

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image including those that are electronically transmitted verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

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

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

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

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

Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, 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.

Training

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

Prevention

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Students with Individual Education Plans or Section 504 Plans

If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Compliance Officer

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

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

Legal References	<u>RCW 28A.300.285 Harassment, intimidation, and bullying prevention policies and procedures — Model policy and procedure — Training materials — Posting on web site — Rules — Advisory committee</u> <u>WAC 392-190-059 Harassment, intimidation and bullying prevention policy and procedure – School districts.</u>
Cross References	<u>2161 - Special Education and Related Services for Eligible Students</u> <u>3200 - Rights and Responsibilities</u> <u>3210 - Nondiscrimination</u> <u>3211 - Transgender Students</u> <u>3240 - Student Conduct</u> <u>3241 - Classroom Management, Corrective Actions Or Punishment</u> <u>5011 - Sexual Harassment</u>
Management Resources	<u>Office for Civil Rights Dear Colleague Letter: Responding to Bullying of Students with Disabilities (OCR 10/21/2014)</u> <u>2014 - December Issue</u> <u>2010 - December Issue</u> 2008 - April Issue 2002 - April Issue

Revised: March 26, 2014
Revised: November 13, 2014
Revised: June 23, 2011
3000 Series Revised and Adopted October 10, 2002
North Kitsap School District

CLASSROOM MANAGEMENT, DISCIPLINE and CORRECTIVE ACTION

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

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

Students and/or their parents/guardians will be provided all required substantive and procedural due process in regard to grievances, hearings and/or appeals of corrective action. The district will assist long-term suspended and expelled students in returning to school as soon as possible by providing them with a reengagement plan tailored to the student's individual circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion.

The district will annually review data on disciplinary actions taken against students within each school disaggregated by sex, race, limited English proficiency and disability, including students protected by the Individual with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. The review must include short-term suspensions, long-term suspensions and expulsions. In reviewing the data, the district will determine whether it has disciplined a substantially disproportionate number of students within any of the disaggregated categories. If disproportionality is found, the district will take action to ensure that it is not the result of discrimination.

Cross References:	Board Policy 2161	Special Education and Related Services for Eligible Students
	Board Policy 2121	Special Education and Related Services for Eligible Students
	Board Policy 2162	Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973
	Board Policy 3122	Excused and Unexcused Absences
	Board Policy 3210	Nondiscrimination
	Board Policy 3240	Student Conduct Expectations and Reasonable Sanctions
	Board Policy 3244	Prohibition of Corporal Punishment
	Board Policy 3520	Student Fees, Fines, or Charges
	Board Policy 4210	Regulation of Dangerous Weapons on School Premises
Legal References:	RCW 9.41.280	Possessing dangerous weapons on school facilities -- Penalty -- Exceptions.

RCW 9A.16.100	Use of force on children -- Policy -- Actions presumed unreasonable.
RCW 28A.150.240	Certificated teaching and administrative staff as accountable for classroom teaching-Scope-Responsibilities-Penalty
RCW 28A.225.020	School's duties upon child's failure to attend school.
RCW 28A.225.030	Petition to juvenile court for violations by a parent or child -- School district responsibilities.
RCW 28A.400.100	Principals and vice principals-Employment of Qualifications-Duties
RCW 28A.400.110	Principal to assure appropriate student discipline -- Building discipline standards -- Classes to improve classroom management skills.
RCW 28A.600.010	Enforcement of rules of conduct -- Due process guarantees -- Computation of days for short-term and long-term suspensions.
RCW 28A.600.015	Rules incorporation due process guarantees of pupils with regard to expulsions and suspensions
RCW 28A.600.020	Exclusion of student from classroom -- Written disciplinary procedures -- Long-term suspension or expulsion.
RCW 28A.600.022	Suspended or expelled students-Reengagement plan
RCW 28A.600.410	Alternatives to suspension - Encouraged
RCW 28A.600.460	Classroom discipline-policies-classroom placement of student offenders – data disciplinary actions
WAC 392-190-048	Access to course offerings-Student discipline
WAC 392-400-220	Student Disciplinary boards-establishment at option of school district -functions
WAC 392-400-225	School district rules defining misconduct-Distribution of rules
WAC 392-400-230	Person authorized to impose discipline, suspension, expulsion, or emergency removal upon students
WAC 392-400-233	Unexcused absences and tardiness
WAC 392-400-275	Expulsion-Conditions and limitations
WAC 392-400-315	Appeals -- Hearing before school board or disciplinary appeal council -- Procedures.
WAC 392-400-317	Appeals -- Discipline and short-term suspension grievances.
WAC 392-400-320	School board or disciplinary appeal council decisions.
WAC 392-400-410	Appeal for extension of a one-year expulsion

	WAC 392-400-420	Reengagement meetings and plans
	34 CFR Part 100.3	Regulations implementing Civil Rights Act of 1964
	42 U.S.C. 2000d et seq	Civil Rights Act of 1964
Resource	Policy News	2010 June Issue
Management		2014 December Issue

Revised: June 25, 2015
Revised: January 24, 2008
Revised: September 8, 2005
Revised: August 24, 2000
3000 Series Revised and Adopted June 24, 1999
North Kitsap School District

PUBLIC ACCESS TO DISTRICT RECORDS

Consistent with Washington State law, the Board is committed to providing the public full access to records concerning the administration and operations of the District. Such access promotes important public policy, maintains public confidence in the fairness of governmental processes, and protects the community's interest in the control and operation of its common school district. At the same time, the Board desires to preserve the efficient administration of government and acknowledges the privacy rights of individuals whose records may be maintained by the District. This policy and the accompanying procedure are intended to facilitate access to school district records without compromising operational efficiency or privacy rights.

As used in this policy and the accompanying procedure "school district records" is a broad term that includes any writing containing information relating to the conduct of the District or performance of any District governmental or proprietary function prepared, owned, used, or retained by the District regardless of physical form or characteristics. A "writing" as used in this policy and procedure is likewise a broad term that means any handwritten, typewriting, printing, photocopying, photographing, or other means of recording any form of communication or representation.

Because of the tremendous volume and diversity of records continuously generated by a public school district, the Board has declared by formal resolution that trying to maintain a current index of all the District's records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the District.

The Superintendent will develop, and the Board will periodically review procedures consistent with state law that will facilitate this policy.

The Superintendent or designee will also appoint a Public Records Office who will serve as a point of contact for members of the public who request the disclosure of public records. The Public Records Officer will be trained in the laws and regulations governing the retention and disclosure of records, and shall oversee the District's compliance with this policy and state law.

Cross References: Board Policy 3231 Student Records

Legal References: Chapter 5.60 RCW WITNESSES — COMPETENCY

Chapter 13.04.155(3) RCW Notification to school principal of conviction, adjudication, or diversion agreement — Provision of information to teachers and other personnel — Confidentiality.

Chapter 26.44.010 RCW Declaration of purpose.

Chapter 26.44.030(9) RCW Reports — Duty and authority to make — Duty of receiving agency — Duty to notify — Case planning and consultation — Penalty for unauthorized exchange of information — Filing dependency petitions — Investigations — Interviews of children — Records — Risk assessment process.

Chapter 28A.605.030 RCW Student education records — Parental review — Release of records — Procedure.

Chapter 28A.635.040 RCW Examination questions — Disclosing — Penalty.

Chapter 40.14 RCW Preservation and destruction of public records

Chapter 42.17A RCW Campaign Disclosure and Contribution
Chapter 42.56 RCW Public Records Act
WAC 392-172A Rules for the provision of special education
Public Law 98-24, Section 527 of the Public Health Services Act, 42 USC § 290dd-2
20 U.S.C. 1232g Federal Education Rights Privacy Act (FERPA)
20 U.S.C. § 1400 et. seq. Individuals with Disabilities Education Act (IDEA)
42 U.S.C. § 1758(b)(6)
34 CFR Part 300—ASSISTANCE TO STATES FOR THE EDUCATION OF CHILDREN WITH
DISABILITIES
45 CFR Part 160—164—GENERAL ADMINISTRATIVE REQUIREMENTS,
ADMINISTRATIVE REQUIREMENTS AND SECURITY AND PRIVACY

Management Resources: *Policy News*, June 2006
Policy News, October 2005
Policy News, February 2010

Policy News, April 2012
Policy News, April 2015

Public Records Act
Public Disclosure
Federal Education Rights and
Privacy Act Revisions
Policy News
Policy News

Revised: June 25, 2015
Revised: January 20, 2014
Revised: June 22, 2006
4000 Series Adopted March 11, 1999
North Kitsap School District

STUDENT SAFETY WALKING TO SCHOOL AND RIDING BUSES

The district will adopt a comprehensive school trip safety program that addresses, bus safety, walking and biking route plans, vehicle access to the school, circulation and parking at the school, pedestrian circulation on and around the school campus and safety education and enforcement.

A. Safety Advisory Committee

The Superintendent will establish a Safety Advisory Committee (SAC) pursuant to WAC 392-151-017 to develop and maintain a comprehensive school trip safety program. The committee will also develop and maintain a school patrol program in compliance with RCW 46.61.385 and review and approve each school's Safe Routes to School plan. The superintendent will develop specific responsibilities and reporting relationships of the committee, including how the SAC relates to individual school safety programs.

B. Bus Safety

The superintendent shall develop written rules establishing the procedures for bus safety and emergency exit drills and for student conduct while riding on buses. The procedures for bus safety will include rules restricting bus access to students and those persons authorized by the superintendent and/or his or her designee(s) to ride the bus to and from any school activity.

The bus driver is responsible for the safety of his/her passengers, particularly for those who cross a roadway after leaving the bus. No bus driver will order or allow a student to disembark at other than his/her customary boarding or alighting place unless so authorized by the superintendent. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment. Bus drivers are expressly prohibited from allowing anyone to board the bus who is not a student or a person authorized to ride the bus by the superintendent and/or his or her designee(s).

C. Emergencies

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures in accordance with the School Bus Driver Handbook (SPI). A copy of the emergency procedures shall be located in each bus. To insure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the first six weeks of each school semester. The district shall conduct such other drills and procedures as may be necessary.

D. Student Conduct on Buses

The superintendent shall establish written rules of conduct for students riding school buses. Such rules shall include as a minimum the requirements of WAC 392-145-035 and shall be reviewed annually by the superintendent and revised if necessary. If the rules are substantially revised, they shall be submitted to the board for approval. At the beginning of each school year, a copy of the rules of conduct for students riding buses will be

provided to each student who is scheduled to ride a school bus. The classroom teacher and/or bus driver will review the rules with the students at or near the beginning of each school year. A copy of the rules will be available upon the request at the district office.

E. Safe Routes to School Plan

Pursuant to WAC 392-151-025, all elementary schools that have students who walk to and from school are required to develop a suggested route plan. All schools are encouraged to have a walking/biking route plan in place. To develop the school walking/biking route plans, the superintendent will establish a Safe Routes to School committee. The committee will conduct a walking and biking audit within one mile radius of the school and develop a Safe Routes To School walking/biking map or plan. The plan will recommend the best routes for students walking to and from school, as well as the best routes to and from school bus stops. In developing the plan, the committee will consider, at a minimum, the following:

1. traffic patterns;
2. existing traffic controls;
3. existing school patrols;
4. limits on the number of school crossings so that students have to move through the crossings in groups;
5. allowing only one entrance-exit from each block to and from school;
6. routes that provide the greatest physical separation between walking children and traffic;
7. routes that expose students to the lowest speeds and volumes of moving vehicles; and
8. routes that include the fewest number of road or rail crossings;

The superintendent or designee will review the plan with the Safety Advisory Committee and, upon its approval, distribute the plan to all students with instructions that it be taken home and discussed with parents. The plan will be routinely updated as conditions change. The superintendent or designee will include the plan in the district's School Wellness Plan to encourage parents and students who walk and bike to school to use the recommended routes

Cross References:	Board Policy 3240 Board Policy 6510	Student Conduct Safety
Legal References:	RCW 28A.600.010 RCW 46.61.385	Enforcement of rules of conduct ---Due process guarantees -- Computation of days for short-term and long-term suspension School patrol-appointment-authority-finance-insurance
Legal References:	WAC 392-144 WAC 392-145-016 WAC 392-145-021 WAC 392-151-017 WAC 392-151-025 WAC 392-400-225	School Bus Driver Qualifications Rules for students riding school buses General Operating requirements Safety Advisory Committee-Selection Route Plans School district rules defining misconduct --

Management
Resource

2014

Distribution of rules
June Policy News

Revised: September 11, 2014
Revised: May 10, 2007
6000 Series Adopted February 11, 1999
North Kitsap School District

INFECTION CONTROL PROGRAM

In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the Board strongly urges that susceptible school staff members (including volunteers) provide documentation on immunization or evidence of immunity against certain vaccine preventable diseases. The following immunization are recommended for school staff: measles, mumps, rubella (MMR), varicella (chickenpox), diphtheria, tetanus, and pertussis (Tdap and Td), and influenza (flu). Staff members born prior to January 1, 1957 need not provide evidence of immunity to measles; these individuals are considered naturally immune.

To facilitate this prevention program, the Board authorizes the superintendent to make arrangements for staff immunization at a convenient time and place, and at a nominal cost to the staff member. A "susceptible" staff member may be exempt from the requirements for immunization by filing a written objection to such immunization on the basis of religious or philosophical grounds, when a private physician certifies that the staff member's physical condition contraindicates immunization or when the staff member provides documentation of immunity by blood test.

In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude a susceptible staff member. A staff member granted an exemption for religious, philosophical or medical reasons or without an acceptable immunization record on file may be excluded, as he/she is considered to be susceptible. If excluded he/she is not eligible to receive sick leave benefits because of the exclusion itself. To qualify for benefits, he/she must be ill or temporarily physically-disabled, or is otherwise provided for in a collective bargaining agreement.

The superintendent or designee will evaluate all job duties of district employees to determine which employees have reasonably anticipated on-the-job exposure to blood or other potentially infectious material. The district will maintain a list of job classifications where employees have reasonably anticipated exposure to blood or other potentially infectious material. The hepatitis B vaccine will be provided at the district's expense to an employees identified as having risk of directly contacting blood or other potentially infectious material at work.

In the event that an employee has a specific exposure to blood or other potentially infectious material, the employee will be provided, at district expense, with confidential medical evaluation, follow-up and treatment, if indicated.

The district will provide annual training to all employees with reasonably anticipated exposure to blood or other potentially infectious material. All employees will receive district provided training on FHV/AIDS within six months of initial employment.

Records will be kept in strict confidence regarding the hepatitis B vaccine status of all employees with reasonably anticipated exposure to blood or other potentially infectious material and for each occupational exposure an employee has to blood or other potentially infectious material. The records will be kept for the duration of the employee's employment, plus thirty years. The district will also keep records that employees have received appropriate training.

Cross References:	Policy 3414	Infectious Diseases
Legal References:	WAC 246-110-020	Contagious disease -- School districts and day care centers
	WAC 296-823	Occupation exposure to bloodborne pathogens
	WAC 392-198	Training -- School employees -- HIV/AIDS
Management Resources	April 2015	Policy News

Revised: June 11, 2015
Revised: April 10, 2014
Revised: July 20, 2007
6000 Series Adopted June 10, 1999
North Kitsap School District