



# **Student Rights & Responsibilities Handbook**

1 — Last update: 7 December 2023

# Table of Contents

- 1. Introduction ..... 4
  - 1.1. Annual ABC process ..... 4
  - 1.2. Non-Discrimination Statement ..... 5
  - 1.3. Requests for Public Information ..... 5
- 2. Students’ rights and responsibilities ..... 6
  - 2.1. Attendance guidance..... 7
  - 2.2. Dress code..... 7
- 3. Student safety, security and privacy..... 9
  - 3.1. School bus rules and responsibilities..... 9
  - 3.2. Closed campus: students must remain on campus ..... 11
  - 3.3. Discrimination and sexual harrassment ..... 11
  - 3.4. Family Educational Rights and Privacy Act (FERPA)..... 14
  - 3.5. Harassment, intimidation and bullying (HIB) ..... 15
  - 3.6. Restraint, isolation and reasonable force..... 16
  - 3.7. Student privacy and searches ..... 17
  - 3.8. Weapons on school premises..... 18
- 4. Discipline Guidelines ..... 20
- 5. Student health and wellbeing ..... 21
  - 5.1. Child custody ..... 21
  - 5.2. Immunizations ..... 21
  - 5.3. Medication at school ..... 21
  - 5.4. Vision and hearing screenings ..... 22
  - 5.5. When to keep your student home from school ..... 22
- 6. Student support..... 24
  - 6.1. Childfind and special education services ..... 24
  - 6.2. English Language Learners (ELL) ..... 24
  - 6.3. Highly capable students ..... 24
  - 6.4. McKinney-Vento: students experiencing homelessness..... 25
- 7. Required parent/guardian annual notifications ..... 26
  - 7.1. Asbestos notification ..... 26
  - 7.2. Assessments..... 26
  - 7.3. Citizen complaints ..... 26
  - 7.4. Grading and progress reports..... 27
  - 7.5. Parent and family engagement policies ..... 27
  - 7.6. Protection of Pupil Rights Amendment (PPRA)..... 28
  - 7.7. School performance reports ..... 28

7.8. State and local assessments .....	29
7.9. Teacher qualifications .....	29
<b>8. Revision History .....</b>	<b>30</b>

# 1. Introduction

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Dear BSD Families:

Together, families, students, teachers, staff and administrators share the responsibility in creating and sustaining an environment that enhances student achievement and well-being in the Bremerton School District.

Please read this handbook and discuss it with your student(s). By following the rights and responsibilities outlined in this handbook, you can help our school district become a safer and more supportive environment for all students and staff.

This handbook contains abbreviated and summarized policies and procedures and is not a substitute for our official Board Policies and Procedures, which can be found [here](#).

This handbook can be downloaded and printed by clicking on the “download PDF” button (bottom left of the page). Individual sections can be downloaded and printed by clicking on the printer icon in the upper right corner. Copies are also available at the Bremerton School District Administration building or by contacting 360-473-1006 or [Communications@BremertonSchools.org](mailto:Communications@BremertonSchools.org).

Thank you!

Aaron Leavell, Ed.D.  
Superintendent  
Bremerton School District

*Last modified: 28 July 2021*

## 1.1. Annual ABC process

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At the beginning of each school year, parents/guardians must complete the “ABC” process – or Annual Back-to-School Check-in process (formerly known as the Annual Demographic Update) – for each student enrolled in the Bremerton School District. This process must be completed for all students in the district – including both previously enrolled as well as newly registered students.

In addition to reviewing/updating contact information and completing some important demographic information, parents/guardians will be asked to complete and sign the following documents, which can be viewed and/or downloaded from the District website:

- [Network/internet acceptable use agreement for students](#)
- [Attendance letter](#)
- [Student information/photo opt-out form](#)

*Last modified: 28 July 2021*

## 1.2. Non-Discrimination Statement

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The Bremerton School District 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 employee(s) has been designated to handle questions and complaints of alleged discrimination: Garth Steedman, at 360.473.1031, email [garth.steedman@bremertonschools.org](mailto:garth.steedman@bremertonschools.org) or the Section 504 Coordinator, John Welsh, at 360.473.4400, email [john.welsh@bremertonschools.org](mailto:john.welsh@bremertonschools.org). Mailing address: 134 Marion Avenue North, Bremerton, WA 98312.

*Last modified: 5 August 2021*

## 1.3. Requests for Public Information

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Requests for public records must be submitted through the [District's online portal](#). Questions can be directed to Patty Glaser at 360-473-1003 or [patty.glaser@bremertonschools.org](mailto:patty.glaser@bremertonschools.org).

*Last modified: 8 July 2021*

## 2. Students' rights and responsibilities

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It is the responsibility of all students enjoying the benefits of school citizenship to follow the established rules and procedures governing their school. The community is entitled to expect good citizenship from its students. It is, therefore, the District's purpose to encourage students to learn how to properly exercise their rights, and to encourage students to meet their responsibilities by living up to the reasonable restrictions and appropriate standards of behavior described herein.

### **Students have a right to:**

- Equal educational opportunity and freedom from discrimination in all phases of the educational process;
- Learn in a safe and positive learning environment;
- Receive high quality instruction that is consistent with state and district goals;
- Achieve at high levels;
- Know the requirements of each course of study and how the grade will be determined;
- Have access to their appropriate educational records;
- Expression and assembly consistent with the maintenance of an orderly and efficient educational process;
- Consult with educational staff at appropriate times; and
- Be involved in school activities by meeting the standards of the sponsoring organization.

### **Students have a responsibility to:**

- Attend school daily, arriving on time to class and be ready to fully participate in the daily activity;
- Strive for academic and personal growth;
- Contribute positively to the school environment, allowing all students to have equal opportunity;
- Conduct themselves in a manner which will not disrupt their education or disrupt the education of others;
- Dress in a manner that is not disruptive to the educational environment or threatening to the health and safety of others;
- Identify themselves upon request to any school district personnel or authorities of the Bremerton School District Schools; and
- Be aware of school rules governing behavior and conduct themselves accordingly with those rules and regulations.

### **When and where do these rights and responsibilities apply?**

- On all campuses of the District at all times;
- While on the school bus or other District sanctioned transportation and/or when waiting at the bus stop;
- At times and places where the principal or other school official or employee is supervising students;
- During school or District related events including field trips, athletic functions and other related activities

- When students are going to and from school

Policies:

- [Board Policy 3200](#)

*Last modified: 28 July 2021*

## 2.1. Attendance guidance

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The Bremerton School District is currently updating attendance criteria, consistent with state law and updated Board policies. This section will be revised and parent/guardians will receive a notification about new attendance guidelines.

*Last modified: 28 July 2021*

## 2.2. Dress code

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Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Board. The Board believes that the responsibility for the dress of a student rests with the student and his/her parents/guardians and that appropriate attire contributes to a productive learning environment.

Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

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

School staff will ensure dress code procedures and practices are administered in a consistent and equitable way and that those practices do not lead to an increase or reinforcement of the marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observances, national origin, household income, or body type/size. Any school dress code enforcement actions will have minimal impact on loss of educational time.

However, clothing that is worn must not cause a material or substantial disruption of the educational process or have caused such disruption in the past. Clothing must be suitable for all scheduled classroom activities. All clothing must cover the buttocks, chest, and groin areas. All students must be easily identifiable by school personnel and cameras.

Students may wear items in the following non-exhaustive list, so long as these items do not cause a material or substantial disruption of the educational process as outlined below:

- Hats, hoodies, and religious or cultural headwear so long as the face is visible to school staff and cameras.
- Tank tops, including spaghetti straps, strapless shirts and dresses.
- Shorts, pants, dresses, and skirts that cover chest, buttocks, groin, and undergarments.

For the purposes of this procedure, a material or substantial disruption of the educational process will be found to exist when clothing contains or depicts:

- Violent language or images, inclusive of jewelry;
- Images, innuendo, or language depicting weapons, drugs, tobacco, nicotine or vapes, alcohol related messages (or any other illegal item or activity);
- Hate speech, profanity, sexual innuendo, or pornography;
- Symbols or language that creates a hostile or intimidating environment based on any protected class or affects the attendance of another student; and/or
- Gangs (inclusive of bandanas or other items that signify gang association).

#### Reference

- [Policy 3224](#)
- [Procedures 3224P](#)

*Last modified: 28 July 2021*



## 3. Student safety, security and privacy

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This section of the handbook includes information on policies and procedures that are in place to protect the safety, security and privacy of all students.

*Last modified: 28 July 2021*

### 3.1. School bus rules and responsibilities

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#### School bus conduct

- The driver is in full charge of the bus and students at all times. Students are expected to obey the driver promptly and willingly.
- Students are expected to give their correct name promptly when asked by the bus driver.
- Students are expected to behave in a civil and respectful manner towards others at all times. This includes refraining from engaging in peer-to-peer harassment and any other bullying behaviors.
- Students shall ride their regularly assigned bus at all times, unless written permission has been granted by the school authorities.
- Unless by written permission of school authorities, no student shall be permitted to leave the bus except at his/her regular stop.
- Each student may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the school principal and/or driver.
- Outside of ordinary conversation, classroom conduct must be observed. No student will be allowed to talk to the driver more than necessary.
- Students are expected to assist in keeping the bus clean by keeping their waste paper and trash off the floor. Students must not throw refuse out of the windows.
- Eating and drinking on a school bus is not permitted except by specific permission of the driver.
- Students are expected to ask permission from the driver prior to opening the window. If permission is granted by the driver, the window may be lowered to no more than the second stop or four (4) inches, whichever opening is smaller.
- While on the bus, students are expected to keep all parts of their bodies (head, arms, hands, etc.,) within the confines of the bus at all times.
- Students are expected to have nothing in their possession that may cause injury to others, including but not limited to: sticks, breakable containers, any type of firearms, and straps or pins extending from their clothing. Except for “seeing-eye” dogs, no animal is permitted on the buses.
- Students are expected to keep books and personal belongings out of the aisle. Special permission must be granted by school authorities to transport any large items.
- Skateboards are not allowed on school buses.
- No student shall sit in the driver’s seat, nor shall any student be located to the immediate left or right of the driver while on the bus.
- Students are expected to remain fully and properly seated while the bus is in motion.
- Students are not to get on or off the bus until the bus has come to a full stop. Once the bus has stopped, students are expected to enter and/or exit the bus in an orderly manner.
- Students must cross the roadway only in front of the school bus, never behind it, and only after the

driver has verified it is safe to do so. Students shall remain in full view of the driver at all times for their safety.

- Self-discipline should be exercised by students at the bus loading area. Students are to refrain from pushing, shoving, or engaging in any unsafe activities with other students.
- Students who must walk some distance along the highway to the bus loading zone, where practical, must walk on the left hand side facing the oncoming traffic. This will also apply to students leaving the bus loading zone in the afternoon.
- Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop at least 5 but no more than 10 minutes before the bus is due.
- Students are not to run errands between the bus stop and their home.
- Students' misconduct on a bus will be sufficient reason to discontinue bus transportation for those students involved.
- In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
- Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
- No student will smoke, nor shall they use matches, lighters, or any type of flame, sparking or vaping device at any time on the school bus.

### **Use of electronic devices on the bus**

The usage of electronic devices (including but not limited to: mp3 players, radios, handheld electronic games, cellular phones, or other electronic devices,) by students while on the bus is permitted. However, use of these devices is subject to the following restrictions:

- Students may use one (1) earbud to listen to these devices.
- Students shall not use the "record" function on these devices at any time.
- If, at the discretion of the bus driver, the usage of these devices creates a nuisance or any other hazard with regards to the safety of the bus, this usage provision may be revoked.
- Students are expected to be responsible for their devices at all times.

### **School bus stop safety**

- Students should arrive at the bus stop at least five minutes before the bus is scheduled to arrive. Visit the bus stop and show your child where to wait for the bus: at least three giant steps (six feet) away from the curb. Remind your child that the bus stop is not a place to run or play.
- When the school bus arrives, students should wait until the bus comes to a complete stop, the door opens, and the driver says it's okay before approaching the bus door. Students should use the handrails to avoid falling.
- Use caution around the bus: Students should never walk behind a school bus. If a student must cross the street in front of the bus, they should walk on a sidewalk or along the side of the street to a place at least five giant steps (10 feet) in front of the bus before crossing.
- Students should also make eye contact with the bus driver before crossing to make sure the driver can see him/her. If a student drops something near the school bus, like a ball or book, the safest thing to do is to tell the bus driver right away. Students should not try to pick up the item, because the driver might not be able to see him/her.

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## 3.2. Closed campus: students must remain on campus

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Students are expected to remain on each assigned campus from the time they arrive in the morning until they depart at the end of the regular school day unless official permission to leave the school grounds has been obtained from the school's office.

### Reference

- [Policy 3242](#)

*Last modified: 9 July 2021*

## 3.3. Discrimination and sexual harassment

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### Discrimination

The Bremerton School District 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, gender 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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX/RCW 28A.640 Officer and ADA Coordinator, Garth Steedman, at 360.473.1031, email [garth.steedman@bremertonschools.org](mailto:garth.steedman@bremertonschools.org)

Section 504 Coordinator, John Welsh, at 360.473.4400, email [john.welsh@bremertonschools.org](mailto:john.welsh@bremertonschools.org). Mailing address: 134 Marion Avenue North, Bremerton, WA 98312.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure (3210, 3210P, 5010 & 5010P), contact your school or district office or view it online here: [bremertonschools.org/domain/121](http://bremertonschools.org/domain/121)

### Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or

communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of sexual harassment:

- pressuring a person for sexual favors
- unwelcome touching of a sexual nature
- writing graffiti of a sexual nature
- distributing sexually explicit texts, e-mails, or pictures
- making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure (3205, 3205P, 5011 & 5011P), contact your school or district office, or view it online here: [bremertonschools.org/domain/121](http://bremertonschools.org/domain/121)

### **Complaint Options for Discrimination and Sexual Harassment**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

#### **Complaint to the School District**

##### **Step 1. Write Our Your Complaint**

- In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

##### **Step 2: School District Investigates Your Complaint**

- Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

### Step 3: School District Responds to Your Complaint

- In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### Step 4: Appeal to the School District

- If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### Step 5: Complaint to OSPI

- If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | Fax: 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

#### Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

#### Reference

- In reference to students
  - [Policy 3205](#)

- [Procedure 3205P](#)
- In reference to district staff
  - [Policy 5011](#)
  - [Procedure 5011P](#)

*Last modified: 28 July 2021*

## 3.4. Family Educational Rights and Privacy Act (FERPA)

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The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. A parent/guardian

is given the opportunity to opt-out of the release of directory information each year during the Annual Back-to-school Check-in process or ABCs in Skyward (formerly known as the Annual Demographic Update). The opt-out form is also available anytime on the [District website](#).

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520.

*Last modified: 28 July 2021*

## 3.5. Harassment, intimidation and bullying (HIB)

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The Bremerton School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. It is everyone's right to work, study, and learn in a respectful environment. The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation, bullying or retaliation

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, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. 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.

As is defined in legislation, harassment, intimidation, bullying, or retaliation is prohibited and will not be tolerated by students or employees of the Bremerton School District. "Harassment, intimidation or bullying" means any intentionally written message or image, verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 other distinguishing characteristics, when an act:

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

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

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

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

**Harassment** refers to any malicious act, which causes harm to any person’s physical or mental well-being. It can be discriminatory harassment, malicious harassment, or sexual harassment.

**Intimidation** refers to implied or overt threats of physical violence.

**Bullying** refers to unwanted aggressive behavior(s) by another youth or group of youths that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. Bullying can also occur through technology and is called electronic bullying or cyberbullying.

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 or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically 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.

Any school staff who observes, overhears, or otherwise witnesses 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. Information on how to report harassment, intimidation, or bullying can be found on the [District website](#). If you have any questions or concerns about the policy or procedures, please contact the District Compliance Officer, Patty Glaser, Supervisor of School Safety & Support. You can email [patty.glaser@bremertonschools.org](mailto:patty.glaser@bremertonschools.org) or call 360-473-1003.

#### Reference

- [Policy 3207](#)
- [Procedure 3207P](#)
- [Reporting Form 3207F](#)

*Last modified: 28 July 2021*

## **3.6. Restraint, isolation and reasonable force**

It is the policy of the Bremerton School District Board of Directors that the District maintains a safe learning environment while treating all students with dignity and respect. All students in the District, including those with an Individualized Education Program (IEP), or plan developed under Section 504 of the Rehabilitation Act of 1973, will remain free from the unreasonable restraint, restraint devices, isolation and other uses of physical force. Under no circumstances will these techniques be used as a method of discipline.

Use of restraint, isolation and other forms of reasonable force 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.

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 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. If the parent and the District determine that a student with an IEP or 504 plan requires advanced educational planning, the parent and the District may develop emergency response protocols to be used in the case of emergencies that pose an imminent likelihood of serious harm.

#### Reference

- [Policy 3246](#)
- [Policy 3247](#)
- [Procedure 3247P](#)

*Last modified: 27 July 2021*

## **3.7. Student privacy and searches**

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At certain ages, students attain the right to decide for themselves what records will remain confidential, even from their parents, and in what activities the student will participate. At age eighteen students become legal adults and must approve any disclosure of information about themselves from student records, except directory information if a request for confidentiality has not been filed. Students age eighteen may also sign releases, authorizations or permission slips to participate in school activities and may sign themselves out of school and authorize their own absences. Students between sixteen and eighteen who have been granted legal emancipation from their parents or guardians have the same rights as eighteen year old students. Students over fourteen years of age have the right to keep private from everyone any District records indicating that they have been tested or treated for a sexually transmitted disease. Students thirteen years and older have confidentiality rights in records regarding drug, alcohol or mental health treatment. All students have confidentiality rights in family planning or abortion records.

Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers and effects against unreasonable searches and seizures. Staff shall take particular care to respect student's privacy.

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons and contraband. The Superintendent, principal and other staff designated by the Superintendent shall have the authority to conduct reasonable searches on school property as provided by Board policy.

Prior to conducting a search, school officials shall ask that the student consent to be searched by removing

all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings and the student's locker, as follows:

1. Any search of a student conducted by a District employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. For the purpose of this policy, "contraband" means items, materials or substances the possession of which is prohibited by law or District policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products or any object that can reasonably be considered a firearm or a dangerous weapon.
2. Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

No student shall be subject to a strip search or body cavity search by school staff.

### **Locker searches**

Students may be assigned lockers for storing and securing their books, school supplies and personal effects. Lockers, desks and storage areas are the property of the District. No right nor expectation of privacy exists for any student as to the use of any locker issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with District policy.

No student may use a locker, desk or storage area as a depository for any substance or object which is prohibited by law or school rules or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Any student's locker, desk or other storage area shall be subject to search if reasonable grounds exist to suspect that the search will yield evidence of the student's violation of the law or school rules. Any search of an individual student's locker shall be conducted according to Board policy governing personal searches. All student lockers may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to Board policy governing personal searches.

### **Reference**

- [Policy 3230](#)
- [Procedure 3230P](#)

*Last modified: 28 July 2021*

## **3.8. Weapons on school premises**

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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 9A.01.020 is a criminal offense.

### **Dangerous Weapons**

The term “dangerous weapons” under state law includes:

- Any firearm;
- Any device commonly known as “nunchaku sticks” consisting of two or more length of wood, metal, plastic or similar substance connected with wire, rope or other means;
- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- 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.
- 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;

### **Reference**

- [Policy 4210](#)

*Last modified: 27 July 2021*

## 4. Discipline Guidelines

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The Bremerton School District is making changes to our discipline policy and procedures. As the board adopts updated policies, this section will be revised and parent/guardians will receive a notification about new discipline guidelines.

*Last modified: 27 July 2021*

## 5. Student health and wellbeing

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*Last modified: 7 July 2021*

### 5.1. Child custody

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Any updated court documents related to child custody need to be provided to the student's school annually.

#### Reference

- [Policy 3126](#)
- [Procedures 3126P](#)

*Last modified: 28 July 2021*

### 5.2. Immunizations

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Immediately upon enrollment in the District, the student's parent/guardian must provide proof of immunization status with a Certificate of Immunization Status (CIS), approved by the Washington Department of Health (DOH). The CIS will be a part of the student's permanent record.

For current immunization requirements in the state of Washington, please visit the [OSPI website](#) or the [Washington State Department of Health website](#).

#### Reference

- [Policy 3413](#)
- [Procedures 3413P](#)
- [Policy 3410](#)

*Last modified: 27 July 2021*

### 5.3. Medication at school

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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. If it is essential for a child to take oral medication during school hours and the parent cannot be at school to administer the medication, the parent must submit a written authorization accompanied by written instructions from a licensed health professional.

#### **Self-Administration of Asthma and Anaphylaxis Medications**

Students with asthma or anaphylaxis are afforded the opportunity to self-administer prescribed medications. The student's parent or guardian will submit a written request and other documentation required by the school. The student's prescribing health care provider must provide a written treatment plan.

Protocols for medication at school are posted on the [District website](#).

#### Reference

- [Policy 3416](#)
- [Procedures 3416P](#)
- [Policy 3419](#)

*Last modified: 9 July 2021*

## 5.4. Vision and hearing screenings

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Washington State law (WAC 246-760) requires schools to conduct auditory and visual screenings of children each year. All students in kindergarten through third grade, fifth and seventh grade are screened. If your child is not scheduled to be screened this year, you may request a screening if you have concerns by contacting your child's teacher or emailing [debra.hyre@bremertonschools.org](mailto:debra.hyre@bremertonschools.org) including your child's name, school, grade level and teacher.

Parents who DO NOT want their child screened for either vision and/or hearing will need to send a letter to their child's school each year indicating their child is to be excluded. Please contact the Health Services office at 360-473-1073 if you have any questions. Additional information regarding the vision and hearing screening process is available [here](#).

*Last modified: 9 July 2021*

## 5.5. When to keep your student home from school

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Updated COVID-19 health and safety protocols and guidance will be included in the [BSD Fall 2021 Back-to-School Guide](#) (available the week of August 9).

If your child is sick – even with mild symptoms – please keep your child home from school and notify your child's school that your student is ill. If your student's symptoms are related to a chronic condition, contact the school and follow school policies for chronic condition management. Please contact your health care provider immediately about serious illness, including any fever of 100.4°F or higher.

**Chronic illnesses:** If your student's symptoms are related to a chronic condition, contact the school and follow school policies for chronic condition management.

To help protect all students, please notify the school if your child is diagnosed with any of these diseases:

- Chickenpox
- COVID-19
- Diphtheria

- E. coli diarrhea
- Hepatitis
- Measles
- Mumps
- Pertussis
- Rubella
- Salmonella
- Scabies
- Shigellosis
- Tuberculosis
- another disease as requested

The school will protect your private information as required by law. RCW 70.02, Washington's Health Care Information Access and Disclosure Act.

*Last modified: 27 July 2021*

## 6. Student support

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*Last modified: 27 July 2021*

### 6.1. Childfind and special education services

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The Individuals with Disabilities Education Act requires all school districts to identify, locate and evaluate all children with disabilities, regardless of the severity of their disabilities. The Bremerton School District conducts regular activities to identify children with disabilities, aged birth through 21 years of age. A disability may present a delay in learning, speech or language, motor skills, or social and emotional abilities.

- For children ages 3–5: If you think your preschool child may have a significant delay in communication, motor, social and/or problem solving skills, please contact the Special Education department at 360-473-1008.
- For children ages 5-12: If you live within the Bremerton School District boundaries and are concerned that your child may have a disability, please contact the Special Education department at 360-473-1008.

More information is available on the [District website](#).

*Last modified: 7 July 2021*

### 6.2. English Language Learners (ELL)

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The English Language Learner program provides a continuum of services to individuals who are learning English. At each building we have a certificated teacher designated as the ELL Coordinator.

Every student that registers in Bremerton School District must fill out a Home Language Survey. If a student answers “a language other than English” to question #2 or to question #3 on the Home Language Survey, they are identified as possibly qualifying for ELL services. An ELL staff member will administer the English language screener assessment to the student within their first 10 days of attendance. Based on their scores, parents will be notified if the student qualifies for services and are entered into BSD’s ELL program.

More information is available on the [District website](#).

*Last modified: 9 July 2021*

### 6.3. Highly capable students

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The Bremerton School District is committed to serving the needs of all students. Highly capable students may be served in their home school, in a self-contained elementary program, or by participating in Honors and Advanced Placement (AP) courses in the secondary schools. Teachers design lessons to add depth and complexity to the curriculum to keep our highly capable students working on the outer edges of their abilities. Evaluations are administered between January and April each year by a designated school



psychologist who schedules a battery of cognitive and academic tests to determine eligibility.

Students must qualify in at least one academic area and on an assessment of cognitive abilities. Following the assessment process, a multi-selection committee will review the information to determine who is eligible for the program. Students who qualify will be invited to join the self-contained program at the elementary level or work with their child's school to develop a student learning plan. If a student transfers to the Bremerton School District with a highly capable label from a previous school district, that student's records will be reviewed by the multi-selection committee to determine eligibility in the Bremerton School District.

More information is available on the [District website](#).

*Last modified: 28 July 2021*

## 6.4. McKinney-Vento: students experiencing homelessness

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Any child or youth, including migrant and unaccompanied youth, who lacks a fixed, regular and adequate nighttime residence is considered homeless and McKinney-Vento eligible for assistance and services. This includes children and youth who are temporarily sharing housing with others due to loss of housing or economic hardship, those living in hotels, camping grounds, emergency shelters, cars, bus or train stations.

To the extent practical and as required by law, the District will work with homeless students and their families to provide them with equal access to the same free, appropriate education (including public preschool education) provided to other students. Special attention will be given to ensuring the identification, enrollment and attendance of homeless students not currently attending school, as well as mitigating education barriers to their academic success. Additionally, the District will take reasonable steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

Students experiencing homelessness will be provided District services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

For more information, visit our [District website](#) or call 360-473-1077 if you need assistance.

*Last modified: 13 July 2021*

## 7. Required parent/guardian annual notifications

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*Last modified: 27 July 2021*

### 7.1. Asbestos notification

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The EPA requires the Bremerton School District to notify the school community that asbestos building materials are present in some buildings. The District has taken steps to provide for safety of students, staff, and parents related to such materials. Asbestos building materials are safe when they are maintained in a stable condition. For more information, contact the Facilities Department at 360-473-0506.

*Last modified: 27 July 2021*

### 7.2. Assessments

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The Bremerton School District participates in federal and state mandated assessments. Information about the District's assessment plan is available on the [District website](#).

Learn more about assessments on the Office of Superintendent of Public Instruction [website](#).

Reference: Title 1 / [\[ESSA Section 1112\(e\)\(2\)\(B\)\(C\)\]](#)

*Last modified: 27 July 2021*

### 7.3. Citizen complaints

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A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation.

Anyone can file a citizen complaint. There is no special form, and you do not need to know the law that governs a federal program to file a complaint.

Information about submitting complaints can be found:

- On the [Office of Superintendent of Public Instruction website](#)
- On the Bremerton school district website ([www.bremertonschools.org](http://www.bremertonschools.org))

**Citizen complaints – Federal Programs: The following federal programs are part of the citizen complaint process:**

- Complaints that Allege Discrimination – Equity and Civil Rights
- Title Programs

- Title I, A Programs and services for struggling learners
- Title I, C Migrant Education
- Title I, D Institutional Education
- Title I, G Advanced Placement
- Title II, A Teacher & Principal Quality
- Title III Limited English Proficient & Immigrant Students — Language Instruction
- Title IV, B 21st Century Community Learning Centers
- Title VI, Rural Education Achievement Program
- Title VII, Indian, Native Hawaiian, Alaska Native Education

\*Citizen complaints against a school district, educational service district (ESD), Office of the Superintendent of Public Instruction (OSPI) or other school service provider: \* Please visit <http://www.k12.wa.us/TitleI/CitizenComplaint.aspx> for printable handouts that outline the five-step process for filing a citizen complaint.

For questions and additional resources, visit <http://www.k12.wa.us/TitleI/QuestionsDiscrimination.aspx>. If you have specific questions or need assistance, please contact the Bremerton School District at 360-473-1061.

Reference: Chapter 392-168 WAC Special Services Programs – Citizen Complaint Procedures for Certain Categorical Federal Programs.

*Last modified: 28 July 2021*

## 7.4. Grading and progress reports

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At the beginning of each term, each teacher shall specify in writing the student learning goals or standards for his/her respective courses. If participation is used as the basis of mastery of a goal or standard, a student's grades may be adversely affected provided on that day there was a graded participation activity. If the teacher does not so advise students in writing, the teacher may not use attendance and participation in the grading process. Individual students who feel that an unjust application of attendance or tardiness factors has been made may follow the appeal process for resolving the differences.

### Reference

- [Policy 2420](#)
- [Procedure 2420P](#)

*Last modified: 27 July 2021*

## 7.5. Parent and family engagement policies

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The board recognizes that parent and family engagement helps students participating in Title I programs achieve academic standards. To promote parent and family engagement, the board has adopted [policy 4130](#) which describes how the district will involve parents and family members of Title I students in developing and implementing the district's Title I programs.

A hard copy of the policy is available by calling 360-473-1077.

More information on the Learning Assistance Program (LAP) and Title 1 can be found [here](#).

#### Reference

- [Policy 4130](#)
- Reference: Title 1 / [\[ESSA Section 1116 \(2\)\(b\)\]](#)

*Last modified: 27 July 2021*

## **7.6. Protection of Pupil Rights Amendment (PPRA)**

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The Protection of Pupil Rights Amendment (PPRA) applies to the programs and activities of a state education agency (SEA), local education agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

- political affiliations or beliefs of the student or the student's parent;
- mental or psychological problems of the student or the student's family;
- sex 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 or student's parent; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under state law. Learn more [here](#).

*Last modified: 27 July 2021*

## **7.7. School performance reports**

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OSPI produces a school performance report (or "report card") for each school in the District with the following information:

School performance information & data  
 District graduation rates  
 Teacher qualifications

Spending per student

Frequently Asked Questions (FAQ)

Data on Kindergarten Readiness (WaKIDS)

Discipline rates

Scores, trends, and participation rates for the Washington School Improvement Framework (WSIF)

And more!

The report card summary with a link to the full report on the OSPI website is included on each school's website, under the "About Us" section. You can also view your child's school Report Card on the OSPI website. Type in your school's zip code to find your school. Paper copies are also available by contacting 360-473-1077.

*Last modified: 27 July 2021*

## 7.8. State and local assessments

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The Bremerton School District participates in federal and state mandated assessments. For information on assessments, please visit the [District's assessment webpage](#).

Reference: Title 1 / [\[ESSA Section 1112\(e\)\(2\)\(B\)\(C\)\]](#)

*Last modified: 27 July 2021*

## 7.9. Teacher qualifications

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Parents of each student may request information on the professional qualifications of their child's teacher at any time. General teacher information is provided in each school's Annual Performance Report on each school's website. For individual teacher qualifications, please contact the Human Resources Office at 360-473-1021.

The Bremerton School District will notify parents/guardians if a child has been assigned, or taught for four or more consecutive weeks by a teacher with limited State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Reference: Title 1 / [\[ESSA Section 1112\(e\)\(1\)\(B\)\(ii\)\]](#)

*Last modified: 27 July 2021*

## 8. Revision History

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While parents/guardians only have to acknowledge receipt of this handbook annually during the ABC process, we will notify parents any time substantive revisions are made. These changes will be listed here with the date the revision was made.

*Last modified: 28 July 2021*