



All students in the West Valley School District according to his/her level of maturity, are expected to demonstrate respect, concern, and caring for all staff, students, and community... follow the school and District rules and to conduct him/herself in a responsible manner as a member of the school community.

To assist in the implementation and accomplishment of this important goal, the Board of Directors has adopted policies relating to student conduct. The rules and regulations governing student conduct, expected school district authority, and student rights follow.

**I. STUDENT RIGHTS/RESPONSIBILITIES**

**West Valley students shall have the right to:**

- \* Exercise freedom of behavior defined in the First Amendment of the United States Constitution as adopted by the Board of Directors in specific policies available in the schools.
- \* Have rules and regulations stated in clear understandable language, adopted for good and sufficient cause, and imposed in a fair and just manner.
- \* Be detained no longer than one hour after school subject to notification to parents and consideration of transportation needs.
- \* Be subject to suspension or expulsion only after other forms of corrective action have been taken except for behaviors defined as constituting "exceptional misconduct."
- \* Be provided a written warning, given a chance for a conference, and offered assistance by the school before being suspended for unexcused absences.
- \* Be protected from cruel or unusual punishment.
- \* Be protected from discipline other than suspension or expulsion being enforced in such a way as to prevent the earning of a grade/credit.
- \* Make up assignments and tests upon return from a short term suspension if they have a substantial effect on the semester grade.
- \* A written notice before a long term suspension is imposed describing:  
-the misconduct and rule violated  
-proposed punishment  
-the right of a student and parent to request a hearing.
- \* An opportunity to contest the facts leading to discipline or punishment, question the appropriateness of the discipline or alleged unfairness or prejudice in an

- informal conference with the building principal for the purpose of resolving the grievance (WAC 392-400-255).
- \* Have maintained by the school current, clear and accurate records.
- \* The opportunity to challenge the inclusion in records of information believed to be inaccurate, misleading or a violation of privacy.
- \* Withhold from release to the public directory information.

**West Valley students shall have the responsibility to:**

- \* Know the rules of conduct, make good faith continuous effort to comply with the rules and submit to corrective action imposed by designated employees.
- \* Be under the authority of the District and its rules at all schools, school-related activities held on or off school premises and at all times en route to and from school.
- \* Be under the authority of specific classroom and school building rules passed to govern the orderly operation of learning.
- \* Pursue his/her course of study by maintaining attentiveness in class, completing assigned tasks, and showing initiative in seeking help.
- \* Be punctual and regular in class attendance unless officially excused.
- \* Remain on the school grounds during regular school hours unless officially released.
- \* Comply with school bus rules of conduct and/or obey driving and parking regulations.
- \* Respond accurately to requests for information and comply with the verbal directions of District employees.
- \* Refrain from the possession and use of tobacco products.
- \* Refrain from obscenity, profanity, and verbal or physical threats of violence against staff, students or property.
- \* Refrain from the use, sale, distribution, or possession of controlled substances, drugs, narcotics, alcoholic beverages or drug paraphernalia.
- \* Refrain from harassment/intimidation (RCW 28A.635.100) of any type directed toward staff or students.
- \* Refrain from possession of dangerous weapons (e.g. knives, firearms, chains, pipes) or other instrument or object to inflict harm or to intimidate any persons on

- school property and/or at school activities. Students who possess firearms or act with malice/display an instrument that appears to be a firearm on school property, transportation or other facilities used exclusively by schools, or while attending school-sponsored activities, will be expelled from the district with due process rights (RCW 28A.600.010).
- \* Refrain from wearing dress which causes an undue disruption of the educational process. Prohibited conduct includes the use of obscene, sexual, drug or alcohol related messages, gang-related apparel; or dress of the opposite sex.
- \* Refrain from activities defined by federal or municipal law as criminal.
- \* Refrain from forgery or the alteration of any excuse, release request, report card, transcript, or other official school district document.
- \* Identify themselves when asked by a school employee.

**II. SCHOOL STAFF RIGHTS/RESPONSIBILITIES**

**Certificated staff shall have the right to:**

- \* Expect students to comply with school rules.
- \* Develop/review building rules relating to student conduct and control at least once each year. Building rules shall be consistent with District rules relating to student conduct and control.
- \* Exclude a student from class for all or any portion of the period or for the balance of two school days or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for two days without the consent of the teacher.
- \* Receive any complaint regarding corrective action or punishment, have an opportunity to present their version and to meet with the complaining party if a conference is arranged.

**Certificated staff shall have the responsibility to:**

- \* Distribute to students, parents and staff a publication defining the responsibilities, rights and corrective action or punishment relating to student behavior.
- \* Observe the rights of students and take appropriate immediate corrective action to prevent the verbal or physical abuse against staff, students or property.
- \* Enforce the rules of student conduct fairly, consistently and without discrimination.
- \* Maintain good order in the classroom, in the hallways and on the playgrounds or other common areas of the school or while riding on school buses (field trip).
- \* Follow the Code of Professional Conduct for Education Practitioners as described in Chapter 181-87 WAC.
- \* Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally

- offensively to any student or group of students.
- \* Choose an appropriate professional setting to discuss student progress and/or behavior.
- \* (Principals shall) Notify parents when students are suspended or expelled from school. Teachers shall notify parents when students are suspended from class.
- \* Maintain and report accurate attendance records and report all cases of truancy in compliance with state law and District policy.

**Certificated staff shall have the authority to:**

- \* Use such reasonable action as is necessary to protect himself/herself, a student or others from physical abuse or injury.
- \* Remove a student from a class session for sufficient cause.
- \* Detain a student after school for 30 minutes with notification of parent and due consideration for bus transportation.
- \* (Principals shall) Impose suspension or expulsion from school when appropriate.

**III. CORRECTIVE ACTIONS & PUNISHMENTS**

May be imposed by designated employees for violation of student conduct rules. Corrective action will be imposed for good and sufficient cause in a fair and just manner.

DISCIPLINE- Includes all forms of corrective action other than suspension or expulsion.

- \* temporary exclusion from class if in custody of a school employee
- \* detention after school up to one hour after parents have been notified and transportation needs are considered
- \* denial of free time privileges including recess
- \* no cruel or unusual punishment will be inflicted
- \* discipline will not be administered in such a manner as to prevent a student from accomplishing a specific grade, subject or graduation requirement
- \* a student's grade/credit may be adversely affected by reason of tardiness or absence to the extent a "time in class" requirement is not achieved due to one or more unexcused absences.

SUSPENSION - This is a denial of attendance in class/activities for a stated period of time. Short term suspensions may be imposed for not more than ten days. Suspensions in excess of ten days shall be defined as long term suspensions. The use of suspension is subject to the

following limitations:

- \* The nature and circumstances of the violation must reasonably warrant the length of suspension imposed.
- \* Maximum length of short and long term suspension for students in grades K-4 shall be limited to ten days in any semester.
- \* Maximum length of combined short term suspensions for students in grades 5-12 shall be limited to 15 days in any semester. No single long term suspension will be imposed which causes the loss of grades or credits in excess of one semester.
- \* Students subject to short term suspension will be required to make up assignments and tests if they have a substantial effect on the semester grade.
- \* Other attempts at corrective action will precede suspension or there must be reason to believe other forms of correction action would fail.
- \* Before suspending for unexcused absences, the district will provide a written warning, schedule a conference to analyze the unexcused absence, and/or attempt a plan to ameliorate the causes of absences.

As a general rule no student shall be suspended for a short or long term unless other forms of corrective action have previously been imposed as a consequence for the misconduct. However, a student may be suspended or expelled for exceptional misconduct defined as occurring on a frequent basis or so serious and/or so serious in terms of the disruptive effect on the operation of the school(s) as to warrant immediate resort to suspension or expulsion for a first time offense.

Exceptional misconduct includes the following but is not limited to: Arson, Fighting/Physical assault on a student, employee of the District or other person on school property or at a school-sponsored event, Commission of any crime classified as a felony or gross misdemeanor on school property or at a school activity (e.g. extortion, harassment), Consumption, possession, being under the influence of, sale of alcohol, and/or drug paraphernalia on school property or at a school activity {a person who attempts or conspires to commit any of the above may also be subject to suspension or expulsion (RCW 69.50.407).}, Gang related behavior, Defiance of or disrespect toward school authority including profane or vulgar language directed to or in the presence of a staff member, threats, harassment, refusal to follow the reasonable direction of a school employee, Destruction of personal or school property, Substantial or material disruption of school operations or activities (e.g. illegal discharge of fire equipment/alarms, bomb threat, 911 call), Initiating or participating in the dissemination of inappropriate messages or images including transmitting, viewing, or possessing images of a sexually explicit nature on an electronic device, Possession of a dangerous weapon, Possession of explosives, Theft, and Possession or use of tobacco products. (Reviewed by Superintendent's Advisory Committee, 3/9/95).

**EXPULSION** - This is a denial of attendance at school/activities for an indefinite period. A student may be expelled from school immediately by the principal provided the principal has good and sufficient cause to believe a student's presence poses an immediate threat to the student, other students or school personnel or an immediate threat of substantial disruption of the educational process. A teacher may remove a student from class without other forms of corrective action given the same situation. Such removal shall be in effect until such time the principal acts to impose discipline.

#### IV. APPEALS

A student will be given an opportunity to contest the fact leading to discipline or punishment, to contest the appropriateness of the discipline or punishment or to allege unfairness or prejudice on the part of a school official. Common steps to grieve discipline or appeal suspension/expulsion follow:

Request an informal conference with the principal to question and discuss the matter. If the matter cannot be resolved, the parent or student may present a written or oral grievance to the Superintendent in the matter of discipline; or request a hearing where suspension/expulsion is involved. A short term suspension shall continue notwithstanding the implementation of the grievance procedure unless the principal elects to postpone such action.

Upon receipt of the written notice of long term suspension, the student and parent/guardian have three days in which to submit a letter requesting a hearing.

Upon receipt of the written notice of expulsion, the student and parent/guardian have three days in which to submit a letter requesting a hearing.

Upon receipt of the written notice of emergency expulsion, the student and parent/guardian have ten days in which to submit a letter requesting a hearing.

#### V. RELATED RIGHTS

**STUDENT RECORDS** - The school district maintains current, clear and accurate records for all students in attendance. Uniform procedures govern the collection, maintenance, storage, examination, transmittal and destruction of all student records and any information included therein.

Only information deemed necessary to the welfare of students and the orderly operation of school or that information required by law and regulation is included in the student's official school records. Student records are the property of the school district; however, they are available for inspection and review by parents in an orderly and timely manner and in accordance with District policy and procedures. Parents may challenge inclusion of any information in a student's records which they believe inaccurate, misleading or in violation of the student's privacy or other rights. Parents may request deletion or modification of records or enter into the

records their own statements of clarification or explanation.

All information relating to individual students shall be deemed confidential and be dealt with in a professional manner. Student records will be released upon request to a school in which a student seeks or intends to enroll.

Other organizations, agencies or individuals will receive student records only upon the signed, written, dated request of the parent except otherwise provided by law or District policy. This policy shall not apply to records required for reports of child abuse or neglect. All rights accorded to or consent required of parents shall be accorded to legal guardians or students who have attained eighteen years of age or have entered a post secondary training or education institution.

**DIRECTORY INFORMATION** - The following information may be released by the school district unless a student's parents (or guardian) request in writing that such information not be released:

The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution the student attended, photographs and other similar information.

**NON DISCRIMINATION** - The West Valley School District #208 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or disability. This holds true for all students who are interested in participating in educational programs and/or extra curricula school activities.

The District is committed to a positive educational environment free from discrimination of staff and students. Discrimination includes harassment on the basis of race, color, national origin, sex, or disability. Students should report discrimination to their teachers, school counselors, building principals or the assistant superintendent. It is a violation of school policy to knowingly report false allegations.

Inquiries regarding compliance procedures may be directed to the District's Title IX Officer/Section 504/ADA Coordinator – Randy Souers, 8902 Zier Road, Yakima, WA 98908, (509) 972-6016.

**WEST VALLEY SCHOOL BOARD**  
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**Dr. Mike Brophy**  
**Revised 8/12**

# Student Responsibilities and Rights



## Safe Schools "Hotline"

"...Through mutual support and the combined efforts of our families, schools and community we will provide a safe, high quality learning environment in which each student experiences success every day."

To further our mission, the District has implemented a "Safe Schools Hotline" This 24-hour number (509-972-6027) is available to anonymously report school related safety concerns. Please use this "tipline" for these purposes only.