

**PORT TOWNSEND SCHOOL DISTRICT NO. 50**  
**6:00 p.m. School Board Work/Study Session**  
**March 14, 2016**  
***“Discover the Power of Learning”***

**Mission:**

In partnership with home and community, Port Townsend School District provides a learning environment where each student develops the knowledge and skills to become a creative, successful and engaged citizen.

**01. Location/Time**

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01.01 Port Townsend High School, Library, 1500 Van Ness St., 6:00 p.m.

**02. Call to Order**

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02.01 Roll Call  
02.02 Pledge of Allegiance

**03. Agenda**

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03.01 Agenda Approval

**04. Recognition**

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04.01 Board

**05. Public Comments**

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**06. Board Correspondence - None**

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**07. Reports**

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07.01 ASB Representative  
07.02 Bond Update – Amy Khile

**08. Action Items**

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08.01 Approve District Leadership Plan for 2016-17

**09. New Business**

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09.01 Process for naming of new elementary school

**10. Policy Review**

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10.01 Policy 2030, Service Animals in School – First Review  
10.02 Policy 3240, Student Conduct – First Review  
(Updated to reflect the changes regarding discipline from Senate Bill ISSB 5946 and WAC 392-400)  
10.03 Policy 3241, Classroom Management, Corrective Actions or Punishment – First Review  
(New policy to PT Schools, also reflects changes from Senate Bill ISSB 5946 and WAC 392-400)  
10.04 Policy 6700 – Nutrition and Physical Fitness – First Review

**11. Board Member Announcements/Suggestions for Future Meetings**

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11.01 Board supervision of bond construction projects on April 11, 2016 work/study meeting – Kirk Robinson, Project Manager and Brad Taylor, Support Services Director

**12. Executive Session (if needed)**

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**13. Next Meeting**

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13.01 March 28, 2016, Regular Meeting, 1610 Blaine Street, Room S-11, 6:00 p.m.

**14. Adjournment**

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**Port Townsend School District No. 50**  
**Unlimited Tax General Obligation Bonds, 2016**  
**Preliminary Schedule of Events (As of March 1, 2016\*)**

Financing Team			
<b>Staff:</b>	District Staff	<b>BC:</b>	Bond Counsel (Foster Pepper PLLC)
<b>Board:</b>	District Board	<b>County:</b>	Jefferson County Treasurer's Office
<b>DAD:</b>	D.A. Davidson & Co. (Underwriter)		

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Date	Event	Participants
Mar 21	Distribute term sheet, distribution list and financing schedule to finance team	DAD
Mar 21	Distribute information request for Preliminary Official Statement (POS) and State Guarantee application to District	BC
Apr 4	District submits State Guarantee Application to State Treasurer	Staff
Apr 4	District provides data for POS	Staff
Apr 8	Distribute first draft POS	BC
Apr 8	Provide information to rating agency	DAD
<b>Apr 11</b>	<b>Board approves Bond Delegation Resolution</b>	<b>Board, Staff, BC, DAD</b>
Apr 14	Distribute draft rating agency presentation	DAD
Apr 14	Provide comments on first draft POS	All
<b>Apr 20</b>	<b>Rating agency conference call @ TBD</b>	<b>Staff, DAD</b>
Apr 20	Distribute draft of Legal Opinion and draft of bond purchase offer	BC, DAD
Apr 20	Distribute final draft of POS	BC
Apr 25	Final comments due on all documents	All
Apr 25	Receive rating	BC, DAD
Apr 26	Distribute POS to potential investors	DAD
<b>May 3</b>	<b>Review market conditions; pre-pricing call</b>	<b>DAD, Staff</b>
<b>May 4</b>	<b>Pricing of the Bonds and approve purchase contract</b>	<b>DAD, Staff, BC</b>
May 13	Distribute final Official Statement and draft closing memorandum	DAD, BC
June 1	Bond Closing and investment of proceeds	Staff, Co, BC, DAD

\* Subject to change.

## INSTRUCTION

### Service Animals in Schools

The Port Townsend School District Board of Directors acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” as required by federal laws and Washington State’s law against discrimination. This policy governs the presence of service animals in the schools, on school property, including school buses and at school activities.

A “service animal” means an animal that is trained for the purpose of assisting or accommodating a disabled person’s sensory, mental or physical disability. ***As of March 15, 2011, only dogs are recognized as service animals under Titles II and III of the Americans with Disabilities Act.***

The parent/guardian of a student who believes the student needs to bring a service animal to school or an employee who wishes to bring a service animal to school, must submit a written request to the building principal. The building principal, in consultation with the Section 504 coordinator or director of special services, as appropriate, will determine whether or not to permit the service animal in school.

***The superintendent will develop procedures to implement the policy.***

Cross References:	Policy 2029	Animals as Part of the Instructional Program
	Policy 2161	Education of Students with Disabilities
	Policy 2162	Education of Students with Disabilities Under Section 504
	Policy 3210	Nondiscrimination
	Policy 5010	Nondiscrimination and Affirmative Action
Legal References:	American Disabilities Act (ADA), Revised Title II Regulations	§35 Service animals
	Section 504 of the Rehabilitation Act of 1973	
	RCW 49.60.040	Definitions
	RCW 28A.642	Discrimination Prohibition
	WAC 392-145-021 (3)	General Operating Requirements
	WAC 392-172A-01155 (3)	Related Services
	WAC 392-172A-01035	Child with a Disability or Student eligible for Special Education
	WAC 392-190	Equal Educational Opportunity – unlawful discrimination prohibited
	WAC 162-26	Public accommodations, disability discrimination

Date: 8/8/2011; \_\_\_\_\_

## STUDENTS

### Student Conduct

The board acknowledges that conduct and behavior is closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. ~~Conform to reasonable standards of acceptable behavior;~~ ***Respect the rights, person and property of others;***
- B. ~~Respect the rights, person and property of others;~~ ***Pursue the required course of study;***
- C. Preserve the degree of order necessary for a positive climate for learning; ~~and~~
- D. ~~Submit to the authority of staff and respond accordingly.~~ ***Comply with district rules and regulations; and***
- E. ***Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.***

The superintendent ~~shall~~ **will** develop written rules of conduct which will carry out the intent of the board.

Cross References:	Policy 6605	Student Safety Walking to School and Riding Buses
	<b><i>Policy 3241</i></b>	<b><i>Classroom Management, Discipline and Corrective Action</i></b>
Legal References:	RCW 4.24.190	Action against parent for willful injury to property by minor - Monetary limitation - Common law liability preserved
	RCW 9A.16.020	Use of force - when lawful
	RCW 9.41	Firearms and dangerous weapons
	RCW 9.91.160	Personal protection spray devices
	RCW 28A.210.310	Prohibition of use of tobacco products on school property
	<b><i>RCW 28.320.128</i></b>	<b><i>Notice and disclosure policies – Threats of violence – Student conduct – Immunity for good faith notice - Penalty</i></b>
	<del>RCW 28A.600.020</del>	<del>Government of schools, pupils, employees, rules and regulations for – To insure optimum learning atmosphere</del>
	28A.600.040	Pupils to comply with rules and regulations
	28A.400.110	Principal to assure appropriate student discipline – <b><i>Building discipline standards – Classes to improve classroom management skills</i></b>
	28A.635.060	Defacing or injuring school property - Liability of <b><i>pupil</i></b> , parent or guardian – <b><i>Withholding grades, diploma, or transcripts – Suspension and</i></b>

<p><i>RCW 28A.635.090</i>  <i>RCW 28A.635.100</i></p>	<p><i>restitution – Voluntary work program as alternative – Rights protected</i>  <i>Interference by force or violence – Penalty</i>  <i>Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful - Penalty</i></p>
<p><i>WAC 180-400-205</i>  <i>WAC 392-400-210</i>  <i>WAC 392-400-215</i></p>	<p><i>Definitions</i>  <i>Student responsibilities and duties</i>  <i>Student rights</i></p>
<p><i>WAC 180-392-400-225</i>  <i>WAC 392-400-226</i></p>	<p><i>School district rules defining misconduct - Distribution of rules</i>  <i>School district rules defining harassment, intimidation and bullying prevention policies and procedures – Distribution of rules</i></p>
<p><i>WAC 392-400-227</i></p>	<p><i>School district rules defining students’ religious rights</i></p>
<p><i>WAC 392-400-233</i></p>	<p><i>Unexcused absences and tardiness</i></p>
<p><del><i>P.L. 101-226-20 USC 3171</i></del>  <i>20 U.S.C. 7101 et seq.</i></p>	<p><del><i>Drug-Free Schools and Communities Act</i></del>  <i>Safe and Drug-Free Schools and Communities Act</i></p>
<p><i>Management</i>  <i>Resources</i></p>	<p><i>Policy News Sep 2013</i>  <i>Policy News Aug 2014</i></p>

Date: 5/23/05 \_\_\_\_\_

## STUDENTS

### Classroom Management, Discipline and Corrective Action

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

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

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

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

<i>Cross References:</i>	<i>Policy 2121</i>	<i>Substance Abuse Program</i>
	<i>Policy 2161</i>	<i>Special Education and Related Services for Eligible Students</i>
	<i>Policy 2162</i>	<i>Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973</i>
	<i>Policy 3122</i>	<i>Excused and Unexcused Absences</i>
	<i>Policy 3210</i>	<i>Non-Discrimination</i>
	<i>Policy 3240</i>	<i>Student Conduct Expectations and Reasonable Sanctions</i>
	<i>Policy 3244</i>	<i>Prohibition of Corporal Punishment</i>
	<i>Policy 3520</i>	<i>Student Fees, Fines, or Charges</i>
	<i>Policy 4210</i>	<i>Regulation of Dangerous Weapons on School Premises</i>
	<i>Legal References:</i>	<i>RCW 9A.16.100</i>
<i>RCW 9.41.280</i>		<i>Possessing dangerous weapons on school facilities – Penalty - Exceptions</i>
<i>RCW 28A.150.240</i>		<i>Certificated teaching and administrative staff as accountable for classroom teaching – Scope – Responsibilities - Penalty</i>
<i>RCW 28A.225.020</i>		<i>School's duties upon child's failure to attend</i>

	<i>school</i>
<i>RCW 28A.225.030</i>	<i>Petition to juvenile court for violations by a parent or child – School district responsibilities</i>
<i>RCW 28A.400.100</i>	<i>Principals and vice-principals – Employment of – Qualifications - Duties</i>
<i>RCW 28A.400.110</i>	<i>Principal to assure appropriate student discipline – Building discipline standards – Classes to improve classroom management skills</i>
<i>RCW28A.600.010</i>	<i>Enforcement of rules of conduct – Due process guarantees – Computation of days for short-term and long-term suspensions</i>
<i>RCW 28A.600.015</i>	<i>Rules incorporating due process guarantees of pupils with regard to expulsions and suspensions</i>
<i>RCW 28A.600.020</i>	<i>Exclusion of student from classroom – written disciplinary procedures – Long-term suspension or expulsion</i>
<i>RCW 28A.600.022</i>	<i>Suspended or expelled students – Reengagement plan</i>
<i>RCW 28A.600.410</i>	<i>Alternatives to suspension – Encouraged</i>
<i>RCW 28A.600.460</i>	<i>Classroom discipline – Policies – Classroom placement of student offenders – Data on disciplinary actions</i>
<i>WAC 392-190-048</i>	<i>Access to course offerings – Student discipline</i>
<i>WAC 392-400-220</i>	<i>Student Disciplinary Boards – Establishment at option of school district - Functions</i>
<i>WAC 392-400-225</i>	<i>School district rules defining misconduct – Distribution of rules</i>
<i>WAC 392-400-230</i>	<i>Persons authorized to impose discipline, suspension , expulsion, or emergency removal upon students</i>
<i>WAC 392-400-233</i>	<i>Unexcused absences and tardiness</i>
<i>WAC 392-400-275</i>	<i>Expulsion – Conditions and limitations</i>
<i>WAC 392-400-315</i>	<i>Appeals – Hearing before school board or disciplinary appeal council – Procedures</i>
<i>WAC 392-400-317</i>	<i>Appeals – Discipline and short-term suspension grievances</i>
<i>WAC 392-400-320</i>	<i>School board or disciplinary appeal council decisions</i>
<i>WAC 392-400-410</i>	<i>Appeal for extension of a one-year expulsion</i>
<i>WAC 392-400-420</i>	<i>Reengagement meetings and plans</i>
<i>34 CFR Part 100.3</i>	<i>Regulations implementing Civil Rights Act of 1964</i>
<i>42 U.S.C. 2000d et seq.</i>	<i>Civil Rights Act of 1964</i>
<i>Management Resources</i>	<i>Policy News Dec 2014</i>
	<i>Policy News Aug 2014</i>
	<i>Policy News Jun 2010</i>

Date: \_\_\_\_\_

**MANAGEMENT SUPPORT**

**Nutrition and Physical Fitness**

The Port Townsend School Board understands the value of place as a context for learning and is committed to fostering a district-wide culture of wellness. This includes creating schools that promote and protect children’s and adults’ health and well-being through healthy eating and physical activity. The School Board recognizes that healthy habits and academic achievement in school are interrelated and that healthy students are better able to learn. The board also recognizes that high-value nutrition and daily physical activity are both essential in promoting lifelong health, optimal academic performance and social harmony. The district believes wellness includes everyone and so the district promotes overall health through:

- highly nutritious food offered at school in a pleasant environment with adequate space and time for eating
- active transportation by walking or biking to school and place-based learning sites; physical activity breaks, outdoor learning, play and recess
- school gardens and outdoor learning spaces
- partnerships with community organizations and vendors who promote lifelong health and well-being
- design, use and upkeep of facilities to promote health and well-being including supportive infrastructure

The Superintendent will:

- ensure the breakfast and lunch program meets or exceeds the USDA nutritional guidelines
- establish rules that comply with the Smart Snack nutritional guidelines for any food sold, or served on district property or at events
- establish annual goals for purchasing regionally produced and/or locally grown food
- adopt and implement a comprehensive k-12 curriculum reflecting up-to-date national standards on health, fitness and nutrition to positively influence understanding, beliefs and habits as they relate to good nutrition, regular physical activity and positive life choices
- establish guidelines for time devoted to recess and physical activity
- ensure free, good tasting, safe and readily accessible drinking water throughout the day
- establish a Wellness Committee with district-wide and community representation
- establish criteria for waivers and exemption from physical activity and/or health credits
- create safe routes to school in collaboration with community leaders

Cross References:  
*Instructional*

***Policy 2020***

***Curriculum Development and Adoption of Materials***

Policy 2410  
Policy 4260

High School Graduation Requirements  
Use of School Facilities

***Policy 3300***

***District Nutrition Standards Competitive Foods Food Choice, physical activity, childhood fitness – minimum standards – district waiver or exemption policy***

Legal References:

***RCW 28A.210.365***

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 services worker’s permit Filing, duration Minimum training requirements~~
- ~~RCW 69.06.020 Permit exclusive and valid throughout state Fee~~
- ~~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***
- Healthy, Hunger-Free Kids Act of 2010***
- ~~**7 CRF 3016.36** ***Procurement***~~

Management Resources:

- Policy News, Jun 2015***
- OSPI Sep 2013*** ***Recommendations for Waivers in High School Physical Education/Fitness Education***
- OSPI Jan 2013*** ***Wellness Policy Best Practices***
- Policy News, Feb 2014*** ***Healthy and Hunger-Free Kids Act of 2010***
- Policy News Feb 2005*** ***Nutrition and Physical Fitness Policy***
- Policy News, Dec 2004*** ***Nutrition and Physical Fitness Update***
- ~~***Wellness School Assessment Tool***~~
- ~~***Wellness Policy Tool***~~

Date: 7/11/05; 11/26/07; 1/24/11; 10/24/11; 8/25/14; \_\_\_\_\_