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School Board

About the Board
The five Tacoma school board members are elected in odd numbered years and serve six-year terms. Terms are staggered so that no more than two positions will be up for election at one time.

In addition to reviewing and adopting all school district policies, the Tacoma Public Schools’ Board of Directors selects and appoints the superintendent, sets direction for the district and has the authority to enter into written contracts.

The school board generally meets the second and fourth Thursdays of each month beginning at 6 p.m. in the fourth floor auditorium in the Central Administration Building, 601 S. 8th St., Tacoma. Contact school board members by writing them c/o Tacoma School District, P.O. Box 1357, Tacoma, WA 98401-1357 Tacoma Public Schools District Offices 601 S. 8th St. Tacoma, WA 98405 | Phone: 253-571-1000 | tacomaschools.org

Andrea Cobb  
President  
253-571-1290  
acobb@tacoma.k12.wa.us  
Term expires: November 2021

Karen Vialle  
Vice-President  
253-571-1396  
kvialle@tacoma.k12.wa.us  
Term expires: November 2023

Scott Heinze  
253-571-1397  
sheinze@tacoma.k12.wa.us  
Term expires: November 2019

Enrique Leon  
253-571-1396  
eleon@tacoma.k12.wa.us  
Term expires: November 2019

Debbie Winskill  
253-627-7377  
tacoma.k12.wa.us  
Term expires: November 2019

General Information / Quick Reference

DISTRICT CONTACT INFORMATION
Central Administration Building
Switchboard: 253-571-1000
Public Information: 253-571-1015
Website: tacomaschools.org
Newsroom: tacomaschools.org/news

Follow us on social media for instant, up-to-date information:
Facebook: facebook.com/tacomaschools
Twitter: @tacomaschools
Instagram: @tacomaschools
YouTube: youtube.com/user/ktpsvideo
Mobile App: tacomaschools.org/app

Watch for frequent bulletins and educational programming on KTPS TV, which you can find on the following cable channels:
• Click! (Channel 25)  • Comcast (Channel 26)

To watch school board meetings and other KTPS TV productions online, go to the Watch KTPS TV section of the district website at www.youtube.com/user/ktpsvideo.
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SCHOOL MEALS

Breakfast and lunch are available starting the first day of school. All school meals include milk.

If your child brings lunch from home, he/she can purchase milk separately. Menus and nutrient facts are available on the Nutrition Services’ web page: TacomaSchools.org/Nutrition or Tacoma.HealtheLiving.net

For updated pricing check the website.

Apply for Free and Reduced-Price school meals
Tacoma Public Schools offers free and reduced-price breakfast and lunch for eligible students. Eligibility is determined by application based on household income and size. Access the online application on the district website at tacomaschools.org/nutrition and click Meal App Now. This is a quick and convenient method for parents to apply for free and reduced-price school meals for their children via the Internet.

Meal App Now
- Safe and secure
- Apply online anytime 24/7
- Fastest response
- Eliminates lost paper applications

Additional information and instructions are available on the Nutrition Services’ website. If you do not have access to a computer or need assistance, you may go to the Nutrition Services Office at 3321 S. Union Ave. or call 253-571-3370. You can also get paper applications at all school locations. One application per household is required annually unless you receive a letter notifying you that the Department of Social and Health Services (DSHS) has approved your children for the 2018-2019 school year.

Learn more about FAQs, charging policy and grace period deadline on the Nutrition Services’ web page: TacomaSchools.org/Nutrition or Tacoma.HealtheLiving.net

Pay for school meals online
Parents can pay for their children’s school meals by credit card 24 hours a day using our secure, online system called Lunch Money Now. This convenient, easy-to-use, low-fee system allows parents to prepay for meals, access meal account balances, check recent meal purchases and receive email notification when the account balance is low. Access Lunch Money Now from the district website at tacomaschools.org/nutrition and click Lunch Money Now. You can also prepay school meals by cash or check with the cafeteria cashier.
2018-2019 School Year District Sites/Programs Map

Elementary Schools

1. Arlington (H3), 300 S 72nd St., 98409 .................. 253-571-3200
2. Bremerton (H4), 1202 S 76th St., 98408 .................. 253-571-4600
3. Blythe (F3), 1302 E 38th St., 98404 .................. 253-571-7400
4. Boze (G5), 1440 E 65th St., 98404 .................. 253-571-4688
5. Browns Point (B5), 1526-51st St. N.E., 98422 .......... 253-571-7600
6. Bryant (D3), 717 S Grant Ave., 98405 .................. 253-571-2800
7. Crescent Heights (B5), 4110 Nassau Ave. N.E., 98422 .... 253-571-5500
8. DeLong (E2), 4901 S 14th St., 98405 .................. 253-571-5800
9. Downing (D2), 2502 N. Orchard St., 98406 ........... 253-571-7100
10. Edson (G3), 5830 S Pine St., 98409 .................. 253-571-1700
11. Fawcett (G4), 126 E 60th St., 98404 .................. 253-571-4700
12. Fernhill (H4), 8442 S Park Ave., 98444 ............... 253-571-3888
13. Franklin (E3), 1402 S Lawrence St., 98405 .......... 253-571-1400
14. Geiger (D1), 7401 S 8th St., 98465 .................. 253-571-6800
15. Grant (E1), 6501 S 10th St., 98406 .................. 253-571-5400
16. Jefferson (D2), 4022 N 13th St., 98405 ............... 253-571-4000
17. Larchmont (H4), 8601 E B St., 98445 ............... 253-571-6200
18. Lister (F5), 2106 E 44th St., 98404 .................. 253-571-2900
19. Lowell (D3), 810 Mr. Dahi Dr (101 N. 13th St.), 98403 .. 253-571-7200
20. Lyon (F4), 101 E 48th St., 98404 .................. 253-571-4800
21. Manibuck Park (G2), 4330 S 66th St., 98409 ........... 253-571-5300
22. Mann (G4), 1002 S 52nd St., 98408 .................. 253-571-6300
23. McCarver (Gades K-5) (E4), 2111 S J, 98405 .......... 253-571-4900
24. Northeast Tacoma (G6), 5412-25th St. N.E., 98422 .. 253-571-6933
25. Point Defiance (C1), 4330 N Visscher St., 98407 ...... 253-571-6900
26. Reed (F3), 1802 S 36th St., 98418 .................. 253-571-6400
27. Roosevelt (F5), 3550 E Roosevelt Ave., 98404 .......... 253-571-4400
28. Sheridan (G5), 5317 McKinley Ave., 98404 .......... 253-571-5900
29. Sherman (C2), 4415 N 38th St., 98407 ............... 253-571-5488
30. Skyline (D1), 2301 N Mildred St., 98406 ............... 253-571-7800
31. Stafford (H3), 1615 S 22nd St., 98444 ............... 253-571-4300
32. Stanley (E3), 1712 S 17th St., 98405 ............... 253-571-4500
33. Washington (C3), 2615 N Adams St., 98407 .......... 253-571-5700
34. Whitman (F4), 1120 S 39th St., 98418 ............... 253-571-7272
35. Whittier (F2), 777 Elm Tree Lane, 98466 ............... 253-571-7500

Middle Schools

36. Baker (H4), 8001 S J St., 98408 .................. 253-571-5000
37. First Creek (G5), 1801 E 56th St., 98404 .......... 253-571-2700
38. Giadranone (F3), 4902 S Alaska St., 98408 .......... 253-571-881
39. Gray (G2), 8229 S Tyler St., 98405 .................. 253-571-5200
40. Jason Lee (THRIVE)(D3), 602 S Sprague Ave., 98403 .. 253-571-7700
41. Mason (C2), 3901 N 28th St., 98407 .................. 253-571-7000
42. Meeker (B5), 4402 Nassau Ave. N.E., 98422 .......... 253-571-6500
43. Stewart (G4), 5010 S Pacific Ave., 98408 .......... 253-571-4200
44. Truman (C2), 5801 N 35th St., 98407 ............... 253-571-5600
45. Wainwright Intermediate (E1) 130 Alameda Ave, 98466 .. 253-571-2100

High Schools

46. Foss (E2), 2112 S Tyler St., 98405 .................. 253-571-7300
47. Industrial Design Engineering and Art (iDEA) (G4)
   Park Avenue Site, 6701 S Park Ave., 98408 .......... 253-571-2555
48. Lincoln (F4), 701 S 37th St., 98418 .................. 253-571-6700
49. Mount Tahoma (H2), 4634 S 74th St., 98409 .......... 253-571-3800
50. Oakland (F2), 3319 S Adams St., 98409 ............... 253-571-5100
51. School of the Arts (SOTA) (E4) .................. 253-571-7900
   Administrative Offices, 302 S 9th St., 98402
   CTE/Visual Arts, 1950 S Pacific Ave., 98402
   Performing Arts, 1117 Broadway St., 98402
52. Science and Math Institute (SAMi) .................. 253-571-2300
   Environmental Learning Ctr (B2), 5715 North Animal Loop Rd., 98407
   Portables (B1), 5502 Five Mile Dr., 98407
53. Stadium (D4), 111 N E St., 98403 .................. 253-571-3100
54. Wilson (D2), 1202 N. Orchard St., 98406 ............... 253-571-8000

Other District Sites/Programs

55. Central Administration Building (D4)
   High School Program, 5501 6th Ave., 98406 .......... 253-571-2670
   Central Annex, 4002 S. Cedar St., 98409
   Durham, 3212 S Sprague Ave., 98409.
56. ChildFind (E4), 1818 Tacoma Ave., 98402 ............... 253-571-3270

Under Construction

69. Grant (D3), 1018 N. Prospect St., 98406

Revised 06/2018
### Student Calendar

**Tacoma Public Schools**

**2018-19 School Year Student Calendar**

**Updated 5/17/18**

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**3rd**  Labor Day Holiday  
**4th**  District Data Day (no school)  
**5th**  Teacher Workshop Day (no school)  
**6th**  First Student Day  
**11th** Kindergarten Start Date  

**SEPTEMBER 18**  
**17 days**

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<th><strong>NOVEMBER 18</strong></th>
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**12th**  Veterans’ Day Holiday (observed)  
**21st, 22nd, 23rd**  Thanksgiving Break  

**NOVEMBER 18**  
**18 days**

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**1st**  New Year’s Day  
**7th**  School resumes  
**21st**  Martin Luther King Jr. Day  
**31st**  Secondary Semester Break  
*No school for middle and high school students*  

**JANUARY 19**  
**18 days – elementary students**  
**17 days – secondary students**

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**7th, 8th**  All Grades Conferences  
*Early Release for all students*  
**19th**  Third Elementary trimester begins  

**MARCH 19**  
**21 days**

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**24th**  Snow make-up day  
**27th**  Memorial Day Holiday  

**MAY 19**  
**21 days**

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**18th**  Last Day of School/  
*Early Release*  
**19th, 20th**  Snow make-up days,  
*If needed*  

**JUNE 19**  
**12 days**

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**D** = District Data Day (no school)  
**H** = Holiday (no school)  
**N** = Non-School Day  
**SS** = School Starts  
**KS** = Kindergarten Start Date  
**E** = Early Release  
**S** = Snow Make-Up Day
SCHOOL CLOSURES FOR INCLEMENT WEATHER
The decision to close schools due to inclement weather or bad road conditions is made by the superintendent as early as possible, usually around 5:30 a.m. The district will announce the decision to close schools in a variety of ways to help parents get the information quickly and accurately. These include:

- A large banner on the top of the district’s website home page (tacomaschools.org)
- A post on the district’s Facebook page (facebook.com/tacomaschools)
- A tweet to the district’s Twitter followers (twitter.com/tacomaschools)
- Recorded phone message sent to all households in the district
- An update posted on www.flashalert.net, accessible to the public and monitored by regional media
- A recorded message left on the district information line at 253-571-1000 by 6 a.m.

IMPORTANT NOTE: Please contact the main office at your child’s school to ensure the school has your most current contact information so you will receive the district’s recorded messages and emails.

While you will find inclement weather updates most quickly through those methods listed above, you also may see or hear the announcements on most television and radio news stations including:

KIRO (97.3 FM)  KOMO Radio (1000 AM)  KIRO TV (Ch. 7)
KING TV (Ch. 5)  KOMO TV (Ch. 4)  KCPQ TV (Ch.13)

If you do not hear “Tacoma School District No. 10” listed in the media reports of closures, schools are operating on a normal schedule.

If you hear an announcement that “schools will operate two hours late, normal bus routes,” it means:

- All AM preschools are canceled.
- All PM preschools will continue on their normal schedules.
- All day preschool will operate two hours late.
- All-day ECEAP will operate two hours late.
- Elementary band, orchestra are canceled.
- No out-of-district transportation.

If you hear an announcement that “schools will operate two hours late, emergency bus routes,” it means:

- All AM preschools are canceled.
- All PM preschools will continue on their normal schedules.
- All-day preschool will operate two hours late.
- All-day ECEAP will operate two hours late.
- Elementary band, orchestra are canceled.
- No out-of-district transportation.
- Emergency bus routes AM, normal bus routes PM.
- Special education students in full-day classes may receive bus service at main street corners and must be met at the stops after school instead of home stops.

If you hear an announcement that “school is closed,” it means:

- School is closed.
- All activities are canceled.
- No out-of-district transportation.
- Twelve-month employees generally report to work.

If you hear an announcement that “school is closed, district offices closed,” it means:

- School is closed.
- All activities are canceled.
- No out-of-district transportation.
- All district offices are closed.
- School District employees do not report to work.

For additional details on bus transportation during inclement weather, see “Emergency bus route information” in the Transportation section of this handbook.

GRADUATION REQUIREMENTS
The Washington State Board of Education established graduation requirements that will require each student to develop a high school and beyond plan to guide his/her high school experience along with expectations for the year following graduation.

Graduation requirements for the school district are to:

- Qualify for a Certificate of Academic Achievement (CAA) or Certificate of Individual Achievement (CIA);
- Develop a High School and Beyond Plan – a plan for meeting high school graduation requirements and post high school career goals;
- Beginning with the graduating class of 2019, the state-required minimum number of credits has change from 23 to 24. The specific requirements for the Class of 2019 can be found in the WAC 180-51-068.
- Students who entered 9th grade in the fall of 2015 are considered a member of the 2019 class.

STUDENT FEES
Schools provide students with most of the books, materials and equipment they need for class. Fees may be charged to students for consumable supplies, materials used on projects that are taken home or field trips. Students will be charged for any property or materials that are lost, stolen or damaged. The district is authorized to withhold grades, diplomas and/or transcripts unless arrangements are made with the principal for payment. (RCW 28A.635.060; Policy 3231, 3520)

Fees may be waived if you cannot afford them. Contact your school principal for more information.
Health and Wellness

Students are routinely screened for vision, hearing and other common problems. Students are not automatically covered by medical, dental or accident insurance. For information regarding free/low cost health insurance programs for students and youth in Washington state visit www.parenthelp123.org or www.wahealthplanfinder.org. If your student is not covered by a family plan, you may purchase student insurance through the district. Contact your school office for student insurance forms.

Immunizations Required: Washington state law requires that students enrolled in grades PreK-12 be fully immunized. Any student enrolling in a Tacoma School District school must show proof of immunizations before the enrollment process begins. Students will not be enrolled unless immunization requirements are met or evidence of the initiation of an immunization schedule is provided. All students preregistering for kindergarten must provide proof of being fully immunized to complete the registration process. When you enroll your student in school, please fill out a Certificate of Immunization Status (CIS) form. State law requires that the CIS form be completed, dated and signed by the parent or guardian.

Physical Examinations: It is recommended that your student have a physical examination before entering kindergarten, sixth and ninth grades. Middle school and high school students participating in interscholastic or extramural athletics must have a physical examination before trying out for a sport. Call the district Athletics/Activities office at 253-571-1123 for more information.

Children with Life-Threatening Conditions: A state law passed in 2002 directs school administrators to require the presentation of a medication and/or treatment order(s) prior to attendance, for each child with a life threatening health condition. These documents are used to create a health care plan for a child’s life-threatening health condition that may require medical services to be performed at school. The medication or treatment order(s) and health care plan must be provided before or on each child’s first day of attendance or continued attendance if the child is already in school. Please contact the school nurse if your child has a life-threatening health condition. A Life Threatening Health Condition means a condition that will put the child in danger of death during the school day if a medication or treatment order providing authority to a registered nurse and nursing plan are not in place.

Illness or Injuries at School: If your student is injured or is too sick to remain at school, he/she will be sent home only after the school contacts you or the emergency contact person you list on the enrollment form. If no one is available, your student will be kept at school. If there is an emergency, school staff members will act on the parent’s behalf and get help. Use of canes, crutches, walker aids and/or wheelchairs at school must have written authorization from a health care provider. Medical equipment must be provided by the family and are not available from the School Nurse. Please keep the school nurse informed of any changes in your student’s health condition.

Non-Emergency Physical Examinations: The school district may schedule and conduct hearing, vision and/or dental screenings. In addition, examinations that are necessary to protect the immediate health and safety of the student or of other students may be conducted without prior parental notice and consent. District staff will not conduct any invasive physical examination or screening (defined as “any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body”) without prior parental approval.

Medicine at School: If your student needs to take prescription or over-the-counter medication at school, you and your student’s doctor must sign a permission form. This form is available at your doctor’s office, from your student’s school, or on the district website at tacomaschools.org. The medication must be sent in its original container, and it must show your student’s name, the medication name, the dosage and the time medication should be given. The medication must be brought to school by the parent or another responsible adult. Please provide an empty second prescription bottle with identical label for use on field trips. All medications must be picked up prior to the last day of school or shall be destroyed after proper family notification.

Drug and Alcohol Counseling Program: Washington law (RCW 70.96A.095) states that “Any person 13 years of age or older may give consent for himself or herself to the furnishing of outpatient treatment by a chemical dependency treatment program certified by the department. Parental authorization is required for any treatment of a minor under the age of 13.” If you are concerned about your son/daughter and possible involvement with alcohol and/or other drugs, please call the school principal or counselor.

Parent Information Night on HIV/AIDS Curriculum: Washington state law requires that parents review the HIV/AIDS curriculum for students in grades 5-12 before excluding their student from participating. Please contact your child’s school for the time and place of the presentation.

Provision of Health Care Services to Students with Special Medical Needs: The Tacoma School District provides full-time nursing staff at designated elementary schools for students with serious health conditions requiring specialized licensed health care. Students will be served at the regional site closest to their residence. For more information, please contact the Health Services Department administrator at 253-571-1506 or 253-571-1438. Visit the district website for current elementary regional sites at tacomaschools.org.

Meningococcal Disease: As of July 2005, schools in Washington are required to make information available on Meningococcal diseases to parents or guardians of all students entering grades 6-12.

Meningococcal Disease and Prevention: Meningococcal disease spreads by direct contact with infected persons by coughing, kissing or sharing anything by mouth, such as water bottles, eating utensils, lipsticks or toothbrushes. It can cause pneumonia, bloodstream infection and meningitis (swelling of the covering of the brain and spinal cord). Severe disease can cause brain damage, loss of hearing or limbs and death. Fortunately, this life-threatening infection is rare, usually only about 30-60 cases are reported each year in Washington, including one to eight deaths. Adolescents and young adults are more likely to get meningococcal disease, especially if they live in group settings, like college dorms.

Meningococcal Conjugate Vaccine (MCV4): MCV4 protects your child against the most common types of bacteria that cause meningococcal disease. Patients younger than 19 years of age can get MCV4 vaccine for free in Washington State. Some health care providers’ offices charge an administration fee or an office visit fee. You can ask to waive the administration fee if you
can’t pay. Healthy teens should get one dose of MCV4 at age 11 through 12 years. Teens who did not get their first dose at that time should get a dose as soon as possible. A second dose (or booster) is now recommended. Teens should get a booster at age 16 through 18 years or any time before college. Talk to your healthcare provider about this vaccine.

To learn more about meningococcal disease and how to prevent it visit:

**State Resources**
- Washington State Department of Health: www.doh.wa.gov
- Office of Immunization and Child Profile: www.doh.wa.gov/AboutUs/ProgramsandServices/PreventionandCommunityHealth/OfficeofImmunizationandChildProfile
- Disease and prevention: www.doh.wa.gov/YouandYourFamily/Immunization/Diseases.aspx

**Federal/National Resources**
- Centers for Disease Control & Prevention Meningococcal vaccine information: www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html
- Disease information: www.cdc.gov/meningococcal/about/index.html
- Pre-teen immunizations: http://www.cdc.gov/vaccines/who/teens/index.html
- College students & young adults: www.cdc.gov/vaccines/adults/rec-vac/college.html
- National Meningitis Association: www.nmaus.org

**Human papillomavirus (HPV) Disease and Prevention**

**What is HPV and the symptoms?** Most of the time infected individuals have no symptoms and can spread the virus without knowing it. Some people know they have HPV because they have a symptom like genital warts. Women may find out they have HPV through cervical cancer screening (Pap tests) and HPV testing. Health care providers do not usually test for HPV unless they find abnormal cervical cell changes in a Pap test.

**HPV Vaccine**

Two HPV vaccines are available:
- HPV4 - licensed for males and females. It protects against four types of HPV. These include two types of HPV that cause 75 percent of cervical cancers in women and most anal cancers in men, and two types that cause 90 percent of genital warts in both women and men.
- HPV2 - licensed only for females. It protects against the two types of HPV that cause 75 percent of cervical cancers.

**Who should get the vaccine and when should they get it?**
- Females - the federal Advisory Committee on Immunization Practice (ACIP) recommends routine vaccination for all girls age 11 through 12 years old against HPV. For unvaccinated females, the recommendation goes up through age 26. Health care providers may also give the vaccine to girls as young as 9 years.
- Males - the ACIP also recommends routine vaccination against HPV for all boys 11 through 12 years of age. For unvaccinated males, the recommendation goes up through age 21. Health care providers may vaccinate boys as young as 9 years and certain men 22 through 26 years of age.

**Are Pap tests still recommended for females who get the HPV vaccine?**

Yes. The HPV vaccine does not protect against all HPV that can cause cancer and warts, so females still need Pap tests.

**Where can I find the HPV vaccine?**

Ask your doctor, nurse or local health clinic to find out more about HPV vaccine and where you can get it. Patients younger than 19 years of age can get HPV vaccine for free in Washington state. Some health care providers’ offices charge an administration fee or an office visit fee. You can ask to waive the administration fee if you can’t pay. For people age 19 and older, the vaccine is available from many clinics and pharmacies. Most health insurance plans cover the vaccine for people recommended to get it. Call your health plan to check your coverage. For adults without health insurance, the companies that make these vaccines have programs to help pay for them. Find out if your health care provider participates in these programs.

**For more information on HPV, the vaccine and cervical cancer:**

**State Resources**
- Washington State Department of Health: www.doh.wa.gov
- Disease and prevention: www.doh.wa.gov/YouandYourFamily/Immunization/Diseases.aspx

**Federal/National Resources**
- Centers for Disease Control and Prevention: www.cdc.gov/std/hpv/
- American Sexual Health Association: www.ashastd.org
- American Cancer Society: www.cancer.org

**How can HPV infection be prevented?**

The best way to prevent HPV infection is to abstain from all sexual activity. Even people with only one lifetime partner can get HPV if their partner had previous sexual partners. Using condoms during sex offers good protection against sexual infections like HPV. The HPV vaccines offer by far the best protection if given before sexual activity starts - vaccines do not get rid of existing HPV infections. The HPV vaccine can prevent infections from some of the most common and serious types of HPV that cause cervical, oral and anal cancers as well as genital warts.
Safety Guidelines

School Safety: Tacoma Public Schools provides high schools (Foss, Lincoln, Mount Tahoma, Oakland, Stadium and Wilson) and middle schools with campus security officers. In addition, school patrol officers are assigned to support high schools and their feeder schools. In partnership with the Tacoma Police Department, Tacoma Public Schools provides school resource officers at the high school level. Criminal activity at all levels of schools will be reported to law enforcement. Unauthorized persons are not allowed on school property, and students are not allowed to leave school without permission. All volunteers and school staff must complete criminal background checks. For more information, contact the district’s Security Department at 253-571-1255 or visit http://www.tacoma.k12.wa.us/information/departments/safety-security/Pages/default.aspx.

Closed campuses: Students in PreK through grade 12 must have the school’s permission to leave the school grounds during regular school hours.

Emergencies: In case of earthquake, volcanic eruption, major power failure or fire, elementary students and students with disabilities will not be sent home until staff knows there is someone at home to supervise them or that other care has been arranged. Please make arrangements for alternative care in advance if you may not be available, and provide this information to the school. If it is necessary to close a school during the day and send students home, local media will be alerted and district social media and telephone messaging will be used to communicate with parents/guardians. Please make sure your contact information is current with your students’ schools.

Visitors: To ensure student safety, per district policy and regulation, all visitors, including parents, must sign in or check in at school offices and wear a badge identifying themselves as a “visitor” or “volunteer.” Visitors must follow the building rules. Violators may be excluded from school premises and activities for failure to follow building rules or for disruptive behavior.

Individual Student Safety: Parents and teachers are important partners in teaching students personal safety. To help keep your student safe on the way to and from school urge them to:
• Obey crossing guards assigned to help at some of the city’s busiest streets. As it is not possible to have a guard at each crossing, teach your student how to safely cross streets on his/her own.
• Walk with a buddy.
• Let you know where they are going and when they arrive.
• Not get close to any car that slows down or stops near them.
• Use the same route and do not take shortcuts.
• Know the emergency phone numbers for the family.

If you drive your student to school, pay close attention to the instructions your school provides for student drop-off and pick-up. These instructions are meant to protect your student’s and others’ safety and allow for a smooth traffic flow. Please do not stop in no parking zones, bus zones or school crossings. If your student rides a bike to school, please teach your student the rules of the road and bicycle safety and responsibility. Schools are not responsible for lost, stolen or damaged bikes or other student personal property.

Violence Prevention Hotline: 1-866-LIVE-TIP, EXT. 1155

Transportation Guide

The Bus Service Contractor, Durham School Services, operates the basic education bus service system. The district Transportation Department works with the contractor to plan routes, schedules and stops. The district operates all special education buses. All buses are certified by the Washington State Patrol. The State Patrol inspects buses twice yearly to ensure they are maintained in accordance with state standards.

Drivers must have a medical exam, be fingerprinted, have a background check, have first aid and CPR training, earn a commercial driving license and take 40 hours of training to be certified by the state Superintendent of Public Instruction to drive a school bus. Drivers must complete in-service training each year.

Information and Concerns: For information on bus stops and schedules, visit the district website at tacomaschools.org or phone the district Transportation Department for details on eligibility and routes for basic education. Phone any concern about a late bus, the bus driver, an incident or service to the dispatcher at 253-475-0334. Before phoning, have at hand as many details as possible - date and time of the incident, the bus number, names of those involved - to quicken a response to the concern.

Where to Call
Information on bus stops and schedules
• District Transportation Department 253-571-1853
• Durham School Services 253-475-0334
• School district “night line” 253-571-1000

For more information go to the district website at: tacomaschools.org/transportation
Basic Bus Service
In this section on Bus Service, you will find information about:

- How it works and who to contact
- Who may ride a school bus
- How to ride a school bus
- Emergency bus route information

Bus Carrier: The district contracts with Durham School Services for basic education student transportation. The district operates all Special Education school buses. Signs on the outside of the buses will either read “Durham” or “Tacoma School District No. 10.”

Who May Ride a Yellow Bus?
Eligibility for transportation to/from school is based on student’s residence. The student must live more than one radius mile from his/her primary school of attendance (PSA) to receive transportation. A student may be transported less than one mile if the district determines that the walking route contains hazardous conditions. Walking distance to the student’s assigned stop: eight to 10 blocks for high school, six to eight blocks for middle school and four to six blocks for elementary school.

Special consideration
The student may receive bus service if:

- hazards making it unsafe for a student to walk to school cannot be mitigated;
- a 504 plan is in place or a doctor verifies in writing that the student has a medical problem that makes it necessary for him/her to ride a school bus; or
- the student stays before or after school at a home or child care site in an area served by a school bus.

To start service or change service, the parent/guardian needs to ask the school bus coordinator to prepare a Bus Run/Stop Change Request and forward it to the district Transportation Department. The request will then be reviewed by the Transportation Department. If it is concluded that the student is eligible, a stop may be added or the child may use an existing stop.

Transportation outside the student’s primary school of attendance (PSA): Students enrolled in a school outside of their primary school of attendance (PSA) will be eligible for transportation services if their enrollment is due to participation in a specific district-required program. The district will determine busing boundaries for the programs. The bus stop may be eliminated if the program has been discontinued or the student moves.

Change of residence: If a student’s residence changes during the school year (out of his/her present PSA) and the student wants to remain at the same school, transportation will not be provided. Transportation must be provided by the parent/guardian.

Choice enrollment: Bus service will not be provided to students who live outside their primary school of attendance (PSA) if the child/parent has chosen another school.

Out of district: Transportation will not be provided to students who reside outside of district boundaries unless the student is eligible through the McKinney-Vento Act. Certain programs allow for students to be eligible for a free Pierce Transit Orca Pass. Contact your school or the Transportation Department at 253-571-1853.

Website: All routes and bus stop times except after-school activities, band, or special education routes are indicated on the district Web page at tacomaschools.org. Bus routes and times may change. This information is updated twice a week.

Students assigned to a bus stop: All students must be assigned to a bus stop. The stop is determined by the home or daycare address. Sixth- and ninth-graders will be assigned to the closest stop to their home. A student may not depart the bus other than at his or her boarding or alighting place. A request to deliver a student to a different stop, other than his or her regular stop, or ride a different bus is granted only if the student gives the bus driver a note signed by a parent/guardian and the school principal or designee. Such notes are valid for one day only, and may not be obtained on a continuing basis. A note written by a student is not acceptable. Bus drivers shall have a student manifest indicating all eligible bus riders. All students must show the bus driver their student identification upon request. All eligible bus riders. All students must show the bus driver their student identification upon request. If lost, appropriate identification must be obtained from the school. A student cannot board a bus unless his or her name is on the bus driver’s manifest. If a student is not on the driver’s manifest, the student needs to contact the school bus coordinator. Students are expected to show identification to substitute bus drivers.

Student Electronic Identification Tags: Elementary school bus riders will receive an electronic identification badge with their bus route number and photo at the beginning of the school year. Contact your child’s school to find out if the school is participating in the program. Students will swipe their badge every time they get on and off the bus, which will allow the district’s transportation department to track students’ whereabouts in case they got on the wrong bus or if they’ve missed their bus stop. Lost cards should be reported to the school bus coordinator.

Appealing a bus service start or change denial: A parent/guardian may appeal the denial of a Bus Run/Stop Change Request by asking the school bus coordinator to fill out an Appeal Request Form and forward it to the Transportation Department. The parent/guardian will be notified of the date, time and place of the Transportation Appeals Board session at which to present views.

Riding a school bus: School bus routes and stops are planned to provide the safest, most efficient and cost-effective service under all weather and road conditions. Students in the district usually ride 30 to 60 minutes on a bus to school and from school. Riding times may be longer when there are traffic jams, breakdowns or snowy/icy roads.
Riders need to line up early: Students need to be at bus stops no earlier than 10 minutes or later than 5 minutes before the scheduled pick-up time. When students see the bus coming, they need to form a line starting well back from the curb and be ready to board. Buses will not wait for any students not present and buses will not return for late-arriving students.

Riders must board quickly after school: After school, students need to go quickly to their buses, which leave 5 to 7 minutes after dismissal. If students miss buses, their parents must pick them up. The bus will not return.

Good behavior expected at stops: All students waiting at school bus stops are expected to follow the same rules as those when riding on a school district or Pierce Transit bus. Students who misbehave, destroy or vandalize personal property at stops may lose their bus riding privileges. Parents will be responsible for any monetary damage caused by their students.

After-school activity buses: Students may ride after-school activity buses provided they show the bus driver their student identification. After-school activity buses will drop students off in areas covered by the home-to-school bus routes. These buses will not travel in areas not normally served. The bus stops will be designated district school sites. These stops are available on the district's web page. With any inappropriate student behavior, the student will lose after-school activity bus riding privileges for the school year.

Video/audio cameras on buses: Buses are equipped with video/audio cameras. The purpose of placing these cameras on school buses is to ensure that the student behavior while on the school bus is consistent with the established rules for students riding buses to and from school and after-school activities. Cameras provide additional aid to the bus driver and school district officials in monitoring the conduct of student riders. A camera does not replace the discipline policy, the authority of the driver or the responsibility of school officials. Video monitors will provide district administrators with the ability to take timely and appropriate corrective actions in the event that violations of rules are recorded. On board videotaping is to be conducted for the purpose of promoting bus safety. Disciplinary action may be taken based on behavior observed on videotape.

GPS (Global Positioning Systems): All buses are equipped with global positioning systems (GPS). The dispatcher is able to locate a bus, determine if the bus has been to a bus stop and check to make sure the route is on schedule.

Behavior Rules and Safeguards: Behavior rules for bus riders help ensure every student has a safe ride to and from school. Classroom behavior is expected on the school bus. Students are expected to follow all rules. Those who choose not to follow the rules may be suspended from riding a bus to or from school. Parents will have to provide transportation. Pierce Transit bus riders must follow the rules and regulations prepared by Pierce Transit. Contact 253-581-8000 for current “Rules of the Road.”

Rules of conduct for bus riders:
- Full student cooperation is expected with all bus drivers, including substitutes.
- Wait for bus in a line that starts well back from the curb.
- If crossing a street to or from a school bus, cross only in front of the stopped bus when the “stop” paddle is out and red lights are flashing. If at an intersection with a traffic signal, cross on the green light and “WALK” signal.
- Have school identification ready to show the driver when boarding the bus. Give it to the driver any time when asked.
- Get on or off the bus only when it is completely stopped.
- Do not bring on the bus anything heavy, sharp or bulky or other items, such as unicycles, scooters or skateboards, that could affect the safety of the bus and riders, or injure a rider, such as sticks, skis or vaulting poles; a breakable container, strap or pin sticking out from clothing, knife, gun or anything flammable. Keep animals off the bus, except a “service dog.”
- Follow the bus driver’s direction.
- The bus driver may assign students to a particular seat.
- Sit in only one seat and do not save a seat for anyone.
- Stay in seat all the time the bus is moving.
- If there is a seat belt, keep it fastened.
- Keep aisles clear.
- Except for ordinary conversation, behave as if in a classroom.
- Treat other people with respect.
- Talk to driver with respect.
- Help keep the bus clean by keeping waste paper off the floor.
- Absolutely NO eating or drinking on the bus.
- Keep tobacco and matches off the bus.
- Open a window only with the driver’s okay.
- Keep head, hands or arms inside bus windows.
- Get off the bus only at assigned stop.
- After getting off, do not tamper with the bus.
- Cellular phone use is prohibited if used inappropriately, causing disruption or disturbance to the bus driver or other students.
- No photos or videos of students or driver may be taken without their permission.

A student may be suspended from riding the bus for committing any of the major offenses that follow:
- Defying the bus driver.
- Fighting with another student or the driver.
- Inappropriate dress or stages of undress. Student riding an unassigned bus without parental or school permission.
- Exiting at the wrong bus stop without permission from parent and school.
- Not giving name or giving a false name to the driver when asked.
- Not showing his/her student identification (ID) card to the driver when asked.
- Doing anything on the bus that seriously harms anyone’s safety.
- Smoking anything.
• Opening an emergency exit or exiting by such an exit or a window.
• Having banned items on the bus: including drugs, alcohol, bullets, explosives, fireworks or weapons.
• Threatening a bomb.
• Inappropriate displays of affection.
• Bullying or harassment of other students or drivers.
• Throwing anything from the bus.
• Making obscene gestures.
• Speaking profanely or making racial slurs to anyone on the bus.
• Using laser lights.
• Spitting or biting.

Discipline for Offenses: All misbehavior on school buses and at bus stops is serious because it can affect students’ safety and well-being. It also can cause hardship for parents/guardians of offending students. If a student is suspended from bus riding, his/her parent/guardian is required by state law to provide transportation for him/her to and from school, because the state requires all students to attend school through the age of 18. The parent/guardian also may reimburse the school district contractor for repairing any damage to a school bus or other property. The student may be banned from riding a school bus or attending school until the district contractor has been paid in full for costs of repairs.

All questions or inquiries should be directed to the bus service contractor student manager with Durham at 253-475-0334. School administrators may provide alternative discipline in lieu of suspension.

Discipline ranges from warning to expulsion: Major offenses are very serious and the student will be suspended. The length of the suspension will be determined by the severity of the major offense. For each offense, a student receives a School Bus Incident Warning Report, and copies are sent to his/her parent/guardian. Several incident reports will result in suspensions as follows: suspensions will range from three to 30 days or for the remainder of the school year depending on the offense.

Steps in school bus discipline procedure

Minor offense
• Verbal warning: The bus driver verbally critiques the student’s misbehavior and may contact parent/guardian.
• Written warning: The bus driver verbally critiques the student’s misbehavior and fills out an Incident Warning Report and submits it to the student manager, who reviews it, files it and mails copies to the parent/guardian and school.

Major offense
• The student will be suspended.
• The bus driver completes an incident report. A suspension report is mailed to parent/guardian and school.
• Suspension: Student is not allowed to ride any district bus for a time period, including after-school activities buses.

Parents may be contacted by the driver or the student manager to discuss your child’s behavior.

School bus discipline procedures
• Incident Warning Report. Completed by bus driver. Durham mails report to parent, school and district Transportation Department.
• Bus Discipline Suspension Report. Durham mails report to parent, school and district Transportation Department.

Emergency Bus Route Information, Snow and Emergency Routes: Ensuring the safety of the students we transport is our number one priority. Nearly every school year we must delay the start of school, use emergency bus routes or cancel school because snow or other poor weather conditions make roads unsafe.

What you need to know about snow and emergency routes: We encourage you to become familiar with the procedures to follow during snow, inclement weather or emergencies. For additional questions, call Durham School Services at 253-474-0334 or Transportation Services at 253-571-1853 or email transportation@tacoma.kl2.wa.us. The Frequently Asked Questions below provide key information about transportation services during snow or inclement weather.

How will I know, and when, school is delayed or canceled, or if buses are running on snow/emergency routes?
We make announcements as early in the morning as possible, typically by 6 a.m. You can learn about school delays or closures in the following ways:
• District website
• News media: TV and radio stations announce school delay and closures.
• School Messenger: our automated phone and email message system, to get messages to you. Please check with your school to ensure your emergency contact information is up to date.
• Follow @tacomaschools on Twitter or Facebook
• Mobile application: tacomaschools.org/app

What is an emergency or snow bus route, and how do I find the route for my child(ren)?
Emergency bus stops are designed to avoid areas where hazardous road conditions exist. Stops are located on main arterials. Buses will not travel on side streets when emergency stops are in effect. Emergency stops for every school are available on the district transportation website.

If the start of school is delayed, how do I determine the time of bus pick up or drop off?
Add the length of the delay to the time listed on the emergency route schedule. For example, if the emergency stop at 96th and Hosmer has a pick-up time of 8:10 a.m., and the district announces a two-hour delay, then the pick-up time will be 10:10 a.m.
If emergency stops are in effect in the morning, where will my child be dropped off after school? After school we return students to their regular (not emergency) stop if at all possible. However, if road conditions are still hazardous, we will drop students off at their emergency stop. This information will be posted on the district website, and you will receive an automated telephone and/or email message.

How should I prepare my children to ride the bus during inclement weather? Please ensure that all children are dressed warmly. We make every attempt to keep to our pick-up schedule, but delays may happen due to snow and icy roads. Children should be dressed to keep warm in case they need to wait at their stop for the bus to arrive. Ideally this would include a warm hat, gloves, coat, and waterproof boots or shoes.

My child receives special education bus service. What do I need to know about snow routes? Door-to-door service for students receiving special education services will continue, providing the bus is able to make the home stop. If it is not safe to get to the regular stop, your bus driver will provide you with information regarding where your stop will be located. For additional information call the special education transportation department at 253-571-1855.

How does the district decide whether to delay or close schools? When the weather forecast calls for snow or storms, our transportation services team is continually assessing road conditions. We check weather forecasts, and consult with the weather bureau. On mornings when there is snow or ice on the roads, we drive selected bus routes starting early in the morning to check road conditions. While conditions may be safe in some parts of the city, they may be unsafe in others. We take all of this into account and then make a recommendation to the superintendent. We base our decision on whether we believe we can transport students safely to and from school.

Education Rights Of Homeless/Transitional Children And Youth

McKinney-Vento Homeless Assistance Act
McKinney-Vento Homeless Assistance Act defines homeless children as “individuals who lack a fixed, regular, and adequate night time residence.” The act provides examples of children who fall under this definition as:

- Children and youth sharing housing due to loss of housing, economic hardship or similar reason
- Children and youth living in motels, hotels, trailer parks or camp grounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary night time residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations.

Who to call:
McKinney-Vento Liaisons
Linda Seferian: 253-571-6791
Linda Martin: 253-571-6790

Under the McKinney-Vento act you have a right to an education without barriers, which means you can:

- Receive a free public education
- Enroll in school immediately, even if you lack documents normally required for enrollment
- Attend classes while the school gathers your missing documents
- Enroll in the school closest to you or the school you were last enrolled in (school of origin), even if you have been forced to relocate
- Receive transportation to and from your school of origin
- Receive all the same educational services other students receive, even if you can’t pay
- Participate in before-and-after school programs
- Receive counseling
- Receive free breakfast and lunch
- Participate in special education, bilingual, vocational and gifted programs
- Receive free school supplies
- Receive extra academic support (Title I/LAP)
- Receive evaluation for disabilities
Additional Information

Integrated Pest Management Program: The purpose of an Integrated Pest Management (IPM) Program is to provide an environmentally responsible long-range systems approach to pest management within our schools.

Applying IPM principles is intended to prevent unacceptable levels of pest activity, by the most economical means and with the least possible hazard to people, property and the environment. The full range of escalating alternatives, including no action and/or changes in maintenance practices, will be considered.

Notification of Pesticide/Herbicide (P/H) applications:

• Schools shall provide notice, annually or upon enrollment or hiring, of the district's pest control program, which includes the posting and notice requirements for pesticide application.

• To notify parents, staff and other users of school properties of a planned pesticide application, written pre-notification will be given to the building administrator. The building administrator will be responsible for pre-notification of interested parents/guardians and staff of upcoming Pesticide/Herbicide (P/H) treatments. Posters will be provided to the building administrator to be posted in designated areas at the school. Such posters will normally be provided at least 48 hours before the application of P/H. When school is not in session, prior notice will not be given if there are 48 hours or more before students reoccupy. In this circumstance, treated areas will still be posted at the time of application.

• Signs will be placed at the main entrance(s) to each school and near the site of interior applications. If a grounds application, the entries to the grounds areas and the main entry of the school will be posted as well as the site of application. Signs must be placed at all entrances to an affected area or building, and in other strategic locations to prevent human contact with the treated area. Signs will remain in place for at least 24 hours after application or under manufacturer's direction if longer.

Products to be used:

• Zep Wasp and Hornet Killer, Ranger Pro, SureGuard, Ferromec AC, AmPro Weed and Feed, Casoron 4G, PasturePro, Amine 400 2-4D, Candor, Talstar, Phantom, Tempo, Shurcrop Ferrous Sulphate, Specticle G, ant baits (Terro, Advance, Uncle Alberts) and rodent baits (Contrac, Wisdom and Suspend SC)

Location of where Pesticides/Herbicides may be applied:

• Play fields, ball fields, lawn areas, ornamental beds, trees and school buildings (interior and exterior). NOTE: Records of applications and the annual summary of Pesticides/Herbicides applied are on file with Tacoma Public Schools. A copy of this program or the above documents may be requested through our Public Records Office located at 601 S. 8th St., Tacoma, WA 98405. Interested parents/guardians of students or staff at a specific school may annually request advance notice of P/H application through their principal.

(Revised 4/2015)

Asbestos Hazard Emergency Response Act: In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every 3 years, Tacoma Public Schools conducts a reinspection of each site to determine whether the condition of the known or assumed asbestos-containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection, all materials listed in the management plan as asbestos-containing (or assumed to be asbestos-containing) were inspected. The law further requires an asbestos management plan to be in place by July 1989. Tacoma Public Schools developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition. Each school has an AHERA binder in the main office.

The following schools contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Mount Tahoma High, Science and Math Institute, Baker Middle, First Creek Middle, Giaudrone Middle, Gray Middle, Jason Lee Middle, Mason Middle, Meeker Middle, Truman Middle, Stewart Middle and Wainwright Middle and the following elementary schools: Blix, Crescent Heights, DeLong, Edison, Fern Hill, Franklin, Geiger, Jefferson, Lister, Manitou Park, McCarver, Northeast Tacoma, Roosevelt, Sheridan, Sherman, Stafford and Washington.

It is the intention of Tacoma Public Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. All inquiries regarding the asbestos plan and asbestos-related issues should be directed to Maintenance and Operations Department at 253-571-3300. (AHERA information adapted from the U.S. Environmental Protection Agency)
Every Student Succeeds Act (ESSA)

On December 10, 2015, President Obama signed the Every Student Succeeds Act (ESSA) into law. ESSA requires State Education Agencies to be the key decision-makers in the development and implementation of ESSA. Individual states are now solely responsible to monitor teacher qualification, and to collect and report information about certification, endorsements, teaching assignments and years of experience.

School principals are charged with providing sufficient courses to students based on student needs and state requirements. Principals make teacher assignments based on certification and endorsements; however, there are occasions when administrators structure teaching assignments based on student need and on teacher strength. This may result in teachers teaching outside of their endorsement(s). In these cases, and as outlined in WAC 181-82-110, the district is required to report these Out-of-Field Teachers (OFT) to the Board of Directors for approval of the teaching assignment.

The Human Resources Department works closely with each principal to ensure their understanding of course assignments and teacher endorsement. If a principal determines there is a need for an OFT, HR works with the principal and teacher to create a plan by which either the teacher will stop teaching in the assignment or the teacher will obtain the appropriate endorsement. However, there may be instances where the nature of the student requirement is such that the district will request that the Board of Directors authorize long-term OFT, i.e. dance, guitar, innovative physical education, etc. Regardless of the reason for the OFT assignment, the principal works diligently to provide support to ensure the success of the teacher in the assignment.

Human Resources and principals work collaboratively to promote the best teachers in front of students to support Every Student Every Day.

Public Records Requests

The Washington Public Records Act provides for the release of public records maintained by a public agency, such as the school district, with some exceptions. For a list of the most common records that the district claims are exempt or protected from disclosure, please see the Public Records Request page of the district website at tacoma.k12.wa.us/information/departments/legal/Pages/default.aspx. Requests or access to, or copies of, public records should be made in writing to the Public Records Officer, P.O. Box 1357, Tacoma, WA 98401-1357, or to PublicRecords@tacoma.k12.wa.us specifying the records sought. Costs for copies are outlined in Policy 4040 and Regulation 4040R pursuant to RCW 42.56. Requests for student records by a current or former student or the student’s parent/guardian should be directed to the building administrator at the student’s current school; transcripts for former students and Special Education records requests should be directed to the Student Records Department at the Central Administration Building.
Parents’ Rights to Participate in Student’s Education

Right to Inspect Curricular Materials: Parents and guardians have the right to inspect any instructional materials that are used as part of the educational curriculum for their children. Requests to inspect instructional materials should be made to the district’s Department of Teaching and Learning. District staff will schedule a mutually agreeable time within a reasonable time frame for the parents or guardians to inspect the materials. Requests should be made in writing to: Department of Teaching and Learning, Tacoma Public Schools, 601 S. 8th St., Tacoma, WA 98405.

Controversial Issues: The district has established regulations regarding the study of controversial issues that have publicly evoked opposing viewpoints in society. Contact your school principal for guidelines. (Policy 2331; Regulation 2331R)

Procedures for Visiting Schools: Parents/guardians and other patrons of Tacoma Public Schools are encouraged to visit their schools. Guidelines for visitations to schools are available through your school principal. (RCW 28A.605.020, Policy 4200, Regulation 4200R)

Interview, Custody of Students: On occasion, it is necessary for law enforcement officers or Child Protective Services (CPS) authorities to interview students or take them into custody during school hours. In such instances, the district will act in accordance with procedures established in Policy 3421, Regulation 3421R and Policy 4310 in accordance with RCW 26.44.030. Law enforcement or CPS will determine when to notify the parents if a student is removed or interviewed due to an allegation of abuse or neglect. Parents will be notified as soon as possible when a student is removed by law enforcement for other reasons.

Removing Students From Grounds: A student will not be released from school grounds, any school building or school function during school hours except by a person duly authorized in accordance with district procedures. Before a student is released or excused, the person seeking to remove the student must present to the satisfaction of the principal evidence of his/her proper authority to remove the student. If in doubt, school officials will rely on information provided in enrollment records. Exceptions will be made when custody has been established by valid legal authority or in the case of an emergency. (RCW 28A.605.010, Policy 3124, Regulation 3124R)

Child Abuse Reporting: District employees are required to notify Child Protective Services or law enforcement when they reasonably believe a student has been abused or neglected. By doing so, they are protected from civil and criminal liability. Child abuse and/or neglect cases must be reported within 48 hours. (RCW 26.44.030, RCW 26.44.040, Policy 3421; Regulation 3421R) Law enforcement or CPS determine when to notify parents of allegations of child abuse or neglect. School counselors are available to work with students individually on concerns including divorce, child abuse, etc. Contact your school’s counseling office. The Children’s Advocacy Center of Pierce County is also available at 253-403-1478.

STUDENT RIGHTS

Optimum learning atmosphere: All students shall have the right to be free from unlawful interference in their pursuit of an education while in the custody of a common school district. Further, all students have the right to an education in classrooms where there is an optimum learning atmosphere. The highest consideration must be given to the judgment of qualified certificated educators regarding conditions necessary to maintain such an atmosphere. (RCW 28A.600.020)

Search and seizure: All students possess the constitutional right to be secure in their persons, paper and effects against unreasonable searches and seizures.

A student shall be free from searches by school officials of his/her clothing and other personal property unless the school official has reasonable suspicion to believe that the search is necessary in the aid of maintaining school discipline and order. (District Policy/Regulation 3230; WAC 392-400-215).

Student lockers, desks and other storage areas remain the property of the school district, and school officials retain the right to inspect lockers, desks or other storage areas assigned to students. No right or expectation of privacy exists for any student, and these areas may be inspected or searched by school authorities 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 a school rule. Any container(s) found as a result of a search of a locker, desk or other storage area may be searched if there is reasonable suspicion that the container(s) holds evidence of a student’s violation of the law, school rule or district policy/registration. Containers are any item in which contraband material could be concealed, including, but are not limited to articles of clothing, handbags, backpacks and gym bags (District Policy/Regulation 3230; RCW 28A.600.220, 230 & 240).

The methods used are to be reasonably related to the objectives of the search and not be excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. A principal or designee may not subject a student to a strip search or body cavity search as those terms are defined in RCW 10.79.070.

Illegal items such as alcohol, tobacco, drugs, drug paraphernalia, firearms, weapons, ammunition, or other possessions reasonably determined to be evidence of criminal activity or be a threat to the safety or security of others may be seized by school authorities. Items that are used to disrupt or interfere with the educational process may be temporarily removed from student possession. (RCW 28A.600.220, 230 & 240, RCW 9.41.250 & 270 & 280)
Due process: No student shall be deprived of the right to an equal educational opportunity, in whole or in part, by a school district without due process of law.

Students may be subject to discipline, suspension or expulsion for violating district policies and regulations and school rules. Students may also be subject emergency expulsions as a measure to ensure the safety of the student or others or to prevent the disruption of the educational environment.

The procedures for appealing suspensions or expulsions, including emergency expulsions, are found in Policy 3241, Regulation 3241R and Chapter 392-400 WAC. Copies of all policies and regulations, including Policy 4210 (Regulation of Dangerous Weapons on School Premises), are available from the Public Information Office in the Central Administration Building or on the district’s website at: www.tacoma.k12.wa.us/information/schoolboard/Pages/PolicyManual.aspx.

Education during discipline, suspension, or expulsion: Students are entitled to educational services during a period of suspension or an expulsion.

Freedom of expression, equal access and free assembly: All students possess the constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such right.

Students are entitled to express their personal opinions verbally, symbolically and in writing in a manner consistent with the First Amendment, considering the special nature of the school setting. True threats of violence and language or ideas of such a nature that it is reasonably probable that the expression will cause violent or unlawful behavior are not expression protected by the First Amendment and are not acceptable in the school setting. Other forms of student expression that are not expression protected by the First Amendment and are not acceptable in the school setting expressions that are: (1) profane, vulgar or obscene; (2) that reference illegal drug use, or that (3) will materially and substantially interfere with the maintenance and operation of the schools, including, but not limited to, the preservation of the educational process. Student expression that constitutes harassment or discrimination based on race, religion, color, national origin or ancestry, sex, gender identity, gender expression, sexual orientation, age, marital or veteran status, or disability, or the use a dog guide or trained service animal, will not be tolerated.

School-sponsored student publications and presentations are not public forums. School officials may review and exercise editorial control over school-sponsored student publications and presentations.

Student groups must be school sponsored or authorized by the Associated Student Body to post or distribute materials at schools in compliance with any existing building or ASB rules. Rules related to the posting and distribution non-school sponsored/non-ASB groups may require to have materials distributed through the Distribution of Materials Policy and Regulation, Policy 4060 and Regulation 4060R.

Student groups must be school sponsored or authorized by the Associated Student Body to conduct meetings at school during non-instructional time. At the secondary level, student-led non-curricular ASB clubs are to be treated equally by the administration, regardless of the viewpoint or message of the club. Such clubs must be voluntary, open to all students, led by students, and persons of the community that are not students may not direct, conduct, control, or regularly attend meetings. Staff members assigned to provide oversight of such clubs are present only to provide monitoring and not to actively participate in the club or its functions.

Freedom of peaceful assembly is regulated in time, place and manner by the building administrator. Demonstrations that interfere with the operation of the school or classroom are prohibited. Class attendance takes precedence over freedom to assemble.

Any violation by any student(s) of the limitations of freedom of expression may subject the student to such discipline (to include suspension/expulsion) as may be deemed appropriate by the school authority, consistent with due process of law.

Nondiscrimination: Tacoma Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator: Lisa Nolan, 253-571-1252, lnolan@tacoma.k12.wa.us; Title IX Coordinator: Eric Hogan, 253-571-1191, ehogan1@tacoma.k12.wa.us; and 504 Coordinator: Elementary, Steven Mondragon, smondra@tacoma.k12.wa.us, 253-571-1173; Secondary, Jon Bell, jbell2@tacoma.k12.wa.us, 253-571-1225. Address: P.O. Box 1357, Tacoma, WA 98401-1357.

Notification of threats of violence or harm: Individual-directed threats of violence or harm are direct or indirect communications that reasonably create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means that a reasonable person would believe reflect an intent to cause damage to a school building or school property (e.g., bomb threats), or to cause physical harm to students, employees, volunteers, patrons or visitors.

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act (FERPA), other legal limitations and the circumstances.

Persons found to have made threats of violence or harm against district property, students, employees or others will be subject to appropriate discipline and referral to law enforcement (Policy 4314, 4314R).
STUDENT CONDUCT EXPECTATIONS AND DISCIPLINE

All pupils who attend the common schools shall comply with the rules and regulations established in pursuance of the law for the government of the schools, shall pursue the required course of studies, and shall submit to the authority of teachers of such schools, subject to such disciplinary action or other action as the local school officials shall determine. (RCW 28A.600.040).

Discipline: Discipline shall mean all forms of corrective action other than emergency removal from a class, subject or activity, suspension or expulsion and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period; provided that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or on behalf of a school district. (WAC 392-400-205).

Detention: Students may be detained after school for up to 30 minutes to make up missed or incomplete assignments and for disciplinary reasons, provided parent(s)/guardian(s) have been notified. Students shall not be detained if detention interferes with their regular bus transportation home unless arrangements are made with student’s parent(s)/guardian(s) for alternative transportation.

Teacher Removal from Class: Teachers have the authority to exclude a student from the classroom (or the instructional or activity area) if the student is disrupting the educational process in violation of building disciplinary standards while under a teacher’s immediate supervision. The teacher responsible for supervising the student may exclude him/her for part of the day, the entire day or up to the following two days or until the teacher has conferred with the principal or designee, whichever occurs first. (RCW 28A.600.020). The teacher must first attempt to correct the student before excluding, except in emergency circumstances. The emergency circumstances are outlined in WAC 392-400-290, and are explained below under “emergency removal.” Teachers must consent before a student may be returned during the balance of the same class or activity period from which he/she was initially excluded. (WAC 392-400-230)

Emergency Removal: A student may be removed immediately from a class, subject or activity by a certificated teacher or an administrator and sent to the building principal or a designated school authority; provided that the teacher or administrator has good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to the student, other students or school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process of the student’s school. The removal from classes, subjects, or activities shall continue only until:

- The danger or threat ceases; or
- The principal or designated school authority acts to impose corrective action. (WAC 392-400-290)

The principal or school authority shall meet with the student as soon as reasonably possible following the student’s removal and take or initiate 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 any such student is returned to the class(es), subject(s), or activity(ies), the principal or school authority shall notify the teacher or administrator who removed the student about the action that has been taken or initiated.

Emergency Expulsion: Emergency Expulsion shall mean an emergency removal from school for up to, and not exceeding, 10 consecutive school days by a school district superintendent or a designee of the superintendent. The superintendent or designee must have good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to the student, other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. Emergency expulsions must end or be converted to another form of corrective action within 10 school days from the date of the emergency removal from school. Notice and due process rights will be provided when an emergency expulsion is converted to another form of corrective action (WAC 392-400-295).

Suspension: Suspension shall mean a denial of attendance (other than for the balance of the immediate class, subject or activity period for discipline purposes) at any single subject or class, or full schedule of classes or subjects, and any combination of the foregoing for a stated period of time. 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 District.

Short-Term Suspension: means a suspension, including in-school suspension, for any portion of a calendar day up to and not exceeding 10 consecutive school days.

Long-Term Suspension: means a suspension that exceeds 10 school days, but not longer than the length of an academic term, as defined by the school board. A long-term suspension will not be imposed as a form of discretionary discipline.

Expulsion: Expulsion shall mean 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, from the time a student is removed from his/her current school placement by a school district superintendent or a designee of the superintendent. 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. An expulsion may not be imposed as a form of discretionary discipline.

District Policy and Regulation 3240 and 3241 contain information regarding the types of student conduct that may lead to discipline, suspension, or expulsion; and student/parent appeal and grievance rights. The policy and regulation are available from the Public Information Office, 253-571-1015, on the district’s website at tacomaschools.org. To obtain a copy, you may also contact the Office of Secondary Education at 253-571-1015, or the Office of Elementary Education at 253-571-1032.
STUDENT PROHIBITION OF HARRASSMENT, INTIMIDATION AND BULLYING

Regulation 3207R

A. Introduction: Tacoma School District strives to provide students with optimal conditions for learning by maintaining a safe and civil educational environment where everyone is treated with respect and no one is harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated or bullied by others in the school community, at school sponsored events or when such actions create a substantial disruption to the educational process. The school community includes all students, staff members, parent/legal guardians, family members and guests. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics such as, but not limited to, physical appearance, clothing or other apparel, socioeconomic status, marital status or weight.

District staff who observe, overhear, or otherwise witness harassment, intimidation or bullying, or to whom such actions have been reported, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

B. Definitions:

Aggressor: a student, staff member or other member of the school community who engages in the harassment, intimidation or bullying of a student.

Harassment, intimidation, or bullying: is an intentional electronic, written, verbal, auditory or physical act that:

- 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.

Conduct that is “substantially interfering with a student’s education” will be determined by, but not limited to, the following considerations: grades, attendance, demeanor, interaction with peers, participation in activities or other indicators.

Conduct that may rise to the level of harassment, intimidation or bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks, threats, gestures or acts relating to an individual or group whether written, verbal, auditory, or physically or electronically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Retaliation: is an act of harm or discrimination in response to a report of harassment, intimidation and/or bullying by anyone involved in the incident.

Staff: includes, but is not limited to, certificated employees, classified employees, school board members, substitute and temporary employees or volunteers.

Targeted student: is a student against whom harassment, intimidation or bullying has allegedly been perpetrated.

C. Relationship to other laws: This procedure applies only to RCW 28A.300.285 - Harassment, Intimidation and Bullying prevention.

There are other laws and procedures to address related issues such as sexual harassment or discrimination. At least four Washington laws may apply to harassment or discrimination:

- RCW 28A.300.285 - Harassment, Intimidation and Bullying
- RCW 28A.640.020 - Sexual Harassment
- Chapter 28A.642 RCW - Prohibition of Discrimination in Public Schools
- Chapter 49.60 RCW - The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying.

Nothing in this procedure prevents a student, parent/legal guardian, family member, guest, school or district from taking action to remediate harassment and/or discrimination based on a person’s gender or membership in a legally protected class under local, state or federal law.

D. Education/Prevention:

Dissemination: In each district facility, and on the district’s website, the district will prominently post information on reporting harassment, intimidation and bullying, the name and contact information of the school administrator to whom a report is made and the name and contact information for the district compliance officer. The district’s policy and regulation, upon request, will be available in each facility in a language that families can understand. Annually, the superintendent will ensure that a statement summarizing the policy and regulation is provided in student, staff, and volunteer and parent/legal guardian handbooks. Additional distribution of the policy and regulation is subject to the requirements of Washington Administrative Code 392-400-226.

Student education: Annually students will receive age-appropriate education on the recognition of, prevention of and intervention strategies in response to harassment, intimidation or bullying. The presentation will include information about incident reporting.

Staff training: Staff will receive annual education and training on the school district’s policy and regulation, including staff roles and responsibilities, how to monitor common areas and the use of the district’s Incident Reporting Form for preventing and intervening in cases of harassment, intimidation and bullying while acting in the role of a Tacoma School District staff member.

District strategies: The district will implement a range of evidence-based prevention and intervention strategies designed to increase social competency, improve school climate and to reduce and ultimately eliminate harassment, intimidation and bullying in schools.

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E. Staff intervention: All staff members shall intervene when witnessing or receiving reports or complaints of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately or incidents that do not meet the definition of harassment, intimidation or bullying, may be documented, but may not require further action under this regulation.

In cases where a targeted student experiences harassment, intimidation or bullying that threatens the student’s health and safety, the principal or designee may facilitate a meeting with the child’s parent/legal guardian to develop a safety plan to protect the student.

F. Compliance officer:
The district compliance officer will:
• Serve as the district’s primary contact for regulations regarding harassment, intimidation and bullying.
• Provide support and assistance to the principal or designee in resolving complaints.
• Receive copies of all Incident Reporting Forms, Discipline Referral Forms (as it relates to harassment, intimidation and/or bullying incidents) and letters to parents/legal guardians providing the results of investigations.
• Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
• Ensure implementation of the policy and regulation by overseeing the investigative processes, including ensuring that investigations are prompt, impartial and thorough.
• Assess the training needs of staff and students to ensure successful implementation of district policy and regulation throughout the district and ensure staff and students receive annual training.
• Provide the Office of Superintendent of Public Instruction (OSPI) School Safety Center with notification of policy or regulation updates or changes on an annual basis.
• In cases where, despite school efforts, a targeted student continues to experience harassment, intimidation or bullying that threatens the student’s health and safety, the compliance officer will facilitate a meeting between district staff and the child’s parent/legal guardian to evaluate and/or amend the safety plan to protect the student.

G. Reporting an incident: The formal Incident Reporting Form will be available for students, families or staff to report incidents of harassment, intimidation or bullying. This form can be found on the district’s website, in school main offices and in school counseling departments.

Any student who believes he or she has been the target of harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of harassment, intimidation or bullying, may report incidents verbally or in writing to any staff member in one of three ways:
1. Informal verbal complaint;
2. Informal written complaint; or
3. Formal written complaint (Incident Reporting Form)

All staff are responsible for receiving informal or formal reports. Staff who initially receive an informal report of harassment, intimidation or bullying will attempt to resolve the incident. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, the incident may be documented, but may not require further action under this regulation.

All unresolved informal reports of harassment, intimidation or bullying will be recorded on the Incident Reporting Form and submitted to the principal or designee.

All formal reports of harassment, intimidation or bullying will be submitted to the principal or designee.

If the designee is the subject of the complaint, the Incident Reporting Form will be submitted to the principal. If the principal is the subject of the complaint, the Incident Reporting Form will be submitted to the appropriate district-level director.

H. Addressing complaints/reports

Step 1: Filing an incident reporting form: In order to protect a targeted student from retaliation, a student need not reveal their identity on the Incident Reporting Form. The form may be filed anonymously, confidentially or non-confidentially.

Status of reporter
• Anonymous: Students, parent/legal guardian and/or community members may file a report without revealing their identity. Staff may not file anonymously. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools will offer methods for receiving anonymous, unsigned reports.
• Confidential: Individuals may ask that their identities be kept secret from the alleged aggressor and other students. The district may not be able to take action against an alleged aggressor based solely on a confidential report. Individuals filing complaints shall be advised that the district will treat the complaint as confidential to the extent permitted by state and federal law and due process requirements, and that the district will implement the anti-retaliation requirements of the policy and regulation to protect complainants and witnesses.
• Non-confidential: Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all information regarding the complaint to any individuals involved in the incident. The information will be restricted to those with a need to know, both during and after the investigation.

Step 2: Investigations of harassment, intimidation and bullying: All complaints of harassment, intimidation or bullying, which have not been immediately resolved by the supervising staff, will be investigated with reasonable promptness. Any student may be accompanied by a trusted adult, of their choosing, throughout the reporting and investigative processes.
• Upon receipt of the complaint or Incident Report Form that alleges harassment, intimidation or bullying, the school or
district designee will begin the investigation. If there is a clear threat of serious physical harm to the targeted student, the district will take appropriate action including, but not limited to, notifying law enforcement and informing the parent/legal guardian(s).

- During the course of the investigation, the school or district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the targeted student and the alleged aggressor. If necessary, the school or district will implement a safety plan for the student(s) involved. The plan may include the following: implementing a school or district no contact order or agreement; changing seating arrangements and/or schedules for the alleged aggressor and/or the targeted student; identifying a staff member who will act as a safe person for the targeted student; and other measures.

- Within two (2) school days after receiving the complaint or incident report, the principal or designee will notify the parents/legal guardians of the students involved that a complaint was received and direct the parents/legal guardians to the district’s policy and regulation on harassment, intimidation and bullying. If the notification, in the person’s judgment, would threaten the health and safety of the targeted student or the alleged aggressor, the person may initially refrain from contacting the parent/legal guardian. Staff who are mandatory reporters under Policy 3421 and Regulation 3421R, Reporting Child Abuse and Neglect Prevention, must report.

- The investigation will include, at a minimum: Interviews with:
  - the complainant, when known;
  - the targeted student(s);
  - the alleged aggressor(s);
  - other students, staff or individuals who may have knowledge of the alleged incident.

A review of any previous complaints involving either the targeted student or the alleged aggressor.

- The principal or designee may determine that other steps must be taken before the investigation is complete.

- The investigation will be completed no later than five (5) school days after the initial complaint or receipt of the Incidence Report Form. If additional time is needed the school or district will provide the affected parties with weekly updates.

- No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/legal guardian of the targeted student and the alleged aggressor stating:
  - The results of the investigation.
  - Whether the allegations were found to be factual
  - Whether there was a violation of policy.
  - The process for filing an appeal.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student’s parent/legal guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

**Step 3: Discipline/Corrective measures:** After completion of the investigation, the school or district designee will institute any corrective measures necessary within its authority on findings of harassment, intimidation or bullying. Corrective measures will be instituted as quickly as possible, but no later than five (5) school days after contact has been made to the parents/legal guardians regarding the outcome of the investigation. Depending on the severity of the conduct, corrective measures may include, but are not limited to, school counseling, education, discipline and/or referral to appropriate agencies. Corrective measures for a student who commits an act of harassment, intimidation or bullying will vary according to the nature of the behavior, the developmental age of the student and the student’s behavior history. Corrective measures that involve student discipline will be implemented according to district Policy 3241, Student Conduct/Discipline. If the conduct was of a public nature or involved groups of students or bystanders, the school or district will consider school-wide training or other activities to address the incident.

If in an investigation a principal or designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

**Step 4: Right to appeal**

- If the targeted student and/or their respective parent/legal guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his/her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. Discipline, including corrective action(s) of the alleged aggressor is subject to appeal per policy 3241, Student Conduct/Discipline. The superintendent or his/her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.

- If the targeted student and/or their respective parent/legal guardian remains dissatisfied after the initial appeal to the superintendent or his/her designee, they may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent’s or his/her designee’s written decision.

An appeal before the school board must be reviewed on or before the tenth (10) school day following the filing of the receipt of the written notice of appeal to the school board. The school board will review the record and render a written decision on the merits of the appeal on or before the fifth (5) school day following its review, and shall provide a copy to all parties involved. The board’s decision will be the final district decision.
**Step 5: Support for the targeted student:** Students found to have been subjected to harassment, intimidation or bullying will have district support services made available to them as feasible and appropriate.

**Immunity/Retaliation:** Retaliation is prohibited. Any staff, student or individual who engages in retaliation will be subject to appropriate discipline. Students and staff who promptly report an incident of harassment, intimidation or bullying per the regulation are immune from a cause of action for damages arising from a failure to remedy a reported incident per RCW 28A.600.480.

**Other resources:** Students, parents/legal guardians and families should use the district’s complaint and appeal procedures as a first response to allegations of harassment, intimidation or bullying. However, nothing in this regulation prevents a student, parent/legal guardian, school or district from taking action to remediate discrimination or harassment based on a person’s membership in a legally protected class under local, state or federal law. A harassment, intimidation or bullying complaint may also be reported to the following local, state or federal agencies:

- **OSPI Equity and Civil Rights Office** 360-725-6162  
  Email: equity@k12.wa.us, Web: k12.wa.us/Equity/default.aspx
- **Washington State Human Rights Commission** 800-233-3247  
  Web: www.hum.wa.gov/
- **Office of Civil Rights, U.S. Department of Education, Region IX** 206-607-1600  
  Email: OCR.Seattle@ed.gov, Web: www2.ed.gov/about/offices/list/ocr/index.html
- **Office of Education Ombudsman,** 1-866-297-2597  
  Email: OEInfo@gov.wa.gov, Web: http://oeo.wa.gov/
- **Department of Justice Community Relations Services** 877-292-3804, Web: justice.gov/crt/about/offices/list/ocr/index.html
- **OSPI Safety Center** 360-725-6044  
  k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx

**K. Other district policies and regulations:** Nothing in the policy and regulation is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined herein, but which are, or may be, prohibited by other district regulations or school rules.

**Sexual Harassment:** (Policy 3215)

Tacoma School District No. 10 is committed to a positive and productive education for all students free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

**Definitions**

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities, including volunteers.

Under federal and state law, the term “sexual harassment” may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with a student’s educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit; and
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting a student.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

**Investigation and Response**

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.
Retaliation and False Allegations
Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities
The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment of a student or receives a report, informal complaint, or written complaint about sexual harassment of a student is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training
The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Title IX Coordinators: Title IX Coordinator: The District's Title IX Coordinator is the Assistant Director of Secondary Education. Their responsibilities include overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints. They can be reached at 571-1191. District's Title IX Coordinator is also the District's Harassment, Intimidation, and Bullying Compliance Coordinator, and can answer questions about how to address allegations of sexual harassment involving students under this Policy and the District's Policy Prohibiting Harassment, Intimidation, and Bullying of Students.

Responding to Complaints of Sexual Harassment (3215R):
Informal Complaint Process Anyone may use informal procedures to report and resolve complaints of sexual harassment or retaliation for filing a sexual harassment complaint or participation in a complaint investigation. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to the Student Compliance Coordinator Tel: (253) 571-1113. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Allegations of criminal misconduct will be reported to the appropriate law enforcement agency and suspected child abuse (including, if warranted, sexual abuse as indicated by a student's expression of sexual behaviors at school) will be reported to law enforcement or Child Protective Services.

Informal remedies may include:
- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the district believes the complaint needs to be more thoroughly investigated. The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Formal Complaint Process

Level One - Complaint to District
Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the
formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district’s investigation.

The following process will be followed:

**Filing of Complaint**

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant’s interest in filing a formal complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Coordinator, the Student Compliance Coordinator at (253) 571-1113. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

**Investigation and Response**

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator’s possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this regulation.
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation. When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

**Superintendent Response**

The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction. The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant’s right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).

The superintendent’s or designee’s response will be provided in a language the complainant (and, if the complainant is a student, a language his/her parents/guardians can understand) and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district. Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent’s mailing of a 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. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy. The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

**Level Two - Appeal to Board of Directors**

**Notice of Appeal and Hearing**

- If a complainant disagrees with the superintendent’s or designee’s written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
- The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. Board Decision
- Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days
following the filing of the notice of appeal and provide the complainant with a copy of the decision.

- The decision will be provided in a language that the complainant can understand (and, if the complainant is a student, a language that his/her parents/guardians can understand) which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
- The decision 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. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

**Level Three - Complaint to the Superintendent of Public Instruction**

**Filing of Complaint**
- If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this regulation, the complainant may file a complaint with the superintendent of public instruction.
- A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors’ decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.
- A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district’s complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

**Investigation, Determination and Corrective Action**
- Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

**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.

**Other Complaint Options**

Office for Civil Rights (OCR), U.S. Department of Education OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination. 206-607-1600 | TDD: 1-800-877-8339 | OCR. Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC) WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination. 1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

**Mediation**

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant’s right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator. If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred
X. NONDISCRIMINATION OF STAFF AND AFFIRMATIVE ACTION– COMPLAINT PROCEDURE

(Regulation 3210R)

Anyone may file a complaint against the district alleging that the district has violated antidiscrimination laws. 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 the Nondiscrimination of Students policy (Policy 3210) and more particularly to policies dealing with guidance and counseling (Policy 2140), co-curricular program (Policy 2150) and curriculum development and adoption of instructional materials (Policy 2020). As used in this procedure:

**Grievance** means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.

**Complaint** means a written charge alleging specific acts, conditions or circumstances that are in violation of anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

**Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this complaint procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The district is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.

**A. Informal 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. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the district must notify complainant of their right to file a formal complaint.

**B. Formal Process for Resolution**

**Level One: Complaint to District**

The complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations 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 with a full written report of the complaint and the results of the investigation.

The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date at the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.

The decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant’s right to appeal to the school board in the necessary filing information. The superintendent’s or designee’s response will be provided in a language the complainant can understand and may require language assistance for complainants and their parents/guardians with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

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

**Level Two – Appeal to the Board of Directors**

If a complainant disagrees with the superintendent’s or designee’s written decision, the complainant may appeal the decision to the district board of directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
The board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants and their parents/guardians with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision 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. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction

If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors’ decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

2. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district’s complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

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.

C. Mediation

At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the discrimination complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant’s right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.
If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

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, will be retained in the office of the compliance officer for a period of six years.

ATTENDANCE (Policy 3121, 3122)
State law and district policies and regulations require daily and punctual attendance of all students, unless officially excused. Parents and students are responsible for assuring attendance. Parents must provide the school with a valid reason for an absence before it can be excused. The following constitute valid reasons for excused absences: a personal illness; health condition or medical or dental appointment; an appearance in court when required by law; a disciplinary action (i.e., short-term suspension, long-term suspension that does not result in loss of grades or credits or emergency expulsion); religious observance; a family emergency approved by the principal; school-approved activities; and a planned family activity which has been pre-approved by the principal. In all cases, the school principal determines whether an absence is excused or unexcused.

The school will inform the parent/guardian upon the first occasion of a student’s unexcused absence. Upon the third occasion of an unexcused absence, the school will schedule a conference with the parent(s)/guardian(s). Data-informed steps will be taken to attempt to eliminate or reduce the student’s absences.

If a student has an Individualized Education Program (IEP) or a Section 504 plan, the school will schedule an IEP or Section 504 team meeting. The conference or Section 504/IEP team meeting is not required if prior notice is given to the school or a doctor’s note is provided, and an academic plan is in place so the child does not fall behind.

In accordance with the state’s mandatory attendance laws, if a student is absent without excuse seven times within a month or 10 times within a school year, the school district will file a petition with the juvenile court. Any parent found to have violated the law may be fined up to $25 per day of unexcused absence from the school, and the student will be ordered to attend school. The court may also order the parent/guardian to provide community service at the student’s school in lieu of imposing a fine. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the court.

The policy is available from the Public Information Office, 253-571-1015, on the district’s website at tacomaschools.org. To obtain a copy, you may also contact the Office of Secondary Education at 253-571-1191, or the Office of Elementary Education at 253-571-1032.

Absences may adversely affect a student’s grade if the teacher (a) has shown a relationship between attendance and instructional goals and objectives of the course; (b) advised the student and parent(s)/guardian(s) in writing and by posting at the beginning of the year; and (c) obtained approval from principal for guidelines to be used in classes in which attendance may adversely affect grades or credits. (Policy 3122, Regulation 3122R, Chapter 28A.225 RCW)

The District reserves the right to assign students to attend particular schools or programs for certain specific reasons in the process identified in Regulation 3131R.

Any law enforcement officer authorized to make arrests can take a truant student into custody without a warrant and must then deliver the student to the parent or to school. (Policy 3121). The District and its School Board will be revising District Policy/Regulation 3121 and/or 3122 in response to the requirements of Second Substitute House Bill 2449, signed by the governor on April 1, 2016, and effective June 9, 2016. Copies of the updated policy and regulations, as well as information on the benefits of regular school attendance, potential effects of excessive absenteeism on academic achievement and dropout rates, the District’s expectations of parents to ensure regular school attendance, resources available to assist the child and parents, the roles and responsibilities of the school, and the consequences of truancy, will be provided to families and students.

STUDENT RECORDS, PHOTOGRAPHS AND INFORMATION
Each student has one complete set of records; one portion is kept at his/her school while the remainder may be maintained in the Central Administration Building files. Requests for student records by a current student or the student’s parent/guardian should be directed to the building administrator at the student’s school. Requests for student records by a former student should be directed to the Student Records Department at the Central Administration Building. The cumulative folder may contain all information about a student which is collected and maintained on a routine basis, such as identifying information (name, birth date, sex, year in school, address, telephone number, parent’s name, ethnic classification, emergency information [parent’s place of employment, family doctor, babysitter, siblings]); attendance records including date of entry and withdrawal; grades and other student progress reports; results of tests of school achievement, aptitude, interest, hearing and vision; health and immunization status reports; records of school accomplishments and participation in school activities; verified reports of misconduct, including a record of disciplinary action taken; and such other information as shall enable staff to counsel with students and plan appropriate activities.

Supplementary records about a student may be collected and maintained in connection with special school concerns about the student, such as confidential health information or reports connected with assessment and placement of a student who is referred for special education services, reports from nonschool persons and organizations such as physicians, psychologists and clinics, except for general screening purposes; reports pertaining to specific problems associated with the student; and current reports of psychological tests and progress reports related to a student’s disabling condition.
For the purpose of this procedure, working notes of staff are defined as those records about students which are maintained in the sole possession of the writer and are not accessible or revealed to any other person except a substitute for that staff member. Working notes are not considered student records within the purview of this procedure.

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

- 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 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 (or appropriate school official) will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Tacoma School District to amend a record that they believe is inaccurate or misleading. They should write the school principal or appropriate school official, 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 or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 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 of several exceptions that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her employment or other responsibilities concerning the district or the student. A school official is a person employed by the district as an administrator, supervisor, instructor or other support staff, (including, but not limited to, health or medical professionals, or school law enforcement unit personnel); a person serving on the school board; a contractor engaged by the district to perform a special task (including, but not limited to, an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Upon request, the district discloses education records without consent to officials of another school district upon official request from the enrolling district in which a student seeks or intends to enroll.

The district may disclose appropriately designated “directory information” without written consent, unless the parent/guardian has advised the district to the contrary in accordance with district procedures as described below. Directory information is designated only for secondary students and does not apply to elementary students. Directory information is defined as the student’s name, address, date and place of birth, photographs (including yearbooks), digital/video recordings, post-high school career plans, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, types of awards and degrees received, and the most recent school attended.

Information may be released to state and local officials to whom such information is specifically allowed to be reported or disclosed pursuant to Washington state statute (examples: reporting child abuse or referrals to juvenile court for truancy). If you do not want the following public information being shared: student’s name, address, date and place of birth, photographs (including yearbooks), digital and video recordings, post-high school career plans, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, types of awards and degrees received, and the most recent school attended, complete the “Parent Request to Restrict Release of Information” form included at the back of this handbook and sign in the appropriate space provided. Students participating in the state Address Confidentiality Program will have a substitute address established by the Office of the Secretary of State, rather than a residential address. The actual residential address of participants in the state Address Confidentiality Program will not be available for release as directory information.

You have 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, 600 Independence Ave. S.W., Washington, DC 20202-4605

Please see District Policy and Regulation 3231 for a complete review of Student Records policies. Source: Family Educational Rights and Privacy Act of 1975 (20 U.S.C. Section 1232g; 34 CFR Part 99); District Policy and Regulation 3231

**STUDENT REGULATIONS**

**Athletics:** To participate in middle and high school athletics, parent/guardian must complete the registration form online, sign the athletic and activity contract, turn in a current sports physical, purchase an ASB card ($30 for HS and $15 for MS) and complete the concussion/sudden cardiac arrest form waiver, as well as the Informed consent waiver. All students must also show proof that they are covered by their family’s health insurance plan or by a school-provided athletic insurance.

The academic standards for high school and middle school participation are described in Regulation 2151R: http://www.tacoma.k12.wa.us/information/schoolboard/Policy%20Manual/2151R.pdf. Complete eligibility requirements can be found on the athletics website, www.tacoma.k12.wa.us/information/departments/athletics/Pages/default.aspx, in the school office or in the district athletic office. Denial of student attendance or participation in extracurricular
activities is subject to due process requirements. (Policy 2151, Regulation 2151R) For additional information, see Regulation 2151R “Interscholastic Athletics” on the district website under School Board Policies, series 2000. If you do not have access to the athletics website to view these requirements, you may contact the athletics office at 253-571-1123.

**Student organizations:** Student organizations are limited to students enrolled at the school and are encouraged if the purposes and activities are consistent with the educational program of the district and are approved by the building principal.

**Student organizations:** Student organizations are limited to students enrolled at the school and are encouraged if the purposes and activities are consistent with the educational program of the district and are approved by the building principal.

**Student driving and parking regulations:** Parking regulations will be in effect at all high schools, except Tacoma School of the Arts. See the school principal for specific requirements. A student may not occupy a vehicle without permission or drive during the school day without the consent of the parent and principal. Middle school students are prohibited from bringing vehicles to school. (Policy 3243, Regulation 3243R)

Parking on school district property is at the owner’s/driver’s own risk. The school district does not assume responsibility for damage to or loss of privately owned vehicles or property in vehicles. (Policy 6540, Regulation 6540R, Policy 6550, Regulation 6550R)

**Withholding grades, transcripts and diplomas:** A grade report, transcript or diploma will not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student’s records, but the student has an outstanding fee or fine, only records pertaining to the student’s academic performance, special placement, immunization history and discipline actions shall be sent to the enrolling school. The grades, diploma and official transcript will not be released until the outstanding fee or fine is paid or, if the student and parent are unable to pay the damages, discharged under a program of voluntary work. (RCW 28A.225.330; Policy and Regulation 3231)

If the student or the student’s parent(s)/guardian(s) does not pay for willful or malicious damage done by the student to district property, or complete voluntary work in lieu of payment of monetary damages, the district may seek recovery in court against the parents for the damage. (RCW 4.24.190, RCW 28A.635.060; Policy and Regulation 3520)

**Personal property:** Students bringing personal property on to school district property do so at their own risk. The school district does not assume responsibility for lost, damaged or stolen property. (Policy 6540, Regulation 6540R)

**Cooperation:** Students will obey the lawful instructions of school district personnel and follow school and classroom rules. (RCW 28A.600.040)

**SURVEYS AND INTERVIEWS**

**Review and Prior Approval of Certain Surveys, Interviews and Other Information**

Independent “third-party” researchers, for example colleges and universities, sometimes request permission to gather survey or interview information from students. The district’s Department of Research and Evaluation must approve any third-party research before it can begin. Part of that approval process includes prior notification to parent(s)/guardian(s) of any surveys or interviews and the opportunity to inspect the materials. After inspection of the materials, parent(s)/guardian(s) may request that their child(ren) not participate in the survey/interview. Parent(s)/guardian(s) with questions or concerns about any surveys or interviews may contact the Director of Student Data Science Analytics.

Sometimes surveys conducted by, or on behalf of, the school district are viewed by some parent(s)/guardian(s) as being overly personal or private. If a survey conducted by, or on behalf of, the school district includes one or more items pertaining to the list below, the district shall protect the privacy of individual student responses:

- Political affiliations or beliefs of the student, the student’s parent or members of the student’s household;
- Mental or physical problems of the student, the student’s family or members of the student’s household;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
- Religious practices, affiliations or beliefs of the student, the student’s parent or members of the student’s household;
- Income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program).

If the survey containing one or more of the items listed above is conducted or funded, in whole or in part, by the United States Department of Education, consent of the parent or student, who is 18 years old or is an emancipated minor under state law, is required prior to administering the survey. If the survey is not funded by the Department of Education, the parents may opt-out of the survey. The district will provide sufficient time for parent(s)/guardian(s) to review the survey and, after review, request that their child(ren) not participate. Parents/guardians have a right to review, upon request, instructional materials used in connection with surveys that contain one or more of the protected areas listed above.

The review and opt out provisions also apply to the collection, disclosure or use of student information for marketing purposes. They do not apply to the collection, disclosure or use of information for: 1) college or postsecondary or military recruitment, 2) book clubs, magazines and programs providing access to low-cost literary products, 3) curriculum and instructional materials, 4) tests and assessments used to provide data about student achievement, 5) fundraising efforts by school-related organizations, or 6) student recognition programs.

STUDENT USE OF DISTRICT TECHNOLOGY

The Tacoma School District offers students access, through its district technology resources or personal digital devices, to library materials, databases and the Internet. The district uses Internet filtering for all computers networked in district facilities. However, it is not possible to completely limit access to materials with inappropriate content. Therefore, it is important that each student’s parent or guardian carefully consider whether to permit his/her child to have access to the district’s technology resources, or permit use of a personal digital device at school. Complete text of the Acceptable Use Policy for District Technology Resources (Policy 6973 and Regulation 6973R) is available on the district website, tacomaschools.org, or can be requested from the school.

The district reserves the right to review and monitor activity on the network for responsible use consistent with the district’s Acceptable Use of District Technology Resources Policy 6973, Regulation 6973R, and to remove a user’s privilege to access the network at any time the district determines that the user is engaged in unauthorized activity or violating the policy. Disciplinary action, if any, shall be consistent with the district’s policies and procedures. If you do not want the district to allow your child access to the Internet, check the appropriate box on the “Parent Request” form included in this handbook, sign and return it to your school’s principal by Sept. 30, 2015. By not completing and returning the form, you are granting permission for your child to access the district’s technology resources, including the Internet.

Devices are to be stored out of sight when not in use:

Students are not to use technology devices, including, but not limited to, cameras, cell phones, portable entertainment systems or other electronic technology devices in a manner that disrupts the educational process, invades the privacy or rights of others, or violates district and/or school rules. Any device used in such a manner may be confiscated. Inappropriate or lewd words or pictures shared or displayed via cell phone or any other electronic technology device is prohibited at school.

District workstations may not be altered without direct teacher permission. Vandalism (including destroying or changing files, illegal copying, damaging hardware), copyright violations or attempted access to unauthorized data or information is prohibited. Possession or distribution of passwords other than the student’s own is prohibited. Distribution of knowledge (such as passwords or techniques) that may assist another person in damaging the network or inappropriately accessing material is also prohibited.

The inappropriate use of the internet connection, the district network or an individual workstation is prohibited. Examples of inappropriate behavior include, but are not limited to:

- the accessing, downloading and distributing of inappropriate materials,
- sharing or using materials that belong to another person, or
- any other use incompatible with district policies or school rules.

Gaining access to a computer system or electronic database of another person is considered computer trespass (RCW 9A.52.110 and 9A.52.120).

Use of district resources and equipment, including, but not limited to, computers and Internet access, are to be used for district purposes. Improper use may subject the student to loss of privileges and other discipline, suspension, or expulsion, as appropriate.

Students and parents have access to Tacoma Public Schools’ technology help center at 253-571-4357 or HELP@tacoma.k12.wa.us for technology assistance and questions regarding Tacoma Public School related matters.
Please enforce the following restrictions on release of information for my child.* Complete this portion every school year. Tacoma Public Schools highlights the great work and accomplishments of students throughout our schools and district. The student stories can include a wide-range of information, photos and video. By checking the box below, you can prevent the following public information from being shared: student’s name, address, date and place of birth, photographs (including yearbooks), digital and video recordings, post-high school career plans, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, types of awards and degrees received, and the most recent school attended.

☐ Do not release the information about my child described above.

☐ Do not release my child’s name, address or telephone number to military recruiters.

Please enforce the following restrictions on access to the internet for my child. Complete this portion every school year.

☐ Do not provide my child access to the internet at school. (Access to the internet is described in “Use of District Technology Resources” section in this handbook.)

Please follow my preferences for communications to my cell phone.* This portion does NOT need to be completed every school year.

☐ I do not give permission to Tacoma Public Schools to send automated communications to my cell phone.

Cell Phone # ________________________________

Student Name: ____________________________________________

School: ___________________________ Grade: __________________

Student’s Address: ____________________________________________

Parent/Guardian Name (please print): ____________________________

Parent Guardian Signature*: ____________________________________________

*Students who are 18 years of age sign their own request form.

Student Signature**: ____________________________________________

**Students may sign to opt out of release of information to military recruiters.

Date: ____________________________ Daytime phone number: ____________________________

RETURN THIS FORM TO YOUR SCHOOL OFFICE

Distribution: File original in student folder, after updating proper field in student database.
Board of Directors
Andrea Cobb, President
Karen Vialle, Vice President
Scott Heinze
Enrique Leon
Debbie Winskill

Carla J. Santorno, Superintendent