

ABSENCE OF A BOARD MEMBER

Whenever possible, each board member will give advance notice to the chair/president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a board member's absence from a meeting if requested to do so.

The board may declare a board member's position vacant after four (4) consecutive unexcused absences from regular board meetings, if the absences were for reasons other than: 1) illness; ~~or active or training military duty~~ 2) active or training military duty; or 3) those authorized by resolution of the board.

If a board member is on active duty or training status with the military, the board will grant an extended leave of absence to cover the period of service or training. The extended leave of absence may not have the effect of extending the board member's term. The board also has the authority to appoint a temporary successor to the absent board member's position. The temporary successor will serve until the board member returns or the end of the board member's term.

Cross References:

Board Policy 1114
Board Policy 1220

Board Member Resignation and Vacancy
Board Officers and Duties of Board Members

Legal References:

RCW 28A.343.390
RCW 42.12.010
RCW 73.16.041

Quorum — Failure to attend meetings
Causes of vacancy
Leaves of absence of elective and judicial officers

Management Resources:

[Policy News & Legal News, July 2016](#)
Policy News, October 2001

Law Grants Board Members Military Leave

- First Reading -

~~CRISIS PREVENTION AND RESPONSE~~
SUICIDE PREVENTION

The Eastmont School Board of Directors recognizes that suicide prevention and the health of all students and staff is paramount. In addition, that any death of a student or staff member is an important and complex issue to be taken seriously. In both cases, the district’s action should be thoughtful, pre-planned, and sensitive to all affected.

It is understood that these events vary in nature and emotional impact – to include accidental death, suicide, rapid onset illness, sexual abuse, and prolonged terminal illness. In each case, the proximity to school campus, time of occurrence, and individual differences necessitate a standardized response, with the flexibility needed to target heightened areas of need.

In the case of suicide prevention, while staff may recognize warning signs, the district cannot provide in-depth mental health counseling. Instead, school staff who have knowledge of a suicide threat must take the proper steps to report this information to the building principal or designee who will, in turn, notify the appropriate school officials, the student’s family, and appropriate resource services. Staff suspected of these warning signs may be referred to the building principal or human resources director.

In the event of a student/staff death, a coordinated response will be launched to support students, staff, and the community. The superintendent will develop and implement procedures to achieve the board’s goals and objectives.

Cross References:

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|-------------------|---|
| Board Policy 2140 | Guidance and Counseling |
| Board Policy 3207 | Prohibition of Harassment, Intimidation, and Bullying |
| Board Policy 4260 | Use of School Facilities |
| Board Policy 6970 | Naming Facilities and Employee & Student Memorials |

Legal References:

- | | |
|-----------------|--|
| RCW 28A.410.226 | Washington professional educator standards board — Training program on youth suicide screening — Certificates for school nurses, social workers, psychologists, and counselors — Adoption of standards |
| RCW 28A.410.043 | School Counselor Certification |
| RCW 28A.320.127 | Plan for recognition, screening, and response to emotional or behavioral distress in students |

- First Reading -

RCW 28A.320.1271

Model school district plan for recognition, initial screening, and response to emotional or behavioral distress in students

Management Resources:

[Policy & Legal News, July 2016](#)

Policy & Legal News, December 2014

Policy & Legal News, April 2011

- First Reading -

SPECIAL EDUCATION AND RELATED SERVICES FOR ELIGIBLE STUDENTS

The district recognizes that students whose disabilities adversely impact educational performance and who require specially designed instruction can improve their educational performance when they receive special education and related services tailored to fit their needs. The district adopts the state's full educational opportunity goal to provide students in need of special education services with a free appropriate public education.

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

Not all students with disabilities are eligible for special education services. The needs of those students will be addressed individually and, if appropriate, the student will be provided accommodations or modifications required under Section 504 of the Rehabilitation Act in accordance with district policy and procedures.

[Mediation or Resolution Agreements](#)

[The board authorizes the superintendent or a designee to bind the district to a mediation or resolution agreement.](#)

[Commencement Exercises/Certificate of Attendance](#)

[In order to participate in commencement exercises, students must have met the minimum criteria for graduation prior to the date of the exercise and otherwise be in good standing with their school through the commencement date. Minimum criteria for participation may be adjusted for students with an IEP whose disabilities have impacted their opportunity to accumulate credits. Each student's IEP team will determine the student's graduation plan, including graduation date. IEP students who have attended four years of high school and need additional time to complete IEP goals and/or credits may request participation in commencement exercises. IEP students will receive a certificate of attendance until they complete their credits for graduation.](#)

[The district superintendent will develop and maintain special education procedures necessary to implement this policy. This policy and the procedures will be available to the public.](#)

Cross-References:

Board Policy 2162	Education of Students with Disabilities under Section 504
Board Policy 2163	Response to Intervention
Board Policy 3231	Student Records
Board Policy 3241	Classroom Management, Discipline, and Corrective Actions
Board Policy 3246	Restraint, Isolation, and Other Uses of Reasonable Force

Legal References:

RCW 28A.155	Special Education
RCW 28A.600.485	Restraint of students — Use of restraint or isolation specified in individualized education programs or plans developed under section 504 of the rehabilitation act of 1973 — Procedures — Summary of incidents of isolation or restraint — Publishing to website
RCW 28A.600.486	District policy on the use of isolation and restraint — Notice to parents and guardians of children who have individualized education programs or plans developed under section 504 of the rehabilitation act of 1973
RCW 28A.605.020	Parents' Access to Classroom or School Sponsored Activities — Limitation
RCW 49.60	Discrimination — Human rights commission
WAC 392-172A	Rules for the provision of special education
29 U.S.C. 794	Section 504 Rehabilitation Act of 1973, as amended by the Rehabilitation Act Amendments of 1974, Pub. L. 93-516, 29 U.S.C. 794
20 U.S.C. 1400 et seq.	Individuals with Disabilities Education Improvement Act of 2004
42 U.S.C. 12131-12133	Americans with Disabilities Act of 1990
28 CFR Part 35	Nondiscrimination on the Basis of Disability in State and Local Government Services
34 CFR Part 99	Family Education Rights and Privacy Act (FERPA)
34 CFR Part 104	Nondiscrimination on the basis of handicap in programs and activities receiving or benefiting from federal financial assistance
34 CFR Part 300	Assistance to States for the Education of Children with Disabilities

- First Reading -

34 CFR Part 303

Early Intervention Program for Infants and
Toddlers with Disabilities

Management Resources:

[Policy & Legal News, March 2016](#)

Policy & Legal News, October 2009

Policy News, December 2007

Policy News, June 2007

Policy News, December 1999

Updated Special Education Policy and
Procedure

Graduation Ceremonies for Special Education
Students

Rule Adoption Leads to Special Education
Policy

- First Reading -

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school.

Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence including those students who are:

- A. Sharing the housing of other persons due to loss of housing or economic hardship;
- B. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- C. Living in emergency or transitional shelters;
- D. Abandoned in hospitals;
- E. Awaiting foster care placement;
- F. Living in public or private places not designated for or ordinarily used as regular sleeping accommodations;
- G. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
- H. Migratory children living in conditions described in the previous examples.

The superintendent will designate an appropriate staff person to be the district's liaison for homeless students and their families. If the district has identified more than ten unaccompanied youth, meaning youth not in the physical custody of a parent or guardian and including youth living on their own in any of the homeless situations described in the McKinney-Vento Homeless Education Act, the principal of each intermediate school, junior high school, and high school building will establish a point of contact for such youth. The point of contact is responsible for identifying homeless and unaccompanied youth and connecting them with the district's homeless student liaison. The district's homeless student liaison is responsible for training the building contact.

According to the child's or youth's best interest, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the

school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area the student is actually living.

Attendance options will be made available to homeless families on the same terms as families resident in the district, including attendance rights acquired by living in attendance areas, other student assignment policies, and intra and inter-district choice options.

If there is an enrollment dispute, the student will be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian will be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school will immediately enroll the student, pursuant to district policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address or other documentation. If the student does not have immediate access to immunization records, the student will be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school will be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. However, emergency contact information cannot be demanded in a form or manner that constructs a barrier to enrollment and/or attendance at school.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district, but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

The district's liaison for homeless students and their families will coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters, and soup kitchens. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

The superintendent will:

- Strongly encourage district staff, including substitute and regular bus drivers to annually review the video posted on the OSPI website on identification of student homelessness;
- Strongly encourage every district-designated homeless student liaison to attend trainings provided by the state on identification and serving homeless youth. Ensure that the district includes in materials provided to all students at the beginning of the school year or at enrollment, information about services and support for homeless students (i.e., the brochure posted on the OSPI website).
- Use a variety of communications each year to notify students and families about services and support available to them if they experience homelessness (e.g., distributing and collecting an annual housing intake survey, providing parent brochures directly to students and families, announcing the information at school-wide assemblies, posting information on the district’s website).

Cross References:

Board Policy 3120	Enrollment
Board Policy 3231	Student Records
Board Policy 3413	Student Immunization and Life-Threatening Health Conditions

Legal References:

RCW 28A.225.215	Enrollment of children without legal residences
<u>RCW 28A.320</u>	<u>Provisions applicable to all districts (new section created by 3SHB 1682, 2016 legislative session)</u>
RCW 28A.320.145	Support for homeless students
20 U.S. C. 6301 et seq.	No Child Left Behind Act
42 U.S.C. 11431 et seq.	McKinney-Vento Homeless Assistance Act

Management Resources:

[Policy & Legal News, July 2016](#)
Policy & Legal News, December 2014
Policy News, October 2004
Policy News, October 2002

- First Reading -

EXCUSED AND UNEXCUSED ABSENCES

Students are expected to attend all assigned classes every day. Upon enrollment and at the beginning of each school year, the district will inform students and their parent/guardian of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student and their parent/guardian in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents can request and be provided such information in a language they can understand. Parents will be required to date and acknowledge review of this information online or in writing. ~~Teachers will keep a record of absence and tardiness.~~

Excused Absences

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. School staff will keep a record of absence and tardiness, including a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district:

- A. The following are valid excuses for absences:
 1. Participation in a district or school approved activity or instructional program;
 2. Illness, health condition, or medical appointment (including, but not limited to, medical, counseling, dental, or optometry);
 3. Family emergency, including, but not limited to, a death or illness in the family;
 4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 5. Court, judicial proceeding, or serving on a jury;
 6. Post-secondary, technical school, or apprenticeship program visitation, or scholarship interview;
 7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
 8. Absence directly related to the student's homeless status;
 9. Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
 10. Principal/designee and parent/guardian, or emancipated youth mutually agreed upon approved activity.

- First Reading -

The school principal/designee has the authority to determine if an absence meets the above criteria for an excused absence.

- B. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; except that in participation-type classes. a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- C. An excused absence will be verified by a parent/guardian, an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the district keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol, or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.
- D. Eastmont School District has determined that there should be a limit to the number of days a student is absent from school, even when the absence is excused by his/her parent/guardian. When students have an excessive number of absences his/her academic performance may be compromised. If actions taken by the school district have not been successful in substantially reducing the student's absences from school, a doctor's note or clearance by the school nurse may be required to avoid absences being marked as unexcused.

Unexcused Absences

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.
- D. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the

parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.

- E. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- F. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of the RCW 28A.225.010 by the parent, student, or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
- G. All long-term suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

The superintendent will enforce the district's attendance policies and procedures. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

Students dependent pursuant to Chapter 13.34, RCW

A school district representative or certificated staff member will review unexpected or excessive absences of a student who has been found dependent under the Juvenile Court Act with that student and adults involved with that student. Adults includes the student's caseworker, educational liaison, attorney if one is appointed, parent or guardians, foster parents and/or the person providing placement for the student. The review will take into consideration the cause of the absences, unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues, and the student's unavoidable appointments that occur during the school day. The representative or staff member must proactively support the student's management of their school work.

Cross References:

<u>Board Policy 3120</u>	<u>Enrollment</u>
<u>Board Policy 3230</u>	<u>Student Privacy and Searches</u>
<u>Board Policy 3240</u>	<u>Student Conduct Expectations and Reasonable Sanctions</u>

- First Reading -

Board Policy 3241

Classroom Management, Discipline, and
Corrective Actions

Legal References:

RCW 13.34.300

Relevance of failure to cause juvenile to attend
school to neglect petition

RCW 28A.225

Compulsory school attendance and admission

WAC 392-400-325

Statewide definition of excused and unexcused
daily absences

Management Resources:

[Policy & Legal News, July 2016](#)

Policy & Legal News, June 2015

Policy & Legal News, December 2012

Policy News, December 2011

Policy News, June 2001

- First Reading -

USE OF REASONABLE FORCE, RESTRAINT, AND STUDENT ISOLATION RESTRAINT, ISOLATION, AND OTHER USES OF REASONABLE FORCE

It is the policy of the Eastmont Board of Directors that the district maintains a safe learning environment while treating all students with dignity and respect. All students in the district, ~~shall remain free from the unreasonable use of force including those who~~ have an individualized education program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, will remain free from unreasonable restraint, restraint devices, isolation, and other uses of physical force. Under no circumstances will these techniques be used as a form of discipline or punishment.

~~This policy is intended to address students enrolled in the district and not intended to prevent or limit the use of reasonable force or restraint as necessary with other adults or youth from outside the school as allowed by law.~~ This policy is intended to address district students. It is not intended to prevent or limit the use of restraint or other reasonable force as necessary with adults or other youth from outside the district as allowed by law.

~~District staff may use reasonable force, restraint, or isolation to maintain order or to prevent a student from harming him/herself, other students, and school staff or property. Physical force, restraint, or isolation is reasonable when needed to prevent or minimize imminent bodily injury or substantial or great bodily harm to self or others. If de-escalation interventions have failed or are inappropriate, they may be used to protect students, district personnel, and property.~~

~~Restraint and other uses of physical force, as defined in the procedure accompanying this policy, may be used when necessary to prevent or minimize imminent bodily injury to self or others. Restraint and other uses of physical force may be used to protect district property, if de-escalation interventions have failed or are inappropriate.~~

~~Physical force, restraint, or isolation will not be used as a form of discipline or punishment.~~

~~Students with an Individualized Education Program (IEP) that includes an Aversive Intervention Plan or Section 504 plan that includes restraint or isolation will include procedures for notification of parent or guardian regarding the use of force, restraint or isolation.~~

Use of restraint, isolation, and other forms of reasonable force may be used on any student when reasonably necessary to control spontaneous behavior that poses an "imminent likelihood of serious harm" as defined by RCW 70.96B.010 and WAC 392-172A and explained in the procedure accompanying this policy. Serious harm includes physical harm to self, another, or district property. Staff will closely monitor such actions to prevent harm to the student and will use the minimum amount of restraint and isolation appropriate

to protect the safety of students and staff. The restraint, isolation, and other forms of reasonable force will be discontinued when the likelihood of serious harm has dissipated. The superintendent or a designee will develop procedures to implement this policy, including review, reporting and parent/guardian notification of incidents involving restraint or isolation as required by law. Additionally, the superintendent will annually report to the board on incidents involving the use of force.

Cross References:

- Policy 2161 Special Education and Related Services for Eligible Students
- Policy 2162 Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973

Legal References:

- RCW 9A.16.020 Use of force — When lawful
- RCW 9A.16.100 Use of force on children — Policy — Actions presumed unreasonable
- RCW 28A.150.300 Corporal Punishment Prohibited — Adoption of policy
- RCW 28A.155.210 Use of restraint or isolation — Requirements for procedures to notify parent or guardian
- RCW 28A.600.485 Restraint of students — Use of restraint or isolation specified in individualized education programs or plans developed under Section 504 of the Rehabilitation Act of 1973 — Procedures — Summary of incidents of isolation or restraint — Publishing to website
- RCW 70.96B.010 Definitions
- WAC 392-172A Rules for the Provision of Special Education
- WAC 392-400-235 Discipline — Conditions and Limitations

Management Resources:

[Policy and Legal News, March 2016](#)

Policy and Legal News, July 2015

Policy and Legal News, July 2013

Use of Reasonable Force Policy retitled, revised to include new reporting requirement pursuant to ESSB 1688

Policy News, December 2008

Use of Reasonable Force Policy

- First Reading -

STUDENT HEALTH

The superintendent shall arrange each year for health services to be provided to all students. Such services will include, but not be limited to:

- A. The maintenance of student health records;
- B. The development of procedures at each building for the isolation and temporary care of students who become ill during the school day;
- C. Consulting services of a qualified health specialist ~~for staff, students, and parents~~;
- D. Vision (both distance and near) and hearing screening; and
- E. Immunization records and screening.

Cross References:

Board Policy 3413	Student Immunization and Life Threatening Health Conditions
Board Policy 3416	Medication at School

Legal References:

<u>RCW 28A.210.020</u>	<u>Visual and auditory screening of pupils — Rules and regulations</u>
RCW 28A.210.300	School physician or school nurse may be employed
<u>RCW 28A.330.100</u>	<u>Additional powers of board</u>

Management Resources:

- [Policy & Legal News, July 2016](#)
- Policy & Legal News, February 2011*

- First Reading -

MEDICATION AT SCHOOL

Under normal circumstances prescribed ~~oral medication~~ and oral over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. ~~Oral medications are administered by mouth either by swallowing or inhaling; or via gastrostomy tube.~~

If a student must receive prescribed or ~~non-prescribed~~ over-the-counter oral or topical medication, eye drops, ear drops, or nasal spray from an authorized staff member, the parent must submit an "Authorization for Administration of Medication" form filled out by a licensed health professional prescribing within the scope of his or her prescriptive authority. The form must provide written, current, and unexpired instructions for the administration of the medication. The licensed health professional and the parent/guardian must sign and date the form.

The superintendent shall establish procedures for:

- A. Training and supervision of staff members in the administration of ~~prescribed or non-prescribed oral~~ medication to students by a physician or registered nurse;
- B. Designating staff members who may administer ~~prescribed or non-prescribed oral~~ medication to students;
- C. Obtaining signed and dated ~~parental~~ parent/guardian and health professional request and instructions for the dispensing of prescribed or over the counter medications;
- D. Storing ~~prescribed or non-prescribed~~ medication in an approved locked cabinet;
- E. Maintaining records pertaining to the administration of ~~prescribed or non-prescribed oral~~ medication; and
- F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

~~No medication shall be administered by injection except when a student is susceptible to a predetermined, life endangering situation. In such an instance, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from the physician. A staff member shall be trained prior to injecting a medication. Non licensed staff members shall not administer injections, except when a student is susceptible to a predetermined, life endangering situation. See Policy 3420 Anaphylaxis Prevention and Response.~~

~~Medications administered by routes other than oral (ointments, drops, nasal inhalers, suppositories or non-emergency injections) may not Medications including suppositories, non-emergency injections, non-oral diabetic medications and emergency~~

nasal spray for seizures may NOT be administered by school staff other than registered or licensed practical nurses.

If the district decides to discontinue administering a student’s medication, the superintendent or designee must provide notice to the student’s parent or guardian orally and in writing prior to the discontinuance. There shall be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Cross References:

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|-------------------|---|
| Board Policy 3419 | Self-Administration of Asthma and Anaphylaxis Medications |
| Board Policy 3420 | Anaphylaxis Prevention and Response |

Legal References:

- | | |
|-----------------|--|
| RCW 28A.210.260 | Public and Private Schools — Administration of Medication — Conditions |
| RCW 28A.210.270 | Public and Private Schools — Administration of Medication—Immunity from Liability — Discontinuance, procedure |
| RCW 28A.210.275 | Administration of medications by employees not licensed under chapter 18.79 RCW — Requirements — Immunity from liability |

Management Resources:

- Policy & Legal News*, February 2014
- Policy News*, February 2001

- First Reading -

REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

Dangerous Weapons

The term "dangerous weapons" under state law includes:

1. Any firearm;
2. Any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
3. Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect;
4. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
5. Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
6. Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
7. The following instruments:
 - a) Any dirk or dagger;
 - b) Any knife with a blade longer than three inches;
 - c) Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
 - d) Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
 - e) Any razor with an unguarded blade;
8. Any slungshot, sandbag, or sandclub;
9. Metal knuckles;

10. A sling shot;
11. Any metal pipe or bar used or intended to be used as a club;
12. Any explosive;
13. Any weapon containing poisonous or injurious gas;
14. Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the District considers the following weapons in violation of this policy:

1. Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
2. Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

Reporting Dangerous Weapons

An appropriate school authority will promptly notify the student's parents/guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

No expulsion under RCW 28A.600.420 prevents the district from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

Exemptions to State Law and this Policy

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and

D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person’s possession and are to be used in a school-authorized martial arts class.

Personal Protection Spray

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written ~~parental or~~parent/guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, ~~nor may anyone~~ No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have ~~parental~~parent/guardian permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission, or use of personal protection spray devices under any other circumstances is a violation of district policy.

Cross References:

Board Policy 3240	Student Conduct Expectations and Reasonable Sanctions
Board Policy 3241	Classroom Management, Discipline, and Corrective Actions
Board Policy 4260	Use of School Facilities

Legal References:

RCW 28A.600.420	Firearms on school premises, transportation, or facilities — Penalty — Exemptions
RCW 9A.16.020	Use of force — when lawful
<u>RCW 9.41.250</u>	<u>Dangerous weapons — Penalty</u>
RCW 9.41.280	Possessing dangerous weapons on school facilities—Penalty—Exceptions
RCW 9.91.160	Personal protection spray devices

- First Reading -

[RCW 9.94A.225](#)

[Deadly weapon special verdict — Definition](#)

Management Resources:

[Policy & Legal News, July 2016](#)

Policy News, August 2006

Policy News, August 1998

Policy News, October 1997

Weapons on School Premises

State Encourages Modification of Weapons
Policy

Legislature also addresses “look-alike”
firearms

- First Reading -

**USE OF TOBACCO, ~~AND~~ NICOTINE PRODUCTS,
AND DELIVERY DEVICES**

The Eastmont Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community, have an obligation as role models to not use tobacco products and delivery devices on school property at any time. Tobacco products and delivery devices includes, but are not limited to: cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, ~~“vapor pens”~~ vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals that are not Federal Drug Administration (FDA) approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances, and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on all school district property including all district buildings, grounds, district-owned vehicles, and within five hundred feet of schools. Possession by or distribution of tobacco products to minors is prohibited. ~~This will include all district buildings, grounds and district-owned vehicles.~~

The use of FDA approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

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

Cross References:

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

Legal References:

RCW 28A.210.260	Public and private schools — Administration of medication — Conditions
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- First Reading -

RCW 28A.210.270	Public and private schools — Administration of medication — Immunity from liability — Discontinuance, procedure
RCW 28A.210.310	Prohibition on use of tobacco products on school property
RCW 70.155. 080	Purchasing, obtaining or possessing tobacco by persons under 18 — Civil infraction — Jurisdiction <u>Tobacco — Access to minors</u>

Management Resources:

[Policy & Legal News, July 2016](#)
Policy & Legal News, February 2014
Policy News, December 2010
Policy News, October 2010

Use of Tobacco and Nicotine Substances policy updated to address vapor devices
 Addressing the Use of “Electronic” Cigarettes
 Electronic Cigarettes

- First Reading -

NUTRITION AND PHYSICAL FITNESS

The board recognizes that childhood obesity has reached epidemic levels in Washington and throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes and other chronic diseases.

Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district's youth. Therefore, it is the policy of the board to provide students:

- Access to nutritious food;
- Opportunities for physical activity and developmentally appropriate exercise, and
- Accurate information related to these topics.

The superintendent will develop and implement a comprehensive district-wide nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program and the School Breakfast Program. To implement the program, the superintendent will adopt and implement a comprehensive curriculum on health, physical education, and nutrition consistent with Washington State Learning Standards. The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12. The input of staff, students, parents and public health professions in the development of the curriculum is encouraged.

Nutrition, health, and physical education topics will be integrated within the sequential, comprehensive health and physical education curriculum taught at every grade level, kindergarten through grade 12, and coordinated with the district's nutrition and food services operation.

Local School Wellness Policy (LWSWP)

The District's Local School Wellness Policy can be found at Policy 6701 Wellness Policy.

Nutrition Standards

The district will provide meals for students that meet the meal pattern requirements for the National School Lunch Program and School Breakfast Program.

USDA Smart Snacks Standards

All foods and beverages sold to students on campus during the school day (e.g., vending machines, DECA school stores, bake sales, and other school fundraisers) must meet USDA Smart Snacks standards. No food or drink items will be sold unless they have been approved by the principal and executive director.

Food Services Program

The district supports the philosophy of the National School Lunch and School Breakfast Program and will provide wholesome and nutritious meals for children in the district's schools. The board authorizes the superintendent to administer the food services program, provided that any decision to enter into a contract with a private food service management company will require the approval of the board. Expenditures for food supplies will not exceed the estimated revenues.

Because of the potential liability of the district, the food services program will not accept donations of food other than as provided in this policy without the expressed approval of the board. Should the board approve a food donation, the superintendent will establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.

As a sponsor of the National School Lunch Program and School Breakfast Program, the district will provide free and reduced-price breakfasts and lunches to students who qualify in accordance with the program. The district will distribute the Letter to Households and Free and Reduced-price Meal Applications to all households at the beginning of each school year.

The district will protect the identity of students eligible for free and reduced-price meals in accordance with USDA guidelines for confidentiality and disclosure of student eligibility for such meals.

On Test days the district may provide free, nutritious meals to all students, including those who do not qualify for free or reduced priced federal school meal benefits. However, the district must use non-Federal funds to cover the cost of providing such meals.

The board of directors may set an adult meal price to allow teachers, administrators, and parents to demonstrate their support for school meal programs by occasionally eating with students. The price must be the price charged to students paying the full meal price plus the value of federal reimbursement for paid meals and the USDA Food Value.

The district will use USDA Foods made available under the Federal Food Distribution Program for school meal programs.

Food Services Procurement

Open bid process

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds will be procured in accordance with the process and procedures established in Policy 6220 Bid Requirements in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

Conflict of Interest

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Program Funds:

1. No employee, officer, or agent of the district will participate in the selection, in the award, or administration of a contract supported by Program funds, if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
 - a. District employee, officer, or agent;
 - b. Any member of his/her immediate family;
 - c. His/her partner; or
 - d. An organization that employs or is about to employ one of the above.
2. District employees, officers, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
4. The removal or personal use of any food, supplies, equipment, or school property such as records, recipe books, and the like is prohibited.
5. The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the district and the outside agency. Individual sales by any school person to be an outside agency or other school person is prohibited.

Failure of any employee to abide by the above-stated code may result in disciplinary action, including, but not limited to, a fine, suspension, or dismissal.

Physical Education and Physical Activity

Health and Physical Education Curriculum

The superintendent will adopt and implement a comprehensive health and physical education curriculum consistent with the Washington State K-12 Health and Fitness Learning Standards. The health and physical education curriculum will promote the

benefits of a physically active lifestyle and help students develop skills to engage in lifelong healthy habits. The curriculum will provide opportunities for developmentally appropriate instruction for grades K-12.

All students in grades one through eight will be required to receive an average of one hundred instructional minutes per week of physical education per year. All high school students are required to complete a minimum of .5 credits of health and 1.5 credits of physical education. The district will offer a one credit course or its equivalent in physical education for each grade in the high school program (grades 9-12).

A physical education curriculum includes instruction and practice in a variety of motor skills and movement patterns; knowledge of concepts related to movement and performance; knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness; responsible personal and social behavior; and values physical activity for health and enjoyment.

All students will be provided equal opportunity to participate in physical education classes. The district will make appropriate accommodations to allow opportunity for equitable participation by all students and will reasonably adapt physical education classes and equipment as necessary. The district will ensure that any student eligible for special education will be provided appropriate physical education services.

Recess (Grades K-4)

In addition to required physical education, the district will provide students with physically active daily recess opportunities. Recess will complement, not substitute, for physical education class.

Physical Activity

The district will attempt to provide physical activity before, during, and after school. This includes a variety of school-based physical activities to enable all students to participate in 60 minutes of physical activity each day. District teachers will be encouraged to incorporate periodic movement in daily instruction. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods. ~~Physical activity during the day (including but not limited to recess, physical activity breaks, or physical education) will not be withheld as punishment for any reason.~~ District staff are discouraged from withholding physical activity (including, but not limited to, recess, physical activity breaks, or physical education) as a punishment for any reason.

Active transport will be encouraged in schools to promote alternative transport methods for children, such as pedestrian and bicycle safety programs (See Policy 6605 Student Safety Walking to School and Riding Buses).

The district is encouraged to promote the use of school facilities for physical activity programs offered by the school and/or community-based organizations outside of school hours.

Waivers for Physical Education

Two health and fitness credits are required (.5 credit health education; 1.5 credits fitness/physical education). Students may be excused from the fitness requirement under RCW 28A.230.050. Such excused students will be required to demonstrate proficiency/competency in the knowledge portion of the fitness requirement, in accordance with written district policy.

A physical education waiver is defined as:

1. Released from physical education class (not taking physical education at all);
2. Not receiving credit; and
3. Accountable for the knowledge portion of physical education, per statute.

Cross References:

Board Policy 2410	High School Graduation Requirements
Board Policy 4260	Use of School Facilities

Legal References:

RCW 28A.210.365	Food choice, physical activity, childhood fitness — minimum standards — district waiver or exemption policy
RCW 28A.230.040	Physical Education – Grades 1-8
RCW 28A.230.050	Physical Education in High Schools
RCW 28A.230.095	Essential academic learning requirements and assessments — verification reports.
RCW 28A.235.120	Meal Programs — Establishment and Operation — Personnel — Agreements
RCW 28A.235.130	Milk for children at school expense
RCW 28A.623.020	Nonprofit program for elderly — Authorized — Restrictions
RCW 69.04	Intrastate Commerce in Food, Drugs and Cosmetics
RCW 69.06.010	Food and beverage service worker’s permit — Filing, duration — Minimum training requirements
RCW 69.06.020	Permit exclusive and valid throughout state — Fee

- First Reading -

RCW 69.06.030	Diseased persons — May not work — Employer may not hire
RCW 69.06.050	Permit to be secured within fourteen days from time of employment
RCW 69.06.070	Limited duty permit
WAC 180-51-068	State subject and credit requirements for high school graduation — Students entering the ninth grade on or after July 1, 2015.
WAC 392-172A-02030	Physical education (special education services)
WAC 392-410-135	Physical Education — Grade school and high school requirement.
WAC 392-410-136	Physical Education Requirement-Excuse 7 CFR, Parts 210 and 220 7 CFR, Part 245.5 <u>Healthy, Hunger-Free Kids Act of 2010</u> 7 CFR 3016.36 – Procurement

Management Resources:

Policy and Legal News, June 2015

Policy and Legal News, February 2014

Policy News, February 2005

Policy News, December 2004

Recommendations for Waivers in High School
Physical Education/Fitness Education, OSPI
(September 2013)
Wellness Policy Best Practices, OSPI
Nutrition and Physical Fitness Policy
Nutrition and Physical Fitness Update

- First Reading -

SALE OF REAL PROPERTY

The board has exclusive control of the acquisition and disposal of all district property. This power will be exercised only when the board determines by resolution that such property is or is not necessary for school purposes.

Once the board has considered all the factors relating to a proposed sale of real property, it will comply with all requirements of the law, including:

- A. A market value appraisal by a professionally designated real estate appraiser or by a general real estate appraiser certified under RCW 18.140, selected by the board will be secured.
- B. No sale of real property is to take place if the sale price would be less than 90 percent of the appraisal made by the appraiser unless the property has been on the market for one year, in which case it may be reappraised and sold for not less than 75 percent of the reappraisal value if the sale is approved by the unanimous consent of the board.
- C. If the appraised value exceeds \$70,000 notice that such a sale is being considered is to be published in a newspaper of general circulation within the district once a week for at least two consecutive weeks. The notice will describe the property and specify the date, time, and place of a public hearing scheduled to consider the property specified for sale. Evidence concerning the proposed sale along with the advisability of selling the parcel is to be taken into account by the board at such a hearing.
- D. A charter school located within the district boundaries has a right of first refusal to purchase or lease, at fair market value, a closed district facility or property or unused portions of a district facility or property to be negotiated agreement with mutual consideration. The consideration may include the provision of educational services by the charter school.
- ~~D.E.~~ Bids may be secured or a licensed real estate broker may be engaged. If the latter, the commission will not exceed 7 percent. Any appraiser selected by the board to appraise the market value of a parcel of property may not be a party to any contract with the district to sell the parcel for a period of three years after the appraisal. No bid award will be made within a forty-five day period following publication of notice of the intended sale in a newspaper of general circulation in the district.
- ~~E.F.~~ The Board may sell, transfer, exchange, lease, or otherwise dispose of any property – real or personal, to the state, municipality, subdivision thereof, or the federal government on such terms and conditions as may be mutually agreed upon. This process may be used in lieu of the one outlined above when an intergovernmental transaction takes place.

- First Reading -

Receipts from the sale of real property will be placed into the debt service fund or in the capital projects fund. Proceeds from the sale of the property may be used to reimburse district funds for costs associated with the sale. The reimbursements may be deposited back into the fund from which the sale-related expenditure occurred.

Legal References:

RCW 18.140	Certified real estate appraiser act
RCW 28A.335.060	Surplus school property — Rental, lease or use of — Disposition of moneys received from
RCW 28A.335.090	Conveyance and acquisition of property — Management — Appraisal
RCW 28A.335.120	Real property — Sale — Notice and hearing — Appraisal — Broker or real estate appraiser services — Real estate sales contracts — Limitation
<u>RCW 28A.710.230</u>	<u>Facilities — State matching funds for common school construction</u>
RCW 39.33.010	Sale, exchange, transfer, lease of public property authorized — Section deemed alternative

Management Resources:

[Policy & Legal News, July 2016](#)

Policy News, June 2011

Policy News, February 2005

Policy News, June 2001

Additional Policy Updates

Surplus Property

Use of Real Estate Appraisers Modified

- First Reading -