along with a completed consent to share form, families who qualify may also receive free or reduced fees for other extracurricular activities, including field trips, sports and more. Applications are accepted all year. If circumstances occur after the start of the school year that impact family resources, parents/guardians are encouraged to complete an initial application or a new application if income is reduced.

b. Negative balance status can be avoided by making online payments through InTouch Receipting. Payments in the form of cash or a check can be made directly to the cafeteria cashier.

c. Guaranteed Lunch – this option is available on InTouch Receipting. The parent/guardian can activate an automatic payment from their credit card to the student's meal account when the balance gets below a certain point, set by the parent/guardian, eliminating the risk of the meal account going into the negative.

d. Nutrition Service balances can be monitored through the student's Skyward Family Access account. A parent /guardian can request a block on their student's account to prohibit the purchase of a la carte items. To request a block, please fill out a meal account restriction request form.

3. Year-end Balances and Refunds:

- a. Unpaid meal charges at year-end will carry-over to the next school year, until paid in full.
- b. Refund/donation - You can request a refund or transfer/donation of unused funds left in your child's meal account.

Complete this [request form](#) and email it to nutrition services at nutrition@battlegroundps.org.

If your student is changing schools but staying within Battle Ground Public Schools, their meal account will follow them. If you are leaving the school district, we cannot transfer funds to another school district.

4. Meal Charge Guidelines Communication:

We have updated our unpaid meal charge guidelines to comply with the USDA and local meal charge policies and recommendations.

1. Students (K-12) will be allowed to charge up to \$25 in full, reimbursable meals.
2. Students cannot charge a la carte items.
3. Nutrition Services will send an automated low-balance call two (2) times per week and two (2) automated low-balance emails per week for students with a negative balance.
4. Nutrition Services will make a personalized telephone call to the parent/guardian when a student's account reaches a negative balance of \$25.
5. The building principal will be notified by Nutrition Services when a student's account reaches a negative balance of \$50. The principal or designee will research additional resources/assistance and contact the student's family if necessary.
6. The district's Business Services office will begin to notify the parent/guardian when the student's account reaches a negative balance of \$60. This notification will be by phone call and/or certified letter, which will include a breakdown of outstanding charges and the payment due date.
7. K-12 students will not be denied a reimbursable meal for unpaid charges. If a student's negative balance reaches \$100, Nutrition Services will notify Business Services to begin collection procedures. Business Services will send the parent/guardian notification of the delinquent balance, a breakdown of outstanding charges and the payment due date. If payment is not received, the account will be sent to collections.

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SECTION ONE: PARENTS/GUARDIANS

ANNUAL ONLINE STUDENT UPDATE

As the school year begins it is important to have the most up to date information on all our students. Parents can update information online in Family Access for emergency contact, demographic information, request directory information to not be released. Battle Ground Public Schools is required to release information to military recruiters for students in eleventh and twelfth grade, unless families opt out of sharing of information. Please see the definition of Directory Information in section five of this handbook.

Completing the online student update is easy; log into [Skyward \(Family Access\)](#) and click Online Student Update on the navigation bar in the left column of the web page. If you do not remember your password, you can click 'Forgot your Login/Password' on the login page to have it sent to your email address that is on file with the district. If you do not have a Login, please call your school office to get one. Hard copies of all the forms, and/or access to computers, are available at the schools. Please make certain these forms are completed by September 19, 2025.

ATTENDANCE

Washington State has a Compulsory Attendance Law RCW28A.225 which requires children from the age of 8 and under 18 years of age to attend a public school, private school, or to receive home-based instruction (homeschooling) as provided in subsection (4) of [RCW 28A.225.010](#). Children who are 6 or 7 years-old are not required to be enrolled in school. However, if parents/legal guardians enroll their 6 or 7 year-old, the student must attend full-time.

It is extremely important that students attend school each day. Doctor appointments, vacations and other activities that keep children out of school should be avoided during the school day if at all possible.

It is equally important for students to be at school on time. If a student is tardy she/he must check in at the office before going to class. Students are considered tardy if they arrive after the start of the school day or after the start of class during the day. Students who are tardy to school must come to the office and obtain a tardy slip before reporting to class. Excessive tardiness may result in corrective action.

All absences of students will require a note or personal contact (written note, phone call or email) by the parent/legal guardian or the absence will be considered unexcused. Any absence not excused within three (3) days after the return of the student to school will not be excused at a later date unless approved by an administrator.

If a student needs to leave school early, they must check out through the office or the absence will be considered unexcused.

All student absences due to illness or health conditions of five (5) or more consecutive days duration will require verification by appropriate medical personnel upon return of the student to school. Failure to provide acceptable verification may result in the absences being determined as "unexcused".

Valid reasons for excused absences include:

- Participation in school approved activities or instructional program
- Illness, health conditions, mental health or medical appointment
- Family emergencies
- Principal or designee and parent/legal guardian, or emancipated youth mutually agreed upon approved activity
- Observance of religious or cultural holidays
- Court, judicial proceeding or serving on a jury
- Post-secondary, technical school or apprenticeship program visitation or scholarship interview
- Absences directly related to the student's homeless status
- Absences related to deployment activities of a parent or legal guardian
- State-recognized search and rescue activities consistent with RCW 28A.225.055

- Absences resulting from a disciplinary/corrective action

TRUANCY

When students miss school and their parents/legal guardians have not excused the absence, they can be considered truant. Truancy is defined as being absent from school or from the majority of a student's classes without a valid excuse.

THE BECCA BILL

The Compulsory Attendance Law is often referred to as the "Becca Bill". The purpose of the law is to help stop truancy before it becomes a problem. Schools and families should work together as a team to ensure school attendance and student safety. However, if a student has unexcused absences, this law requires that schools and school districts take the following actions:

1. **One (1) unexcused absence:** The school must inform the parent/legal guardian when there is one unexcused absence. This is often done by a phone call home.
2. **Three (3) unexcused absences:** After the third unexcused absence in a month, the school is required to schedule a meeting with the parent/legal guardian and student to discuss the causes of the unexcused absences and find solutions to prevent further absences. This is a team effort.
3. **Five (5) unexcused absences:** Students ages 13 and older who are absent 5 or more days during the school year will be given a survey that asks questions about factors affecting their ability to maintain regular attendance. The purpose of this survey is to help staff determine how to support students who are routinely absent. You have the option to opt your child out of this survey in Skyward.
4. **Seven (7) unexcused absences in a month or before the fifteenth (15) unexcused absences in a school year.** The school district shall file a petition in juvenile court alleging a violation of the Compulsory Attendance Law RCW 28A.225. The filing of the petition will start the legal process for obtaining either an Order of Stay or Intervention Order. The parents may also be fined up to \$25.00 per day for every day of unexcused absence.

Schools must send the student a notice of the truancy court petition by certified mail with return receipt or in-person delivery. The petition includes many important dates and deadlines that must not be missed by the student and the family.

CLASSROOM / SCHOOL VISITS

The district welcomes parents/legal guardians to visit their child's school and classroom. All visitors must register at the office upon their arrival at school. Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the visit furthers the educational program of the district. Military recruiters will be provided the same opportunities to meet with students as higher education and employer representatives. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher and may take up to 24 hours. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before or after the observation to enhance understanding of the activities.

CONFERENCES

Parent/Legal Guardian/student/teacher conferences are held at least once each school year. Please consult the calendar for specific dates. In addition to these conferences, parents/legal guardians are encouraged to confer with teachers at any time. To schedule a conference, please contact the main office to leave a message for a teacher.

CUSTODY ISSUES

The residential parent/legal guardian is responsible for decisions regarding the day-to-day care and control of the student. Parents, legal guardians, or de facto parents have an equal right to receive information contained in the school records concerning their child.

Unless there are court-imposed restrictions, the nonresidential parent/legal guardian, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries.

If there is a court order on file with the district that restricts or prohibits any parent/legal guardian or other person from contact with or picking up a student from school, then the student is not permitted to visit with or be released to that parent/legal guardian or other person. It is necessary to have the court order on file in order to impose this restriction. School district personnel will follow the court order to the best of their ability. If disputes occur between parents/legal guardians on school grounds, law enforcement will be called to resolve the dispute. **Reference: School Board Policy 3126—Child Custody**

EMERGENCY PROCEDURES

A plan has been developed which will ensure the maximum efficiency and safety for evacuating the building during drills or any emergency. Instructions are posted in each room to follow during such emergencies. Staff will direct students in the proper emergency response (i.e. Hold, Secure, Lockdown, Evacuate and Shelter), and should evacuation be ordered, to the assembly point where roll will be taken. Any drills for emergencies are to be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill/emergency. **Reference: School Board Policy 3432—Emergencies**

FEES AND FINES

The district shall provide an educational program for the students as free of costs as possible. The superintendent / designee may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials, students are free to purchase them elsewhere, or provide reasonable alternatives, and an accounting is made of all money received by staff for supplies and materials.

A student shall be responsible for the cost of replacing school district materials or property that is lost or damaged due to negligence. Fines may be levied for lost or damaged textbooks, library books or technology equipment. An exact replacement of a textbook in good condition will be accepted as payment of fine. The library staff will thoroughly check the book to assure that it is the edition in use by Battle Ground Public Schools and that the book does not contain missing pages, offensive writing or drawings and is suitable for circulation to students. If any work is required to repair the replaced textbook into usable condition a \$15 processing fee will be levied.

Unpaid fees and fines and meal account balances are subject to collections after negative balance reminder letters have been sent home.

Due to the 2025 replacement levy failure, the cost of participating in sports and attending games will increase. Levy dollars covered a portion of the costs associated with athletics. *Please note: Students who receive free or reduced-price meals AND have a 2025-26 consent to share form on file will be eligible to have these costs waived. Please note that submitting a consent to share form for the current school year is necessary even if you have submitted one previously. Prior school year consent to share forms do not roll over.*

Sports participation fees

These fees will rise from \$85 per sport to the following:

\$150 for one sport

\$135 for second sport in school year

\$100 for third sport in school year

ASB cards

The cost of an Associated Student Body card (required for participation in sports and many clubs) will increase from \$35 to \$50 per school year.

Family passes

The cost of family passes to home games will increase from \$100 per season to \$200 per season. The pass can be used for entry by the student as well as all siblings, parents and guardians noted in their Skyward profile.

Additional changes

With the reduction in levy funding, there will also be changes to transportation to games and tournaments. Coaches will share more information with teams.

Starting in the 2025-26 school year, BGPS will accept only credit cards for entry to home games and tournaments. Cash will no longer be accepted. The entire Greater St. Helens League is moving to a cashless model.

FIELD TRIPS

Field trips are an extension of the regular classroom curriculum. All school rules apply on field trips. If financial assistance is needed, please contact your school's office. Students are not permitted to ride in private vehicles that are not owned and operated by their parent or legal guardian without administrative approval and the appropriate Risk Management criteria has also been met.

INSURANCE

Schools do not carry individual insurance on students; however, accident insurance is available for parents/legal guardians to purchase. An information folder or similar brochure is available at school offices.

LIBRARY INFORMATION AND TECHNOLOGY PROGRAMS

School libraries are important sources of information for young readers. Parents and guardians are welcome to see what's available and which books their child has checked out. How to view the books that your child has checked out:

- [Visit the Destiny Discover library catalog for your child's school](#)
- To log in: Use your child's school email address and Google password.

To limit your child's access to books: If there are books you do not wish your child to read, please contact the library technician at your child's school. The library technician will note these restrictions in your child's account.

SCHOOL DELAY OR CLOSURE

In the event of inclement weather, schools may start late, close early or be closed all day. We may begin contacting families as early as 5:30 a.m. **[Please ensure that your contact information is up to date in Skyward so that you can receive notifications.](#)** Notifications may be sent the following ways:

- Automated phone call
- Email
- Text message
- [Mobile app](#) alert
- Information line: 360-885-5343. Call for updates.
- [District website](#)
- [BGPS Facebook page](#) and [Instagram](#)
- TV and radio stations and local newspapers may share information at their discretion

SCHOOL HEALTH SERVICES

Battle Ground Public Schools are committed to the safety, health and well-being of all students. Parents/Legal Guardians and students are vital to this endeavor. With everyone's efforts, we can achieve these goals through planning, prevention, and education.

Life Threatening Health Conditions

Life Threatening Health Conditions may include, but are not limited to, serious allergic conditions (i.e., insect stings, foods), asthma, diabetes, seizures, and hemophilia.

According to Washington State Law, students with a potentially life-threatening health condition cannot attend school until the following conditions are met:

1. A current medication and/or treatment order from a licensed healthcare provider, along with authorized medication and/or equipment to carry out the order, must be on file with the School Nurse.
2. An Emergency Action Care Plan written in cooperation with parent/legal guardian and licensed health care provider, when indicated, must be in place prior to the student's first day of school attendance.
3. If a parent/legal guardian feels his/her child's health condition is not life threatening and does not require such emergency preparation, a written statement from the child's licensed health care provider must be submitted in order to circumvent exclusion from school as mandated by law.

Current students who do not meet the above conditions will be excluded until conditions of enrollment are met.

Medications

Battle Ground Public Schools recognizes that for certain situations, oral medication may need to be administered during school hours.

1. When a health condition requires that a student receive a prescription or over-the-counter medication during school hours, authorization must be given by parent/legal guardian and accompanied by a legal written order and signature of the licensed health care provider.
2. Medications must be in the original container, properly labeled by the pharmacist, manufacturer, or licensed health provider. Medication is to be brought into school by parent/legal guardian and signed in to school.
3. Only licensed district nurses and non-licensed school staff under the supervision of the school nurse, are authorized to administer and monitor oral medication dispensed at school.

Students are not permitted to be in possession of prescription or nonprescription medications at school or school events without permission of school authority. By adhering to the above conditions, the safety of all students and staff is protected.

Immunizations

In order to protect all students and staff from a number of communicable diseases, Washington State law requires certain immunizations against childhood diseases for all students, regardless of age, who attend a public or private school or a licensed day care center.

1. On or before the first day of attendance, proof of the child's:
 - a. medically verified full immunizations,
 - b. initiation of schedule of immunizations, or
 - c. certificate of exemption (COE), current with the state requirements.
 - d. must be presented at the school.

A completed and signed Certificate of Immunization Status (CIS) or COE is required to be on file at the school, preschool, or child care facility. Vaccines required for school attendance can be found on the district website and information is available at each school office.

Illness

If a student becomes ill during school hours, school staff are able to provide initial basic care until parent/legal guardian arrives. There are not sufficient facilities or staff supervision and care for students for extended periods of time so students who have become ill at school need to be picked up as quickly as possible. Minor injuries requiring basic first aid can be managed at school. In the event of a more serious injury or illness, parents/legal guardians are notified for directions and, if not available, emergency medical assistance may be sought if conditions warrant.

Students with signs or symptoms of illness and infection should be kept at home until the illness has improved and the student is non-contagious. **The following criteria should be used as a guideline for keeping students at home:**

- If a student has vomiting and/or diarrhea within the last 24 hours.
- If a student has a fever or fever-like symptoms in the last 24 hours.
- A rash, especially one in conjunction with fever, non-identifiable cause, or creating discomfort for the student at school.
- Pain that is persistent, unresolved and causing discomfort (i.e., toothache, ear pain, pain related to injury).
- Moderate to severe "colds" and coughs, with or without fever.
- Students with any infectious diseases (ie. chicken pox, strep throat, pink eye) should be at home until considered non-contagious according to communicable disease guidelines, local health authorities, state and district guidelines.
- Students who have been exposed to a confirmed case of an infectious disease (ie. COVID) the district is obligated to follow county and state Health Department Guidelines.

VOLUNTEERS

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer's responsibility for supervising students in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules. If a volunteer does not abide by the rules of the volunteer handbook and expectations of the school, their volunteer status may be reconsidered.

Volunteers must submit a completed Volunteer Application [accessible on the district website](#). A copy of the driver's license must be submitted to the school office, in person, at least ten working days, prior to working in the classroom or attending a field trip.

SECTION TWO: STUDENT EXPECTATIONS

BICYCLES AND OTHER WHEELED TRANSPORTATION

Students may ride their bicycles and other approved wheeled transportation (skateboards, skates, rollerblades, scooter, heelys-shoes with wheels), to and from school, in designated areas, access roads and paths. **While on school grounds** students are required to walk their bikes, skateboards and scooters, and take off skates or wheels on heelys. It's strongly recommended students wear a helmet, Students are subject to appropriate corrective action if these expectations are not met. These items may be confiscated if misused. Students are encouraged to register his or her bike with the police department. The school is not responsible for loss, damage, or theft of personal items.

CAFETERIA / LUNCHROOM

Students have a designated amount of time for eating lunch each day. While in the cafeteria all students must:

- Throw away or recycle trash as appropriate
- Follow all cafeteria rules.

Breakfast and lunch are provided each day. Students may purchase meals with cash or from their account. Deposits can be made at the discretion of parents or legal guardians and items are debited from the student's account at the time of purchase. Parents/Legal Guardians may place restrictions on purchase amounts and/or food choices by contacting the food service staff. Print-outs are also available upon request for all transactions made on a student's debit account.

The district has a student health and nutrition policy that may regulate the purchase of food items on campus. Chronic problems resulting from food or gum may be referred to an administrator for appropriate corrective action. **Reference: School Board Policy 6700—Nutrition**

DRESS AND PHYSICAL APPEARANCE

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

Student choice in matters of dress should be made in consultation with their parents/legal guardians. However, student dress shall be regulated when, in the judgment of school administrator/designee, there is a reasonable expectation that:

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

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. The use of lewd, sexual, drug, tobacco, alcohol-related messages, or gang-related apparel are not within the expectations of appropriate wear. The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are within the appropriate wear guidelines.

The superintendent/designee shall establish procedures providing guidance to students, parents/legal guardians, and staff regarding appropriate student dress in school or while engaging in extracurricular activities. A student's appearance should be neat and clean and the body should be adequately covered at all times. Such procedures shall ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be asked, with notice to his or her parents/legal guardians, to make appropriate corrections. Students not following the expectations are subject to corrective actions.

The student and parent/legal guardian may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- Lead school officials to reasonably believe that such dress or grooming disrupts, interferes with, disturbs, or detracts from the school environment or activity and/or educational objectives.
- Create a health or other hazard to the student's safety or to the safety of others.
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, designs, emblem upon any school or personal property or one's person.
- The building administrator, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the building administrator reasonably believes that the student's dress or grooming:
 - Creates a hazard to the student's safety or to the safety of others.
 - Prevents, interferes with or adversely affects the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the following corrective action steps will be followed:

1. The building administrator or staff member shall request the student to make appropriate corrections.
2. If the student refuses to comply, the building administrator/designee shall notify the parent/legal guardian, if reasonably possible, and request the parent/legal guardian to make the necessary corrections.
3. Failure to change the attire will result in the appropriate corrective action being imposed.
4. With continued refusal and/or failure to cooperate, students may be subjected to corrective action.

Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the building administrator/designee may determine. All students shall be accorded due process safeguards before any corrective action is taken. Reference: **School Board Policy 3220—Freedom of Expression; School Board Policy 3224—Student Dress; School Board Policy 3241—Student Discipline**

FREEDOM OF EXPRESSION

The free expression of one's thoughts and ideas are an important part of a democratic society. Students' written and verbal expressions of their own opinions on school premises is encouraged so long as it does not substantially disrupt the educational process and operation of the school. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings. The principal shall have the authority to monitor student verbal and written expression. Students who violate the standards for verbal and written expression shall be subject to appropriate corrective action.

In order to prevent the disruption of classroom instruction, the principal or staff member may restrict the distribution of any publication at school and school-related activities to reasonable times and places. In addition, principals may prohibit the distribution of a publication that is considered obscene, libelous, lewd, vulgar, indecent, or contains threatening or abusive words. This includes any material that is deemed to be disruptive of school work or activities. Reference: **School Board Policy 3220—Freedom of Expression**

LOCKERS, DESKS AND STORAGE

Lockers, desks and storage areas are the property of the District. When assigned a locker, desk or storage area a student shall be responsible for proper care and does not have a reasonable expectation of privacy. The locker, desk or storage area may be inspected with reasonable cause at any time in order to locate misplaced library books or other school property or to ensure that the areas are being kept clean and free from potential health or safety hazards.

No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules, or which poses a threat to the health, safety or welfare of the occupants of the school or the building itself. Any student's locker, desk, or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker shall be conducted according to board policy governing personal searches.

All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to board policy governing personal searches. **Reference: School Board Policy 3230 Student Privacy and Searches**

PERSONAL ITEMS / VALUABLES

Personal items should not be brought to school unless they are necessary for the completion of school work. Students should not bring large amounts of money to school. Personal items should be marked with the student's name. The school is not responsible for loss, damage, or theft of personal items. Found items will be available in the lost and found area of the student's respective school.

SAFE SCHOOL REPORTING

Safety is one of our district's top priorities, that's why we're using Vector Solutions, a tip reporting system that allows students, staff, and parents/legal guardians to easily submit safety concerns on bullying, harassment, drugs, vandalism or any safety issue you are concerned about to our administration four different ways:

Phone: 360-558-3351

Text: 360-558-3351

Email: 1063@alert1.us

Web: <https://bgisd-wa.safeschoolsalert.com>

You can submit a tip anonymously online or by telephone. The tip will be reviewed the next day that the Superintendent's office is open and appropriate next steps will be started accordingly. More information, including the Vector Solutions Terms of Use and Privacy Policy, is available online at <https://bgisd-wa.safeschoolsalert.com>. Thank you in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

SAFETY

While the school district will take all reasonable and necessary measures to ensure the safety and security of their students, there are measures each student can also take to further provide for their own protection. Students should always be in a supervised area while on campus. If a student needs to leave school early, they must check out through the office or the absence will be considered unexcused.

All visitors must first sign in and pick up a visitor badge at the front office. Students should report any suspicious or unauthorized activity on campus to a staff member immediately.

SCHOOL PHONE USE

The school office phones are primarily for school business purposes and are only made available to students in the case of an emergency. If you desire at any time to reach your student or send them a message, you may call the front office and they will contact them. Cell phones are not permitted to be during class, unless a middle or high school staff member grants special permission and monitors use. We will follow all IEP/504 and health plans as written. High schools allow them in between class and during lunch, while middle and primary levels do not allow them during the school day. **(See Board Policy 3245)**

SEARCH AND SEIZURE

The following guidelines shall be observed to assure the privacy of individuals and the safety and welfare of all students.

Failure to comply may result in disciplinary action;

- A. A student shall be free from searches by school officials of his/her clothing and other personal property or automobile unless there is reasonable cause to believe that something is concealed that may be of immediate danger or threat to the student or to other students. School officials may request a student to remove all items from pockets or other personal effects.
- B. Student lockers remain the property of the school district and school officials retain the right and the ability to inspect lockers. However, school authorities may inspect student lockers in the absence of students only:
 1. When it occurs as part of a general inspection of all lockers for the purpose of returning school property such as library books.
 2. When school authorities have reasonable cause to believe that conditions or circumstances exist which threaten the health or safety of those in the school.
 3. When school authorities have reasonable cause to believe that items which violate school rules or the law are concealed in a school locker, they shall inspect the locker, but only with the affected student present. If the student refuses to reveal the contents of his/her personal belongings within the locker, the parent/legal guardian shall be called.
- C. A student's automobile may be subject to search if there is a reasonable cause to believe that something is concealed that might be of an immediate danger or threat to the student or to other students.

STUDENT VEHICLES

The student use of vehicles is a privilege, not a right. Battle Ground Public Schools provides transportation for students to and from school at no cost to the student/parents/legal guardians, except for BGVA, CAM, River HomeLink and Summit View High School where parents/guardians or students must provide their own transportation. Student vehicles operated on school premises are subject to the following regulations as summarized here:

School rules and local and state traffic laws must be followed.

- Vehicles driven to school must be registered, and a parking permit must be showing on the vehicle. Permits are not transferable from one vehicle to another.
- Vehicles not displaying a parking permit are subject to a warning and/or being placed on the fine list for a parking permit. Repeat violations may result in corrective action.
- Students must park in designated student parking areas on the school grounds. Students parked in staff, visitor parking, or handicapped zones may lose parking privileges or appropriate corrective action may be imposed.
- The driver of the vehicle is held accountable for the conduct of anyone in the vehicle, and for items that are in the vehicle.
- The school district is not responsible for any damages/theft which may occur to/in vehicles.
- Any student in the parking lot or in someone's vehicle without permission is subject to corrective action.
- Students are not allowed to drive other students' vehicles without the registered owner's permission and the student's own parent's/legal guardian's permission.

Additional information on regulations and policies can be found in the document "Vehicle Registration Agreement".

SECTION THREE: UNEXPECTED BEHAVIORS - DEFINITIONS FOR OFFENSES AND CORRECTIVE ACTIONS

General legal references that apply to rules and expectations related to student conduct: **School Board Policy 3241—Student Discipline**; RCW 28A.600.40—Pupils to Comply Rules and Regulations; RCW 28A.600.460—Classroom Discipline; and WAC 392-400-210—Student Responsibilities and Duties

ACADEMIC DISHONESTY / FORGERY / PLAGIARISM

Cheating is when a student knowingly submits work of others and represents it as his/her own. Cheating also includes the aiding and abetting of cheating by others. Any student who knowingly aids or abets the accomplishment of cheating shall also be subject to appropriate corrective action.

Forgery-falsely representing a parent's/legal guardian's or teacher's signature in any way, altering, erasure, or other tampering with a teacher's grade, either on paper or on the computer, will result in appropriate corrective action.

Plagiarism is the taking of language, ideas, or thoughts from another person or source, and representing them as original work. Students who use plagiarized papers or projects, or are involved in any other form of cheating, will be subject to reduction in grades and/or appropriate corrective action.

ALCOHOLIC BEVERAGES AND DRUGS

Student use of alcohol and other mind-altering drugs is harmful, illegal, and will not be tolerated. Out of concern for student health, students may not possess medications at school unless under the direction of the school nurse. Violations of the Alcoholic Beverages and Drugs Regulations are cumulative throughout the student's secondary school years, grades 7 through 12.

The use and/or possession of alcoholic beverages or dangerous drugs by minors is prohibited by law, and the Battle Ground Public Schools will comply with Washington State Law.

In addition, the following regulations shall be applied to students of the Battle Ground Public Schools while they are in school, on school grounds, at bus stops, or at school-sponsored events. Any student subject to appropriate corrective action, under the categories listed below may also be subject to emergency expulsion if the student's presence poses an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.

The Selling and/or Distribution (including the intent to sell or distribute) of any alcoholic beverages, marijuana, hallucinogens, amphetamines, inhalants ("huffing"), barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend/prescription drugs, and dangerous or controlled substance or any "look alike" substances purported to be such is a major violation. In addition, non-prescription and/or over-the-counter medications such as, but not limited to, diet pills, caffeine pills, pain killers, cold medicines and herbal supplements are prohibited unless under the direction of a school nurse. Students who distribute any drug, "look alike" substance, prescription or nonprescription medication, will be placed on emergency expulsion. Parents/Legal Guardians and legal authorities will be notified. The student and parent/legal guardian will be notified of the follow up corrective action and their right to appeal.

Student's use of, possession of, or under the influence of any alcoholic beverages, marijuana, hallucinogens, amphetamines, inhalants ("huffing"), barbiturates, narcotics (opiates or synthetic narcotics), cocaine, legend drugs, any dangerous or controlled substances, or any "look-alike" substances purported to be such is prohibited. In addition, non-prescription and/or

over-the-counter medications such as, but not limited to, diet pills, caffeine pills, pain killers, cold medicines and herbal supplements are prohibited unless under the direction of a school nurse or physician. Students who use or possess any drug, alcohol, look-alike substance, prescription or nonprescription medication or herbal supplements will receive appropriate corrective action. Parents/Legal Guardians and legal authorities will be notified.

Possession/distribution of drug paraphernalia is in violation of Battle Ground Public Schools' policies. This material will be confiscated. This offense will be treated following the same policy as students possessing drugs. The possession or distribution of any material symbolizing, glorifying or advocating the use of alcohol, tobacco, or any drug will result in appropriate corrective action. All materials will be confiscated.

APPLICATION FOR MODIFICATION OF CORRECTIVE ACTION

Students may have the suspension period reduced or eliminated, if during the reentry conference, they agree to meet with the Prevention Intervention Specialist in their school and follow their recommendation. The Prevention Intervention Specialist may include a recommendation for a formal assessment with a state certified drug/alcohol agency that meets the Battle Ground Public Schools criteria. The assessment would be at the cost of the parents/legal guardians or student. Cooperation with the Prevention Intervention Specialist is mandatory. Failure to cooperate or follow through with the recommendation of the Prevention Intervention Specialist, or the assessment if required, will result in the reinstatement of the suspension.

The student may be readmitted on a probationary basis for the balance of the suspension period or the student's educational opportunities may be continued in some other appropriate way.

ARSON

Intentionally and/or malicious setting of fire or explosion which endangers human life, including firemen, or property. Any student involved in arson will be subject to suspension or expulsion. "Arson" refers to behavioral violations that meet the definition of an offense under RCW 9A.48.020 or RCW 9A.48.030.

ASSAULT

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. Any student involved in an assault will be subject to appropriate corrective actions.

"Assault – I" refers to behavioral violations involving an assault upon another person that do not meet the definition of an offense under RCW [9A.36.011](#) or RCW [9A.36.021](#).

"Assault – II" refers to behavioral violations that meet the definition of an offense under RCW [9A.36.011](#) or RCW [9A.36.021](#)—which may include behavioral violations under WAC [392-172A-05149](#)(1)(c) involving "serious bodily injury" as defined under Section 1365 (h)(3) of Title 18, U.S.C.

CELL PHONE / PERSONAL DEVICES (Policy 3245)

Responsibilities

- A. Battle Ground Public Schools does not provide personal property insurance for personally owned devices.
- B. Loss of access to personal devices can occur if the school becomes concerned about the appropriate use of the device. Concerns may include but are not limited to: safety, potential for disruption to the educational process, and security issues.
- C. The student requester and his/her parent(s)/guardians should be aware that the Battle Ground Public Schools does not have control of the information on the internet but takes all measures possible to protect its students through the internet filtering and education of appropriate use.
- D. Use of personal devices is prohibited in locker rooms, bathrooms, nurses' offices, and other locations that are private in nature.
- E. The use of cell phones / personal devices are not allowed in classrooms.

- F. Technical support will not be provided for personal devices. Students must take full responsibility for setting up and maintaining the device.
- G. Unauthorized streaming of audio or video is not allowed at any time.
- H. Students are not permitted to unlawfully use any electronic device to record audio or video media or take pictures of any student or staff member without his/her permission. The distribution of any unauthorized media may result in discipline including, but not limited to, suspension, criminal charges, and expulsion.

The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

COPYRIGHT VIOLATION

Unauthorized duplication of copyrighted materials. Any student involved in a copyright infraction will be subject to appropriate corrective action.

“Disruptive conduct – I” refers to behavioral violations involving low-intensity actions that may briefly interrupt learning activities in violation of district policy.

“Disruptive conduct – II” refers to behavioral violations involving actions that materially and substantially interfere with the educational process in violation of district policy and may result in appropriate corrective action.

DRESS CODE

Appropriate student dress is required in school or while engaging in extracurricular activities. Failure to change the attire will result in the appropriate corrective action being imposed. Continued refusal will be considered failure to cooperate.

EXPLOSIVE / INCENDIARY DEVICES

Students who possess, deliver, detonate or light any explosive or incendiary device to include but not limited to blasting caps, fireworks, gasoline or other flammable liquids, lighters, matches, ammunition, any explosive materials, or any combination of these items or look-a-like explosive device which by themselves or in conjunction with other items can result in an explosion or fire on school property or at school sponsored activities, will be subject to suspension or expulsion. Students who are involved with or threaten to use a look-a-like explosive device will be subject to suspension or expulsion. Law enforcement agencies will be notified.

EXTORTION / BLACKMAIL / COERCION

Defined as when a student obtains money or property by violence, or by causing someone to do something against their will by force, or threat of force.

FAILURE TO COOPERATE

“Failure to cooperate” refers to behavioral violations involving repeated failure to comply with or follow reasonable and lawful directions or requests by school personnel in violation of district policy and may result in appropriate corrective action.

FALSE ALARMS

Willfully and without cause giving, signaling or transmitting a false alarm such as but not limited to False Fire Alarm. Students who are involved with a false alarm will be subject to suspension or expulsion.

FIGHTING

Fighting is defined as a physical altercation causing a disruption of the educational process. 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. Any student involved in fighting or encouraging the act of fighting shall be subject to appropriate corrective action.

Fighting does not include authorized, supervised physical conflict in physical education class activities or extracurricular activities. "Fighting without major injury" refers to behavioral violations involving mutual participation in physical violence where there is no injury that meets the definition of "substantial bodily harm" or "great bodily harm" under RCW [9A.04.110\(4\)](#). "Fighting with major injury" refers to behavioral violations involving mutual participation in physical violence where there is injury that meets the definition of "substantial bodily harm" or "great bodily harm" under RCW [9A.04.110\(4\)](#)—which may include behavioral violations under WAC [392-172A-05149\(1\)\(c\)](#) involving "serious bodily injury" as defined under Section 1365 (h)(3) of Title 18, U.S.C.

FIREARMS AND DANGEROUS WEAPONS

The Battle Ground Public Schools Board of Directors recognizes the expectation of students, staff, parents/legal guardians and patrons to be safe on School District premises and at School District activities. It is a violation of District policy for any person (with the exception of sworn police officers) to carry onto school premises, school provided transportation, or other facilities being used for school activities:

- Any firearm
- Any dangerous instrument or weapon of any kind such as, but not limited to a blackjack, billy club, any pocket knife, any double-bladed knife, any spring or mechanically loaded knife such as a switchblade, any knife having a blade which opens by force of gravity or centrifugal thrust such as a butterfly knife, any knife with a fixed blade of any length, or any saber-sword, dagger or dirk; or
- Any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric
- Shock, charge, or impulse; or given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly weapon, such as a starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor, or other disabling agents; or
- Any slingshot, sand club, or metal knuckles, or spring blade knife; spring blade knife means any knife, including a prototype, model, or other sample, with a blade that is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement. A knife that contains a spring, detent, or other mechanism designed to create a bias toward closure of the
- blade and that requires physical exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure to assist in opening the knife is not a spring blade knife.
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse
- Any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade.
- Any student in violation of bringing or possessing a firearm or dangerous weapon is subject to suspension or expulsion.

GAMBLING

Participating in games of chance for the purpose of exchanging money will be referred to as gambling. Any student involved in gambling is subject to appropriate corrective action.

GANGS

A gang is defined as a group of people (3 or more) who has identifiable leadership; and on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. Engaging in antisocial behavior, establishing an identity and/or group name

and claiming physical territory are other indicators of gang involvement. Student behavior, dress, signing or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school activities. These symbols change from time to time and include such items as hats, bandanas of any color, chain ornaments, clothing, and/or colors. Attributes that denote membership in a gang may include the presence of types of apparel, jewelry, accessories, graffiti, grooming, and tattoos. Behavior on or about school premises or at school sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger, or disrupts the orderly operation of school is prohibited. When an issue of concern is present, student(s) involved will be notified and asked not to display such symbolism. Subsequent violation of this policy will result in appropriate corrective action which may include suspension or expulsion. Such decisions will be based upon knowledge of current practices and trends.

Students identified as being gang involved, influenced or affiliated shall be provided assistance and or/ programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and authorized school organizations.

HARASSMENT, INTIMIDATION AND BULLYING: (POLICY 3207)

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

Harassment, intimidation or bullying means any intentional written message or images, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic of race, color, national origin/language, creed/religion, sex, sexual orientation including gender identity, disability or the use of a service animal by a person with a disability, age, marital status, honorably discharged veteran or military status, HIV/Hepatitis C status or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

HARASSMENT DISCRIMINATORY

Any materials or actions that either intentionally or unintentionally degrade, insult, or malign another person based on his/her race, color, national origin/language, creed/religion, sex, sexual orientation including gender identity, disability or the use of a service animal by a person with a disability, age, marital status, honorably discharged veteran or military status, HIV/Hepatitis C status or other distinguishing characteristics is not acceptable behavior and will not be tolerated.

HARASSMENT MALICIOUS

Maliciously and intentionally commits one of the following acts because of his/her perception of a protected class:

- Causes physical injury to the victim or another person;
- Causes physical damage to or destruction of the property of the victim or another person; or
- Threatens a specific person or group of persons in reasonable fear of harm to person or property.

HARASSMENT NAME CALLING BASED ON A PROTECTED CLASS

Calling another student or staff person, directly or indirectly, a derogatory name based on the perception of the student or staff member's race, color, national origin/language, creed/religion, sex, sexual orientation including gender identity, disability or the use of a service animal by a person with a disability, age, marital status, honorably discharged veteran or military status, HIV/Hepatitis C status or other distinguishing characteristics

HARASSMENT SEXUAL (POLICY 3205)

Washington law, at RCW 28A.640.020, defines sexual harassment as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature if:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
- That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male or female to female. The range of prohibited behaviors include but are not limited to; leering, pinching, grabbing, suggestive verbal comments, pressure for sexual activity, or other verbal or physical conduct that is gender-based and could be offensive. Such conduct is explicitly prohibited by the district.

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, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, 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.

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, including the education of students in partnership with families and the community. The policy is to include prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, appropriate action shall include but is not limited to intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

Discrimination and Harassment Complaints Related to Transgender and Gender Expansive Students

Discrimination and harassment on the basis of sex, sexual orientation, or gender identity or expression are prohibited within the district. It is the responsibility of each school, the District and all staff to ensure that all students, including transgender and gender expansive students, have a safe school environment. The scope of this responsibility includes ensuring that any incident of discrimination or harassment is given immediate attention and/or reported to the district's Civil Rights Coordinator. Complaints alleging discrimination or harassment based on a person's actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination and/or harassment complaints. This includes investigating the incident and taking age and developmentally appropriate corrective action. Anyone may file a complaint alleging a violation of this policy using the complaint process outlined in the district's [Nondiscrimination Procedure 3210P](#).

The following procedures are specific to Transgender and Gender Expansive Students:

The principal or building administrator—or an appropriate, designated school employee—is encouraged to request a meeting with a transgender or gender-expansive student upon the student's enrollment in the district or in response to a currently enrolled student's change of gender expression or identity. Before contacting a student's parents, the school will consult with the student about the student's preferences regarding family involvement and consider whether safety concerns are present for the student.

The goals of the meeting are to:

- Develop understanding of that student's individual needs with respect to their gender expression or identity, including any accommodations that the student is requesting or that the district will provide according to [Policy 3210](#) and this procedure and under state and federal law; and
- Develop a shared understanding of the student's day-to-day routine within the school so as to foster a relationship and help alleviate any apprehensions the student may have with regard to their attendance at school.

The school may not require the student to attend a meeting as condition of providing them with the protection to which they are entitled under [Policy 3210](#), this procedure, and state and federal law regarding gender expression or identity.

Key Definitions/Terms

- Assigned sex at birth: The sex a person was given at birth, usually based on anatomy or chromosomes (e.g., male, female, intersex, etc.).
- Cisgender: A term used to describe people whose assigned sex matches their gender identity and/or gender expression (e.g., someone who was assigned female at birth and whose gender identity and/or gender expression is also female).
- Gender Expansive: A wider, more flexible range of gender identities or expressions than those typically associated with the binary gender system.
- Gender Expression: The external ways in which a person expresses their gender to the world, such as through their behavior, emotions, mannerisms, dress, grooming habits, interests, and activities.
- Gender Identity: A person's internal and deeply-felt sense of being female, male, both, non-binary, gender-expansive, or other—regardless of the gender assigned at birth.
- Transgender: A term often used to describe a person whose gender identity or expression, or both, are different from those traditionally associated with their sex assigned at birth.
- Transitioning: The process in which a person goes from living and identifying as one gender to living and identifying as another.

Communication and Use of Names and Pronouns

An appropriate school employee will privately ask known transgender or gender-expansive students how they would like to be addressed in class, in correspondence to the home, and at conferences with the student's parent/guardian. That information will be included in the electronic student record system along with the student's legal name in order to inform teachers and staff of the name and pronoun by which to address the student. However, the student's legal name should be accessible by only necessary staff members—it should not be visible to teachers or other staff who have access to the electronic records system.

When appropriate or necessary, this information will be communicated directly with staff to facilitate the use of proper names and pronouns. A student is not required to change their official records or obtain a court-ordered name and/or gender change as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity.

When communicating with transgender or gender expansive students regarding particular issues such as conduct, discipline, grades, attendance or health, school employees will focus on the conduct or particular issues rather than making assumptions regarding the student's actual or perceived gender identity or gender expression. Before communicating with parents of transgender or gender expansive students, it's important to ask the student how school employees should refer to the student when talking with their parents and guardians. For families who are supportive, using the student's name and pronoun could be affirming for the student. For parents who are not supportive, or who are not aware of the student's transition at school, referring to their name and pronoun could be very dangerous. The district will not condone the intentional or persistent refusal to respect a student's gender identity or gender expression, or inappropriate release of information regarding a student's transgender or gender-expansive status.

Procedure - Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate, either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent/legal guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Procedure - Formal Complaint Process

Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent/legal guardian or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- All formal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the district needs to draft a formal complaint based upon the information in the officer's possession.
- The compliance officer shall investigate all formal, written complaints of harassment, intimidation, or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
- When the investigation is completed, the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction the superintendent/designee shall take further action on the report.
- The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
 1. That the district intends to take appropriate corrective action; or
 2. That the investigation is incomplete to date and will be continuing; or
 3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent/designee's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If a student remains aggrieved by the superintendent/designee's response, the student may pursue the complaint as one of discrimination pursuant to [Policy 3210](#), Nondiscrimination, or a complaint pursuant to [Policy 4220](#), Complaints /Concerning Staff or Programs.

A fixed component of all district orientation sessions for employees, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing harassment, intimidation or bullying. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation or bullying. Classified employees and regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents/legal guardians. Parents/Legal Guardians shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation, and bullying including electronically transmitted messages or images.

INAPPROPRIATE LANGUAGE / GESTURES

"Inappropriate language" refers to behavioral violations involving non-threatening or unintentional use of inappropriate language in violation of district policy.

LOITERING

Loitering is not allowed on campus (including the parking lot) during the day or before or after school hours. After meeting with their teacher/advisor, and completing the tests, labs, exercises, or directed study sessions, students are expected to leave. Students are welcome to use the study areas to complete school work, but students not appearing to be engaged in productive work will be asked to leave. Failure to comply will result in appropriate corrective action.

OVERT AFFECTION: (PDA-PUBLIC DISPLAY OF AFFECTION)

Students should refrain from any public displays of affection including, but not limited to, kissing, embracing (hugging), and sitting on laps, etc. Embracing in a romantic or sexual manner is prohibited and subject to appropriate corrective action.

PHYSICAL AGGRESSION

"Physical aggression" refers to behavioral violations involving a student engaging in physical contact where a minor injury may occur (e.g. hitting, kicking, slapping, hair pulling, scratching, etc.) in violation of district policy.

PHYSICAL CONTACT

"Physical contact" refers to behavioral violations involving innocuous and non-threatening but inappropriate physical conduct in violation of district policy.

RECKLESS ENDANGERMENT

Students who create a substantial risk of death or serious physical injury to another person will face appropriate corrective action.

SELLING ITEMS AT SCHOOL

Conducting of private business or selling unauthorized items is prohibited on the school grounds. Property may be confiscated and law enforcement authorities contacted. Any student found selling items at school is subject to appropriate corrective action.

SEXTING

Possession, sharing, distribution, or transmission of any digital content of a sexual nature in electronic or any other form on a computer, pager, beeper, MP3 player and cellular/wireless phone, tablet, slate, e-book readers or any photographic and/or video devices. Any student found possessing, sharing, distributing or transmitting digital content of a sexual nature in electronic or any other form as stated above at school is subject to appropriate corrective action. Appropriate law enforcement authorities may be contacted.

SEXUAL HARASSMENT

*The information below is posted at each school in the Battle Ground Public Schools. **No student, employee, volunteer, or outside provider of the Battle Ground Public Schools shall harass a student, an employee, volunteer, or outside provider through conduct or communication of a sexual nature.***

If you feel you are being sexually harassed, tell a teacher or the principal. If you want to talk to someone at the district office, you can call or mail your concern to Lynnell Murray, murray.Lynnell@battlegroundps.org, Assistant Superintendent, 360.885.5340.

TECHNOLOGY AND / OR INTERNET MISUSE

Accessing, transmitting, sharing or storing of materials likely to be offensive or objectionable to others, including but not limited to pornography, and non-educational game playing is considered misused. Unauthorized access to a teacher's or school's computer system or electronic database, (hacking) is also prohibited. Any student involved in this type of activity is subject to appropriate corrective action.

THEFT / PARTICIPATING IN THE ACT OF THEFT OR POSSESSION OF STOLEN PROPERTY

The act of stealing or taking personal or school property with the intent to deprive the owner of it, participating in the act of stealing or selling stolen items, or possession of stolen property are prohibited and subject to appropriate corrective action. The student will be required to replace or pay for the stolen property. Appropriate law enforcement authorities may be contacted.

THREATS

A person shall not communicate to any person any actions she/he shall take to punish or harm another person. Students threatening others are subject to appropriate corrective action.

TOBACCO / NICOTINE PRODUCTS

Any use of tobacco / nicotine products by staff, students, visitors and community members is prohibited on school district property. This shall include all district buildings, grounds and district-owned vehicles. Possession or distribution of tobacco products by minors is prohibited. The school district fully enforces the law that states students of any age are prohibited from smoking or using tobacco / nicotine products or having tobacco / nicotine products in their possession at any time during the school day. This includes but is not limited to cigarettes, cigars, snuff, nicotine, smoking tobacco, smokeless tobacco, nicotine delivery devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco innovation. Before or after school, students are not to use tobacco / nicotine products on or adjacent to the school grounds and/or visual distance of any school grounds. Any student in violation of this policy is subject to appropriate corrective action. Any products or devices found on students WILL be confiscated and WILL NOT be returned to the student. However, devices may be returned to a parent/guardian upon a conference with the Principal, within five days, for first time offenses only. After five days or in the case of any further violation(s), the product or device WILL NOT be returned and will be treated the same as drug and alcohol confiscation and will be destroyed.

For safety reasons, vapes and other devices will be considered drug-related paraphernalia unless proven otherwise.

TRESPASS / LOITERING

Students are not to enter without proper authorization, or loiter, on any Battle Ground Public Schools campus or property. A charge of trespass, with notice to police authorities, may be given to any person who creates a disturbance on school property and whose continued or recurring presence may result in a real and substantial disruption to the school environment or pose a threat to the safety and well-being of property or person.

This includes computer trespass which is unauthorized access to a teacher's or school's computer system or electronic database (hacking). Students who access a teacher's or school's computer system or electronic database (hacking) will be subject to receive appropriate corrective action. For further information, refer to Section 5 - Electronic Resources and Internet Safety and/or [Board Policy 2022](#).

VANDALISM / DESTRUCTION OF PROPERTY

All students are expected to respect and care for all school property, including building facilities, desks, boards, books, lavatories, etc. Any student or students found damaging or defacing school, student or staff property will be required to pay for the damage or loss. Willful destruction or defacement of school district property, student, or staff property at any time is cause for appropriate discipline, suspension or expulsion. Law enforcement may be contacted. Student grades, diplomas or transcripts may be withheld. If the student, parent/legal guardian is unable to pay the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary value.

VEHICLE MISUSE

Inappropriate use of vehicles on school property or at school sponsored events, including parking. Violations will be subject to appropriate corrective action.

CORRECTIVE ACTIONS

The goal of corrective action is twofold: to provide a safe and healthy atmosphere for students and staff, and to develop student growth in a positive direction. In Battle Ground Public Schools corrective actions will be approached in a progressive nature but also follow state guidelines provided in RCW 28A.600 and WAC 392-400 and adhere to the due process procedures. Students must comply with all district policies and procedures in terms of their conduct.

DEFINITION OF CORRECTIVE ACTION TERMS

Non-disciplinary corrective action

Responses to behavioral violations short of classroom exclusion, suspension, expulsion, or emergency expulsion. Examples include but are not limited to: exclusion from transportation, suspension from a sports team, missed recess, apology letter, before or after school detention, conference with teacher and/or administrator.

Disciplinary corrective action

Classroom Exclusions

Exclusion of a student from a classroom or instructional/activity area for behavior violations that disrupt the educational processes. It does not include missed instruction for a brief duration when staff attempts other forms of discipline to support student meeting behavioral expectations, and student remains under staff supervision.

A student may be removed immediately from a class, subject or activity by a certificated teacher or and administrator and sent to the building principal or designee: Provided the teacher or administrator has good reason to believe the student's presence poses an immediate and continuing danger to the student, other students, or school staff or an immediate and continuing disruption of the class, subject, activity or educational process of the student's school. The removal can only continue until;

- (a) The danger or threat ceases;
- (b) The principal or designee imposes corrective action;

The principal or designee shall meet with the student as soon as reasonably possible following the student's removal and take appropriate corrective action. In no case shall the student's opportunity for such meeting be delayed beyond the commencement of the school day following the student's emergency removal from a class, subject or activity. Prior to or at the

time of the student's return, the principal or designee shall notify the teacher or administrator who removed the student of the action which has been taken or initiated.

Discretionary Discipline

Discretionary Discipline means disciplinary action taken by a school district for student behavior that violates rules of student conduct adopted by a school district board of directors under RCW 28A.600.010 and 28A.600.015, but does not constitute action taken in response to any of the following:

- (a) A violation of RCW 28A.600.420
- (b) An Offense in RCW 13.04.155
- (c) Two or more violations of RCW 9A.46.120, 9.41.280, 28A.600.455, 28A.635.020 or 28A.635.060 within a three year period; or
- (d) Behavior that adversely impacts the health and safety of other students or educational staff.

Suspension

Suspension means a denial of attendance (other than for the balance of the immediate class or activity for discipline purposes, see classroom exclusions) at any single subject or class, or full schedule of classes or subjects, or at any other type of activity conducted by or on behalf of the District, and any combination of the foregoing for a stated period of time. The building administrator may elect to suspend a student "in school." In such cases, the student shall be placed in a semi-private, alternative space that can be observed by staff. Suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the School District.

Short-term Suspension

Short-term suspension means a suspension for any portion of a school day up to and not exceeding ten (10) consecutive school days. Students will have the opportunity to complete work missed. Short term suspension can be imposed in school or out of school or a combination.

Long-term Suspension

Long-term suspension means a suspension, which exceeds ten days and has an end date of not more than the length of an academic term, as defined by the school board, from the time of corrective action. No single long-term suspension shall be imposed upon a student in the grade five and above program in a manner which causes the student to lose academic grades or credit for in excess of one semester or trimester, as the case may be, during the same school year. Students will have the opportunity to complete work missed during the appeal process. No long term suspension can be imposed beyond the school year in which the alleged misbehavior occurs.

Emergency Removal

An emergency removal of a student by a school district superintendent or designee and they believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process. An emergency removal must end or be converted to another form of corrective action within ten school days from the date of the emergency removal from school. A school district must provide notice and due process rights if it converts the emergency removal to another form of corrective action.

Expulsion

Expulsion means a denial of attendance for a period of time up to, but not longer than, the length of an academic term, as defined by the school board, for any single subject or class or at any full schedule of subjects or classes. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the School District. The nature and circumstances of the violation must reasonably warrant the harshness of expulsion. An expulsion may not be for an indefinite period of time, it may not exceed a calendar year from the date of the corrective actions. A school district may not impose an expulsion as a form of discretionary discipline as defined in WAC 392-400-205.

DUE PROCESS FOR CORRECTIVE ACTIONS

Students will be expected to follow the laws of the state and the rules of the District. Students at school and students attending off-campus, school sponsored activities shall be governed by School District rules and regulations. Constitutionally and legally sound procedures of due process as outlined below and specified in Chapter 392-400 WAC – Pupils, will be followed in the administration of discipline, suspensions and expulsions:

- Disciplinary authority shall be exercised with fairness.
- Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parents/legal guardians.
- In cases of the application of corrective action or recommended short-term suspensions that exceed one school day, the student and parents/legal guardian(s) shall be notified in writing of the suspension.

Due process for classroom exclusion:

Meeting with student and/or parents

Due process for in-school discipline:

Step 1 – Informal conference student and admin

Step 2 – Written Notice within 24 hours in person, by mail, or by email

Step 3 – Conference held within 3 school business days of parent request with the Principal

Step 4 – Appeal to superintendent or designee within 5 school business days of notice

Due process for suspension and expulsions:

Step 1 – Informal conference student and admin

Step 2 – Written Notice within 24 hours in person, by mail, or by email

Step 3 – Conference held within 3 school business days of parent request with the Principal

Step 4 – Appeal to superintendent or designee within 5 school business days of notice

Step 5 – Review by School Board within 10 school business days of decision

Step 6 – Appeal to courts

In the event that an appeal is not requested when a student has been placed on a long-term suspension or on an expulsion, they are eligible for a Re-engagement meeting with the building Principal, to develop a behavior agreement. This meeting must occur within 20 calendar days of the long term suspension or expulsion, but not later than 5 calendar days before returning to school. A re-engagement plan/behavior agreement, is a written plan developed between a school district, student and his/her parent/guardian designed to aid in taking the necessary steps to remedy the situation that led to the student's long term suspension or expulsion.

Due process for emergency removal:

Step 1 – Informal conference student and admin

Step 2 – Written notice within 24 hours in person, by mail, or by email

Step 3 – Conference held within 3 school business days of parent request with the Principal

Step 4 – Appeal to superintendent or designee within 3 school business days of notice, 2 school business days to hold appeal hearing,

1 school business day to issue decision

Step 5 – Review by School Board within 10 school business days of decision

Step 6 – Appeal to courts

REQUESTS FOR HEARINGS

If the student, parents/legal guardians requests a hearing, the following procedural guidelines will govern the hearing:

A. Once a written request is received by the superintendent or designee, the district will schedule the hearing within three school business days not counting the day the request was received.

- B. Parents/Legal Guardians shall be present at the hearing.
- C. The student and his or her parents/legal guardians shall have the right to:
 - (a) Inspect in advance of the hearing any documentary and other physical evidence which the school district intends to introduce at the hearing,
 - (b) Be represented by legal counsel, at the student, parents/legal guardian(s) expense.
 - (c) Question and confront witnesses, unless a school district witness does not appear and the non appearance of the witness is excused by the person(s) hearing the case based upon evidence of good reason for doing so submitted by the School District. The evidence submitted by the School District must at a minimum establish either:
 - (i) That the District made a reasonable effort to produce the witness and is unable to do so; or,
 - (ii) That it is not advisable for the student to appear due to an expectation and fear on the part of the responsible district official(s) or the student of retaliation against the student if he or she appears as a witness,
 - (d) Present his or her explanation of the alleged misconduct, and
 - (e) Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.
- D. The designee(s) of the school district assigned to present the district's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence which the student and his or her parents/legal guardians intend to introduce at the hearing.
- E. The person(s) hearing the case shall not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the hearing.
- F. Either a tape-recorded or verbatim record of the hearing shall be made.
- G. A written decision setting forth the findings of fact, conclusions, and the nature and duration of the proposed corrective action or lesser form or corrective action to be imposed, if any, shall be provided to the student's legal counsel or, if none, to the student and his /her parents/legal guardians.
- H. The student and his/her parents/legal guardians shall be made aware of their right to appeal the decision of the hearing officer, within three (3) school business days to the School Board. If the hearing officer upholds a long-term suspension or expulsion and no appeal is filed within the three-day period, the long-term suspension or expulsion may be imposed. If an appeal is filed, the student may be excluded from school for up to ten (10) school days during the appeal period or until the Board acts on the appeal, whichever occurs first. If the hearing officer upholds an emergency expulsion, the student shall remain out of school during the appeal process.
- I. The student and his/her parents/legal guardians shall be made aware of their right to appeal the decision of the School Board to the Superior Court within thirty (30) days of the Board's decision.

SECTION FOUR: TRANSPORTATION GUIDELINES

STUDENT CONDUCT ON BUSES

Safety on the school bus is the number one priority. All of our bus drivers go through extensive safety training and each bus is equipped with multiple safety features including two-way radios, cameras, GPS systems and a child checkmate system to make sure no child is left on the bus.

All students should be at the bus stop five minutes before the scheduled bus arrival time. For kindergarteners, this may be their first time riding a bus. It's recommended to have them wear a nametag and a backpack label with their name, address, and your phone number for the first couple of weeks of school. An adult has to be at the bus stop five minutes before the bus arrives to pick up kindergarteners. If someone else is picking up your child, or if they can walk home with an older sibling, you need to fill out a kindergarten transportation release form and give it to the school, who will then give a copy to the bus driver.

All students need to follow the guidelines for safety. When a student doesn't follow the guidelines for safety it puts every student in jeopardy. The bus driver or bus supervisor is responsible for all passengers on the bus and the expectation is all students follow the driver's or other adult's directions. Students will have an assigned seat at all times. Students riding school district transportation have the same expectations while being transported as they do at school or school sponsored activities. Inappropriate or unsafe behavior is sufficient cause for the principal to implement corrective action and/or suspend the transportation privilege.

Expectations for Bus Safety are on the following page. Please take the time to review these expectations with all your children, it will make for a safer bus ride for everyone.

If expectations are not followed your child may receive a minor referral form. A minor referral form is completed by the bus driver and turned into the Principal at the school. Bus drivers will address the behavior by either redirecting the student, talking to the student or moving the student to another assigned seat. For more serious behaviors a major referral form will be written and given to the school Principal for appropriate corrective action.

BUS STOPS

Bus stops are located on private or public property and it is important that students at the bus stop are safe, responsible and respectful. Students are responsible for their behavior while at the bus stop, there should be no damage caused and respectful behavior for all. Safety is always a priority and it is important that your student stand at least twelve feet away from the edge of the road. Buses can only drop students at their assigned stop unless a written note is provided, stating otherwise!

Bus Expectations

	Bus Stop	On the Bus	Loading Zone
Be Safe	<ul style="list-style-type: none"> ✓ Wait to cross the bus until the driver says it's okay ✓ Stay in view of the driver after exiting the bus ✓ Always cross the road in front of the bus after the driver has given you the ok to cross, unless you use a crosswalk or traffic light ✓ Wait a safe distance from the road, approx. 12 feet. 	<ul style="list-style-type: none"> ✓ Back to back, seat to seat ✓ Feet out of the aisle ✓ Respectful and safe language only ✓ Body parts and belongings stay inside the windows ✓ Help the drivers focus by not speaking to them when they are driving ✓ Zero noise and zero voices at railroad crossings ✓ Stay seated at all times ✓ Use your lap belt (when available) 	<ul style="list-style-type: none"> ✓ Ride only your bus ✓ Hold on to the railing ✓ Take every step ✓ Go one step at a time
Be Respectful	<ul style="list-style-type: none"> ✓ Keep hands and feet to self when getting on and off the bus 	<ul style="list-style-type: none"> ✓ Keep hands and feet to self ✓ Respect the personal space of others ✓ Keep voices at a whisper ✓ Be respectful to everyone 	<ul style="list-style-type: none"> ✓ Keep hands and feet to self when getting on and off the bus
Be Responsible	<ul style="list-style-type: none"> ✓ Get off only at your stop, or have a pass ✓ Arrive to the bus stop at least 5 minutes prior to pick-up ✓ Go directly home after getting off the bus 	<ul style="list-style-type: none"> ✓ Follow adult directions ✓ If assigned a seat, stay in that seat ✓ Pick up your trash and put it in the trash can ✓ All food and drinks stay in backpacks (other than water) ✓ Get permission before opening windows ✓ Leave the emergency doors and equipment alone ✓ Backpacks on, ready to go 	<ul style="list-style-type: none"> ✓ Follow the school expectations in the loading zone

SECTION FIVE: ACCEPTABLE USE GUIDELINES / INTERNET SAFETY REQUIREMENTS

These procedures are written to support the Electronic Resources and Internet Safety Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship includes the norms of appropriate, responsible, and healthy behavior related to current technology use.

Successful, technologically-fluent digital citizens recognize and value the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world. They recognize that information posted on the Internet can have a long-term impact on an individual's life and career. They cultivate and manage their digital identity and reputation, and are aware of the permanence of their actions in the digital world. Expectations for student and staff behavior online are no different from face-to-face interactions.

ARCHIVE AND BACKUP

Backup is made of all district e-mail correspondence and all data stored on district servers or in Google Drive for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

ARTIFICIAL INTELLIGENCE

Artificial Intelligence is a rapidly advancing set of technologies for capturing data to detect patterns and automate decisions. Artificial Intelligence (AI) has become an increasingly important part of our lives, and it is essential for students to understand when and how to use it effectively and ethically. AI tools can enhance classroom learning, and their implementation should be guided with proper training, ethical considerations, and responsible oversight. When utilizing generative AI tools to create or support the creation of texts or creative works, students are expected to adhere to these guidelines, the Student AI Code of Conduct, and any additional guidance provided by their classroom teacher.

A. Purpose

The district will seek to maintain staff and student access to generative Artificial Intelligence tools for the following purposes:

- Ensuring all students have equitable access to leverage these technologies, regardless of what learning technology devices may be available to them.
- Providing all students with an opportunity to engage in current technologies in a learning environment, to better prepare them for the world they will live and work in.
- Extending the benefits of these tools to the workplace, where appropriate, to leverage efficiencies and productivity.

B. Appropriate Use

Student and staff use of generative Artificial Intelligence technologies should be used to support and extend student learning and workplace productivity. Student and staff use of AI will be in accordance with the expectations outlined in Policy 2022, this document (2022P), and the AI Code of Conduct.

C. Inappropriate Use

In addition to those uses that violate this procedure the following are prohibited uses of Artificial Intelligence:

- Any use of Artificial Intelligence that does not align with expectations outlined by a classroom instructor or building administrator. It is ultimately the teacher's responsibility to determine the appropriate level of use of Artificial Intelligence in each classroom, and for each assignment or project.
- Use of Artificial Intelligence to complete an assignment in a way that represents the assignment as one's own work.

- Use of Artificial Intelligence to purposefully create misinformation or to misrepresent others for the purpose of harming or bullying groups or individuals.
- Use of Artificial Intelligence with confidential student or staff personal information.

ACCESSIBILITY OF ELECTRONIC RESOURCES

In compliance with federal and state law, all District-sponsored programs, activities, meetings, and services will be accessible to individuals with disabilities, including persons with hearing, vision, and/or speech disabilities. To ensure such, the content and functionality of websites associated with the district should be accessible. Such websites may include, but are not limited to, the district's homepage, teacher websites, district-operated social media pages, and online class lectures.

District staff with authority to create or modify website content or functionality associated with the district will take reasonable measures to ensure that such content or functionality is accessible to individuals with disabilities. Any such staff member with questions about how to comply with this requirement should consult with **the Communications Department**.

Parents and students understand that access to district technology and resources is designed for educational purposes. Students will use Google Workspace for Education applications as well as other online resources. Inappropriate use of technology equipment and resources by students may result in revocation of their technology privileges and the imposition of school discipline and appropriate legal actions. Parents accept all financial and legal liabilities that may result from their child's use of the Battle Ground Public School equipment and resources. Parents release Battle Ground Public Schools, its officers, employees, agents, representatives, and all organizations and individuals related to Battle Ground Public School's technology system from any and all liability or damages that may result from their child's use of the district's equipment and electronic communication system.

COPYRIGHT

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the [Fair Use Doctrine](#) of the United States Copyright Law ([Title 17, USC](#)) and content is cited appropriately.

DISCIPLINARY ACTION

All users of the district's electronic resources are required to comply with the district's policy and procedures and agree to abide by the provisions set forth in the district's user agreement **as well as associated documents such as the AI Code of Conduct**. Violation of any of the conditions of use explained in any of these documents could be cause for suspension or revocation of network, computer access, or other electronic resources privileges. Additionally, violations of these documents could result in disciplinary action, including suspension from school, termination of employment, and/or civil or criminal actions, as warranted.

FILTERING AND MONITORING

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the [Children's Internet Protection Act \(CIPA\)](#). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for their use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings, and any other techniques designed to evade filtering or enable the publication of inappropriate content);

- C. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- D. The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;
- E. Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district;
- F. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct, and assist effectively;
- G. The district may monitor student use of the district network, including when accessed on students' personal electronic devices and devices provided by the district, such as laptops, netbooks, and tablets;
- H. The district may block or delete any malicious content detected, and;
- I. The district will provide a procedure for staff members to request access to internet websites blocked by the district's filtering software. The requirements of the Children's Internet Protection Act (CIPA) will be considered in evaluation of the request. The district will provide an appeal process for requests that are denied.

HARDWARE, EDUCATIONAL APPLICATIONS, AND PROGRAMS

Hardware, and all applications, including software, and operating systems must be approved for use prior to purchase and installation according to current technology purchase procedures. Additionally, hardware and all applications, software, and operating systems must be:

- A. Currently supported by the manufacturer.
- B. Periodically reviewed to ensure they are still in use, supported by the manufacturer, and patched for vulnerabilities.

The district will remove any hardware, application, software, or operating system that does not meet these criteria.

Prior to requesting students to download or sign up for educational applications or programs, Technology Services will review "terms of use," "terms of service," and/or "privacy policy" of each application or program to ensure that it will not compromise students' personally identifiable information, safety, and privacy.

Staff should also, as appropriate, provide notice to students' parents/guardians that the staff person has requested that students download or sign up for an application or program, including a brief statement on the purpose of the application or program.

INFORMATION ABOUT ONLINE SAFETY ISSUES WILL BE MADE AVAILABLE FOR FAMILIES.

Personal Information and Inappropriate Content:

- A. Students and staff should not reveal personal information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail, or as content on any other electronic medium;
- B. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
- C. No student pictures or names can be published on any public class, school, or district website unless the appropriate permission has been obtained according to district policy;
- D. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority;
- E. No user may use, disclose, or disseminate personally identifiable information of a minor without explicit parent/guardian permission;
- F. Staff must follow district data-handling procedures, including 3231 – Student records, when handling any student's personally identifiable information; and
- G. Students should be aware of the persistence of their digital information, including images and social media activity, which may remain on the Internet indefinitely.

INTERNET SAFETY INSTRUCTION

Lessons on online safety issues and cyberbullying awareness/response will be provided and updated regularly. All students will receive copies of the Responsible Use Agreement as well as grade level appropriate Internet Safety lessons. The purpose of obtaining student signatures is to indicate (1) their understanding of and (2) agreement to the provisions therein. Students will be educated regarding appropriate digital citizenship according to 2023 – Digital Citizenship and Media Literacy.

Staff will be educated regarding cybersecurity, including regular cybersecurity training as well as ongoing phishing simulations.

NETWORK

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail, and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network, as well as any materials stored, transmitted, or published on the system, must be in conformity to state and federal law-including FERPA and CIPA, network provider policies and district policy. All use of the network must support education and research and be consistent with the mission of the district.

From time to time, the district may determine whether specific uses of the network are consistent with the regulations stated in this procedure. Under prescribed circumstances, non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district.

For security and administrative purposes, the district reserves the right for authorized personnel to review system use and file content including, without limitation, the contents of district-provided personal and shared file storage, web browsing history on a district device and/or the district network, and district email. Email is archived as per Public Disclosure Laws.

Acceptable Network Use By District Students And Staff Include:

- A. Creation of files, digital projects, videos, web pages, and podcasts using network resources in support of education and research;
- B. Participation in blogs, wikis, bulletin boards, social networking sites and groups as permitted under district filtering limitations, and the creation of content for podcasts, e-mail, and webpages that support education and research;
- C. With parental permission, the online publication of original educational material, curriculum-related materials, and student work. Sources outside the classroom or school must be cited appropriately;
- D. Staff use of the network for incidental personal use in accordance with all district policies and procedures; or
- E. Connection of personal electronic devices (wireless), when authorized, including portable devices with network capabilities, to the district network after checking with the Technology Services department to confirm that the device is equipped with up-to-date virus software, compatible network card, and is configured properly. Connection of any personal electronic device is subject to all procedures in this document and district policy.

Unacceptable Network Use By District Students And Staff Includes But Is Not Limited To:

- A. Personal gain, commercial solicitation, and compensation of any kind;
- B. Actions that result in liability or cost incurred by the district;
- C. Downloading, installing and use of games, audio files, video files, games, or other applications (including shareware or freeware) without permission or approval from the Technology Department
- D. Support for or opposition to ballot measures, candidates, and any other political activity;
- E. Hacking, cracking, vandalizing, the introduction of malware, including viruses, worms, Trojan horses, time bombs, and changes to hardware, software, and monitoring tools;
- F. Making use of the electronic resources in a manner that serves to disrupt the operation of the system by others, including modifying, abusing, or destroying system hardware, software, or other components.

- G. Attempting to gain or achieving unauthorized access to other district computers, networks, and information systems;
- H. Action constituting or contributing to harassment, intimidation, or bullying, including cyberbullying, hate mail, defamation, discriminatory jokes, and remarks. This may also include the manufacture, distribution, or possession of inappropriate digital images;
- I. Information posted, sent, or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- J. Accessing, uploading, downloading, storage and distribution of obscene, pornographic, or sexually explicit material;
- K. Attaching unauthorized devices to the district network. Any such device may be confiscated, and additional disciplinary action may be taken; or
- L. Any unlawful use of the district network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

NETWORK SECURITY

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. No user will share their district account password. Students and staff are responsible for all activity on their account and will:

- A. Lock the screen or log off if leaving the computer;
- B. Change passwords according to district policy/rules;
- C. Not use another user's account;
- D. Keep account passwords confidential and safe, including not inserting passwords into e-mail or other communications;
- E. Not storing passwords in a file without encryption; and
- F. Not using the "remember password" feature of Internet browsers.

OWNERSHIP OF WORK

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the district. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

STUDENT DATA / PRIVACY

Student Data Is Confidential

District staff must maintain the confidentiality of student data in accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#).

No Expectation Of Privacy

The district provides the network system, e-mail, and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review, and store, without prior notice, information about the content and usage of:

- A. The district network, regardless of how accessed;
- B. User files and disk space utilization;
- C. User applications and bandwidth utilization;
- D. User document files, folders, and electronic communications;

- E. E-mail;
- F. Internet access; and
- G. Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

USE OF PERSONAL ELECTRONIC DEVICES

Students and staff are furnished technology equipment by the district, based on their role and the appropriate level of access to these tools. In general, these are the extent to which technology equipment should be used for district-related school/work. School staff will retain the authority to decide when and how students may use personal electronic devices on school grounds and during the school day. Staff use of personal devices on the district network is limited as follows:

- Staff are restricted from accessing district resources such as network folders, and district-hosted servers on their personal devices. Other uses, such as access to the district's internet connection from personal devices is subject to available resources and may be limited.
- Personal electronic devices will be connected to the district network only by Wi-Fi, not by cable. All personal electronic devices must have up-to-date virus prevention software and current operating systems patches. Browsers must also be updated to the most current version.

BOUNDARIES-MAINTAINING PROFESSIONAL STAFF / STUDENT BOUNDARIES:

Many educators or volunteers who cross the line of professional boundaries may not consciously begin with predatory motivation in mind. Instead, they allow themselves to develop a special relationship with a student that results in situations where their professionalism is compromised. Sometimes this leads to sexual misconduct. All of this can be prevented by maintaining professional boundaries with students.

Educators, volunteers, students, parents, and other concerned adults are the key to stopping unprofessional conduct against students. Hence, the following information will help you to help protect students, your school, and the profession.

REPORTING VIOLATIONS

All school staff members or volunteers must promptly notify the supervisor of a staff member or volunteer suspected of engaging in a boundary invasion toward a student.

Staff members should NOT:

- Wait before reporting suspicious behavior or try to determine whether there is an innocent explanation;
- confront or discuss the matter with the staff member at issue or with anyone else, but maintain confidentiality to protect privacy and avoid rumors; and

Staff members should:

- Document for their own records, that they notified an administrator, including to whom and what they reported.

Students and their parents/guardians are strongly encouraged to notify the principal (or other administrator) if they believe a staff member or volunteer may be engaging in inappropriate boundary invasion conduct with a student.

BOUNDARY INVASION

A boundary invasion is an act or pattern of behavior by a staff member or volunteer that does not have a bona fide health, safety, or educational purpose for the student. Such situations are the opposite of maintaining professional boundaries with students. Staff members and volunteers shall not engage in boundary invasions of students, which include, but are not limited to, the following:

- A. Any type of inappropriate physical or sexual conduct with a student or any other conduct that violates the board's policies regarding student welfare, the educational environment, or conduct toward current or former students. Inappropriate physical conduct includes hugging, kissing, or being "overly touchy" with students without any legitimate educational or professional purpose;
- B. Showing intimate or unduly revealing photos to a student or asking a student to provide intimate or unduly revealing photos; taking inappropriate photographs of a student, or taking an inordinate number of photographs of a student;
- C. Any kind of flirtatious or sexual communications with a student;
- D. Singling out a particular student or students for personal attention and friendship beyond the professional staff- student relationship. This includes, but is not limited to, favoring one or more students with special privileges, allowing them to remain in the classroom during non-class times, unilaterally removing a student from another class or activity, or engaging in "peer like" behavior with one or more students;
- E. Providing alcohol, drugs or tobacco to students or failing to report their use of these substances;
- F. For non-guidance/counseling staff, allowing or encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members shall refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- G. Sending students on personal errands unrelated to any educational purpose;
- H. Banter, allusions, jokes or innuendos of a sexual nature with students;
- I. Favorably commenting on a student's appearance if it is unduly revealing or if the comments have no educational value;
- J. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
- K. Addressing students or permitting students to address staff members or volunteer with personalized terms of endearment, pet names or otherwise in an overly familiar manner;
- L. Maintaining personal contact (including "friending" or "following") with a student on any social network application or device;
- M. Sending by phone, e-mail, instant messenger or other forms of written or electronic communication to students when the communication is unrelated to school work or other legitimate school business. If staff members have educational or legitimate school business to conduct, they shall include a parent/guardian and a school administrator on the communication. If staff members receive a student's communication, the staff member shall reply by including the student's parent/guardian and an administrator. Staff members should use school e- mail addresses and phone numbers and the parents' phone numbers for communications with students, except in an emergency situation;
- N. Exchanging or providing personal gifts, cards or personal letters with an individual student;
- O. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- P. Giving a student a ride alone in a vehicle in a non-emergency situation or failing to timely report that occurrence;
- Q. Providing a student with information or views about other students or staff members without a legitimate professional purpose;
- R. Asking a student to keep a secret or not to disclose any inappropriate communications or conduct;
- S. Unnecessarily invading a student's privacy, (e.g. walking in on the student in the bathroom or hotel room on a field trip);
- T. Being alone with an individual student out of the view of others; and/or
- U. Any home visits unless other adults are present, the student(s) are invited for an activity related to school, and the student's parent/guardian and an administrator are informed and have consented.

INVESTIGATION AND DOCUMENTATION

When an administrator receives information that a boundary invasion has occurred or might have occurred, the administrator must document, in writing, the concern and provide a copy of the documentation to the assistant superintendent or director in charge of the district's human resources. The assistant superintendent or director of human resources will see that the matter is investigated and documented, and if a boundary invasion has occurred without a legitimate educational or safety purpose, that appropriate action is taken and documented. The assistant superintendent or director of human resources will maintain a

separate non-personnel file of all boundary invasion reports, letters of direction, and discipline relating to professional boundary investigations.

Whenever boundary invasion concerns occur, the person in charge of human resources will review the full history of concerns relating to the person complained about and will provide a summary to the superintendent/designee.

REMINDER ABOUT REPORTING SEXUAL ABUSE

In some situations, the person engaging in boundary invasions with a student may also have engaged in child abuse or sexual abuse, which is defined in Board Policy 3421- Child Abuse, Neglect, and Exploitation Prevention. Remember that according to law (RCW 26.44.020) and Board Policy 3421, all school personnel who have a reasonable cause to believe that a student has experienced sexual abuse by an adult or student are required to make a report to Child Protective Services and/or law enforcement. (See Board Policy 3421).

Reporting suspected abuse to the building principal or supervisor does not relieve professional school personnel from their reporting responsibilities and timelines.

DISCIPLINARY ACTION

Staff members or volunteer violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the board's policy on Reporting Child Abuse and Neglect. Violations of this policy may occur by ignoring professional boundaries as well as failing to report another staff member or volunteer who is ignoring professional boundaries. In any disciplinary situation, the superintendent should consider whether the conduct violates the Code of Professional Conduct in Chapter WAC 181-87 and whether a report to the Office of Professional Practices is warranted.

TRAINING

All new staff members and volunteers will receive training on appropriate staff/student boundaries within three months of employment, or beginning of service. Such initial training may be on-line training. Site administration and classified employee supervisors shall see to it that more detailed, live training covering this entire procedure shall occur every two years for all schools and work sites. Site administration and classified employee supervisors will also address professional boundaries at staff meetings early in the year.

DISSEMINATION OF POLICY AND REPORTING PROTOCOLS

This policy and procedure shall be included on the district website and in all employee, student and volunteer handbooks. Annually, all administrators and staff will receive copies of the district's reporting protocol. The district shall also provide a copy of this policy and procedure to students and their parents during each school year.

Reference: (See School Board Policy 5253)

DIRECTORY INFORMATION

Directory information is defined as; parent name(s) and email address, address(es); student name, address, telephone number, date of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, major field of study, and the most recent school attended. This information shall not be released for commercial reasons.

Any parent, legal guardian or student 18 years of age who does not want the school district to designate any or all types of information as "directory information," must so notify the principal of the school within 10 days of the receipt of this notice. This written notification by the parent must be submitted initially and annually to the principal's office.

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

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access. Parents/Legal Guardians or eligible students should submit to the district records custodian a written request that identifies the record(s) they wish to inspect. The records custodian will make arrangements for access and notify the parent/legal guardians 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/legal guardians or eligible student believes is inaccurate or misleading. Parents/legal guardian or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent/legal guardian or eligible student, the district will notify the parent/legal guardian 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/legal guardian 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. Exceptions which permit disclosure without consent are: disclosure deemed by the district as necessary to protect the health or safety of the student or other individuals and disclosure to school officials with legitimate educational interests. A school official is a person employed by the district 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 district has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent/legal guardian 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 district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605

MILITARY OPT OUT PROCESS

Federal law requires schools to release the names, addresses and numbers of all high school students to military recruiters.

See Section 8025 of the Every Student Succeeds Act, (ESSA)

Parents have the right to “opt-out” from having their child’s information sent to military recruiters.

Schools must notify parents they have the right to “opt-out” and this section complies with this notification.

Opting out: Parents will need to login to Family Access yearly to update the “opt-out” section. You will need to select “Annual Student Update” and choose “Student Information” to “opt-out” of releasing information to the military.

NONDISCRIMINATION

The Battle Ground Public Schools is an equal opportunity employer and prohibits discrimination 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, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Information about the district’s nondiscrimination and sex-based discrimination policies and grievance procedures are

located on the District's website at: www.battlegroundps.org/notice-of-nondiscrimination/. The following employees have been designated to receive and respond to questions and complaints of alleged discrimination:

Title IX Coordinator / Civil Rights Compliance Coordinator: Lynnell Tsugawa-Murray, Assistant Superintendent, Battle Ground Public Schools, PO Box 200, Battle Ground, WA 98604, murray.lynnell@battlegroundps.org, 360.885.5340

Section 504 / ADA Coordinator: Michelle Reinhardt, Executive Director of Human Resources, Battle Ground Public Schools, PO Box 200, Battle Ground, WA 98604, reinhardt.michelle@battlegroundps.org, 360.885.5481

Students, and/or parents/legal guardians, staff or other individuals acting on behalf of students of the district are eligible to participate in this complaint procedure. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the Board of Directors. This grievance procedure will apply to the general conditions of Nondiscrimination, Policy 3210; Co-Curricular Program, Policy 2150; Curriculum Development and Evaluation, Policy 2020; Adoption of Instructional Materials, Policy 2019; Service Animals in Schools, Policy 2030 and more particularly to programs dealing with Guidance and Counseling, Policy 2140. As used in this procedure:

"Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent/legal guardian or guardian) relating to alleged violations of any state or federal anti-discrimination laws.

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 end, specific steps shall be taken:

PROCESS FOR RESOLUTION

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. If unable to resolve this issue at this meeting, the complainant may submit a written complaint to the Title IX Compliance Officer.

Level One

A complaint must be written, signed by the complainant and set forth the specific acts, conditions, or circumstances alleged to be in violation. Upon receipt of a complaint, the Compliance Officer shall investigate the allegations set forth within 30 calendar days.

The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the superintendent/designee with a full written report of the complaint and the results of the investigation. The superintendent/designee shall respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint. The response of the superintendent/designee will include notice of the complainant's right to appeal to the School Board, and will identify where and to whom the appeal must be filed. The superintendent/designee's written response will state that the district either:

- Denies the allegations contained in the written complaint received by the district; or
- Shall implement reasonable corrective measures to eliminate any such act, condition or circumstance within the school district.

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

Level Two

If a complainant disagrees with the superintendent/designee's written decision or if the superintendent/designee fails to respond, the complainant may appeal to the District Board of Directors by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

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

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

Level Three – Appeal to the Superintendent of Public Instruction

If a complainant disagrees with the decision of the Board of Directors in connection with any matter which, if established, would constitute a violation, the complainant may appeal the board's decision to the Superintendent of Public Instruction.

- A notice of appeal must be received by the Superintendent of Public Instruction on or before the 20th day following the date upon which the complainant received written notice of the board of directors' decision.
- A notice of appeal must be in writing in the form required by the superintendent of Public Instruction and must set forth:
 1. A concise statement of the original complaint and the portions of the board of director's decision which is appealed; and
 2. The relief requested by the complainant.

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW

Preservation of Records

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

NOTIFICATION TO PARENTS – TITLE I, PART A RIGHT TO ASK FOR TEACHERS AND PARAEDUCATORS' QUALIFICATIONS

For students attending a Title I school and in compliance with the requirements of the Every Student Succeeds Act (ESSA), Battle Ground Public Schools would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

A. The following information may be requested for teacher(s):

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

B. The following information may be requested for instructional paraprofessional(s):

Paraprofessionals must work under the supervision of a certified teacher. In schools that operate a school wide program, all paraprofessionals must meet professional qualifications. Paraeducators can provide a copy of their high school diploma — transcripts are not necessary. Schools that operate a Title I, Part A program must have a high school diploma or GED and completed the following:

1. Completed at least two years of study at an institution of higher education; or
2. Obtained an associate's or higher degree; or
3. Pass the ETS ParaPro Assessment. The assessment measures skills, and content knowledge related to reading, writing, and math;
4. Completed previously the apprenticeship requirements and must present a journey card or certificate. The portfolio and apprenticeships are no longer offered for enrollment; however, the Office of Superintendent of Public Instruction (OSPI) will continue to honor this pathway.

If you wish to request information concerning your child's teachers and instructional paraprofessional's qualifications, please contact Lynnell Murray, Assistant Superintendent at murray.lynnell@battlegroundps.org or call 360-885-5340.

PESTICIDE COMMUNICATION

Upon request, the district will provide notification to staff and parents/legal guardians of the district's pest control policies, methods and its posting and notification requirements.

ENVIRONMENTAL SAFETY

In compliance with the AHERA regulations, we had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of asbestos containing building materials (ACBM) in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose an imminent health threat to students, faculty or employees.

With confirmation of the presence of ACBM, an Asbestos Management Plan was developed for our schools by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACBM. Every three years, a re-inspection by an accredited inspector must be conducted on all friable and nonfriable known or assumed asbestos-containing materials to determine whether the condition of the ACBM has changed and to make recommendations on managing or removing the ACBM.

The following buildings have no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required in these buildings: CAM Academy, Captain Strong Primary, CASEE, Maple Grove K-8, Daybreak Primary, Daybreak Middle, Tukes Valley Primary, Tukes Valley Middle, and Chief Umtuch Middle.

During the school year, we conduct a periodic inspection every 6 months to check the condition of the remaining asbestos and to determine if any action is needed. An EPA accredited management planner conducts routine inspections.

For further details on the locations of the remaining ACBM or on the asbestos activities, you are welcome to review a copy of the Asbestos Management Plan in our administrative office during regular office hours. John Parker, Maintenance Supervisor, is our designated asbestos program coordinator, and all inquiries regarding the plan should be directed to him at (360) 885-6589.

PESTICIDE

The district shall comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and

Compliance with the State Department of Agriculture rules regarding record keeping. Such records will be available on request by interested persons under the State Public Records Act and other laws.

Battle Ground Public Schools' Procedure 6895 shall be printed and distributed upon request to employees, student and parents/legal guardians.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the district shall notify parents/legal guardians and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice shall be posted in a prominent place in the building office in addition to being provided to parents/legal guardians and staff. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two (2) days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification shall be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification shall be made as soon as possible after the application.

Prior to application of a pesticide to school facilities (structures and vehicles), a sign shall be posted at the location of the application. The notice shall be at least 8.5 x 11 inches in size, and shall include the heading, "Notice: Pesticide Application," and 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 phone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide. Following the application of a pesticide to school grounds, notice shall be posted at the location of the application and at each primary point of entry to the grounds. The notice shall be at least 4 x 5 inches in size, state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice shall remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children. **Reference: School Board Policy 6895**

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Battle Ground Public Schools is required to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities follow the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. Subsection 1232h, and may include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

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

This requirement also applies to the collection, disclosure or the use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

The Battle Ground Public Schools will provide parents/legal guardians with notification when planning any surveys and activities that include any part of the eight criteria above. Parents/Legal Guardians will also be provided an opportunity to review the surveys within a reasonable period of time prior to administration.

Please note that this notice and consent/opt-out transfers from parents/legal guardians to any student who is 18 years old or an emancipated minor under State law. If you have any questions regarding your rights or the content of this letter, please call your building administrator.

CHILD FIND

If your child is a preschooler

Battle Ground Public Schools offers early childhood screening and assessment of children ages 3-5 in the areas of fine and gross motor skills, communication, cognitive or thinking skills, social skills and adaptive skills. Parents may contact the special services department for screening and program information.

The Early Support for Infants and Toddlers state program offers free developmental screenings for all children birth to 3 years of age. Contact ESD 112 at 360-750-7507 to begin the process.

If your child is in school

Parents of children up to age 22 who may have a disability should email the school psychologist at their neighborhood school. If the student qualifies according to Washington state regulations, they may access special education programs appropriate to their needs.

Transfer students

When you move into Battle Ground Public Schools from another district, please notify your new school if your child has an IEP. The school psychologist will request records from your previous district and process the transfer. The team will determine most appropriate services and placement based on information from the previous school district.

STUDENT RECORDS

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/legal guardians 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 District receives a request for access.* Parents/Legal Guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.

The principal will make arrangements for access and notify the parent/legal guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of any portion of the student's education records that the parent/legal guardian or eligible student believes is inaccurate or misleading. Parents/Legal Guardians or eligible students may ask Battle Ground Public Schools to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/legal guardian or eligible student, the District will notify the parent/legal guardian 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/legal guardian 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 District 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 District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/legal guardian or student serving on an official committee, such as a disciplinary or grievance

committee, or assisting another school official in performing her or his 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 District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

*State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a “public records” request within 5 business days. *Reference: RCW 42.56.520—Prompt responses required*