

# **STUDENT HANDBOOK**

**ROCHESTER SCHOOL DISTRICT**

**Rochester, Washington**

## **Rochester School District**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

And

Rights, Responsibilities and Authority of  
Teachers and Administrators

September 2008

The Rochester School District shall provide equal opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, sex, marital status, previous arrest (unless a clear and present danger exists), or incarceration or non-program related physical, sensory or mental handicaps.

Furthermore, the district shall provide equal opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, color, creed, national origin, age, sex, marital status or non job-related physical, sensory or mental handicaps, except insofar as such factors are valid occupational qualifications.

Those who feel that they have been discriminated against should contact the District Title IX compliance Officer, or the Section 504/ADA Coordinator listed below:

Mr. Will Maus, Title IX  
Rochester School District  
P.O. Box 457  
Rochester, WA 98579

Joanie Halverstadt, Section 504/ADA  
Rochester School District  
P.O. 457  
Rochester, WA 98579

## **Statement of Belief**

Each student has the right to a free education. The district provides the best learning opportunities possible within the resources available. In addition to a full instructional program, those opportunities include a wide range of student activities to stimulate the athletic, artistic and creative skills of students.

In exchange for these opportunities, both students and their parents assume substantial responsibilities. In order to preserve an orderly and safe learning environment, students must abide by the reasonable rules and instructions of staff. Corrective action shall be fairly and moderately meted out primarily to modify behavior rather than to punish students. Parents are encouraged to inquire about the successes and problems of their children and to reinforce their learning at home by showing an active interest in their child's development.

Parents and educators are partners in each child's education. To that end both must strive to provide for the physical, social and mental well-being of all students.

## **Rights and Responsibilities**

Federal and state laws and rules, and interpretations thereof have been observed in the development of school district policies dealing with student's rights and responsibilities. The statements included are consistent with those policies. In the event that a policy is inconsistent with a statement, district policies will prevail.

The enforcement of rules promulgated by the Washington Interscholastic Activities Association and like organizations that govern the participation of students in interschool activities, and appeals in connection therewith, shall be governed by rules of the organization that have been adopted pursuant to RCW 28A.600.200 and approved by the State Board of Education—not by these rules.

### **I. Student Rights**

#### **Freedom from Discrimination**

No student shall be unlawfully denied an equal opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest (unless a clear and present danger exists), previous incarceration, or non program related physical, mental or sensory handicap.

Married students have the same responsibilities and rights as unmarried students including the right to participate in any extra-curricular activities. A student shall not be excluded from attendance in the regular school program solely on the grounds of pregnancy. A pregnant student may be required to produce a physician's statement as to the condition of her health relative to her continued presence in the regular school program. If the statement indicates that the pregnant student's health and physical well-being mandates her withdrawal from regular school attendance, the district will offer an alternative educational program.

#### **Privacy**

A school official may search a student, a student's locker or a student's automobile and may seize any illegal, unauthorized or contraband materials discovered in a search. Such illegal, unauthorized or contraband materials generally cause materials and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include but are not limited to illegal chemical substances, and opiates, (and related apparatus), prescriptive medication, alcohol, tobacco, weapons or weapon facsimiles, explosives, poisons, and stolen property.

The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained, since school lockers, desks and storage areas remain the property of the district at all times. No right nor expectation of privacy exists for any student as to the use of any locker issued or assigned to a student. A locker may be searched in accordance with district policy.

Students are permitted to park in the school parking lot as a matter of privilege, not of right. The interior of a student's automobile on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

## **Majority Age**

Students of majority age shall enjoy parental rights regarding issues related to their educational program.

## **II. Student Responsibilities**

### **Respect for the Law and the Rights of Others**

The student is responsible as a citizen to observe the laws of the United States, the State of Washington, and/or its subdivisions. While in the school, the student shall respect the rights of others. Students who involve themselves in criminal acts on school property, off-school property at school-supervised events, or off school property – and which acts have a detrimental effect upon the maintenance and operation of the schools of the district – are subject to disciplinary or corrective action by the school and prosecution under the law.

### **Compliance with Rules**

Students shall comply with all rules adopted by the district. Failure to do so shall be cause for corrective action. The rules shall be enforced by school officials:

- On school grounds during and immediately before or immediately after school hours
- On the school grounds at any other time when the school is being used by a school group(s), or
- Off school grounds at a school activity, function, or event, or
- Off school grounds if the actions of the student materially or substantially affect the educational process.

### **Alteration of Records and Cheating**

*Alteration of records.* A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.

*Cheating.* Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated and shall be subject to corrective action. Cheating also includes the aiding and abetting of cheating by others.

### **Attendance**

Attending Rochester School District is a right and responsibility of all students. State law and school board regulations require students to attend all assigned classes each day. The family and the student both hold responsibility for attendance. The Rochester School District is required to file a petition with Juvenile Court in cases where there is a concern about a student's attendance at school. Failure to attend class may result in a juvenile court petition, loss of credit, failure, removal from class and/or school.

**Excused Absences:** The following are valid excuses for absences and tardiness. Assignments and activities not completed as a result of an excused absence or tardiness may be made up in the manner provided by the teacher.

- **Absences due to Illness, Health Condition, Family Emergency or Religious Observances:** The parent/guardian is expected to notify the school office on the morning of the absence or send a note stating the reason for the absence, the date of absence, signature and phone number within two school days of the

absence. **If the school is not notified by phone or note within two school days of the student's return to school, the absence will be unexcused.**

- **School-approved Activities (grades 6-12):** To be excused for a school-approved absence it must be authorized by a staff member. Once authorized a student must take a Pre-Planned Parental/School Outing Form around to all of their classes. A “No” response from the teacher does not deny a student from going if a parent/guardian signature is obtained. Parents and students must be aware that absences can/will affect a student's performance in class. The Teacher recommendation indicates a student's need to stay in class to ensure academic success.
- **Parental-requested Activities:** If there is a written agreement between the appropriate school official and a student's parent or guardian pursuant to RCW 28A.225.010 that the student's temporary absence is not deemed to cause a serious adverse effect upon the student's educational progress, the absent student may be approved as excused. This category of absence shall be counted as excused for purposes agreed upon **in advance** by the principal or designee. An absence may not be approved if it may cause a serious adverse affect on the student's educational progress. In performance based classes, (e.g. physical education, music, etc.) the student may not achieve the objectives of the unit of instruction as a result of the absence from class. In such a case, a parent-approved absence may have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course.
- **Absences Resulting from Disciplinary Action:** As required by law, a student who is removed from a class or classes as a disciplinary measure or a student who has been placed on short-term suspension shall have the right to make up assignments or exams missed during the time he/she was denied entry to the classroom if the effect of the missed assignments shall result in a substantial lowering of the course grade.

**Unexcused Absences:** If the school is **not** notified by phone or note within two school days of the students return following an absence due to illness, health condition, family emergency or religious observances, the absence will be **unexcused**. If a student does not have authorization from the school for a parent-requested or school-approved activity, the absence will be unexcused. Students who have unexcused absences may receive an “F” for the day with no opportunity to make up work and/or other disciplinary action. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent shall be notified in writing in his/her primary language that the student has unexcused absences.

The state's attendance laws require all schools to

1. Notify parents after the student's first unexcused absence.
  2. Schedule a conference with the parents/guardian after any second unexcused absence in a month.
  3. File a petition in juvenile court after five unexcused absences in a month or after ten in a school year.
- If found in violation of the school's attendance laws, parents, guardians and/or students may be required by the courts to:

- Pay \$25.00 in fines for each day of unexcused absence from school.
- Provide community service at the child's school.
- Participate with the school and the child in a court supervised plan for the child's attendance at school.
- Attend a conference or conferences scheduled to analyze the cause of the child's absences.

**Excessive absences:** If a student is absent 20 school days either excused or unexcused, the school may require a note from a medical professional before excusing any further absences, and may also file a truancy petition with juvenile court. (District Policy No. 3122)

**Tardiness:** When the number of student tardies equals the periods within his/her school day, the tardiness will result in one unexcused absence. Due to the varying number of class periods at each school, please refer to the following information to determine the conversion.

**Grades K-8** Six tardies = one absence **Grades 9-12** Four tardies = one absence

Example: This means if a student is tardy to 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> period in one day that this counts as three tardies. If a student is absent all of 1<sup>st</sup> period and comes in ½ ways through 2<sup>nd</sup> period this counts as one tardy and one period absent.

Tardiness may result in student disciplinary action.

**Early Pick-up Requests:** In order for your child to be successful at school, every minute of class time is essential. Students will no longer be called out of class until a parent/guardian is in the office to sign them out.

### **Requesting Homework When Absent**

If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except in participation-type classes where a student's grade may be affected because of the student's inability to make up activities conducted during a class period.

- **Grade K-5:** When students are absent for one to two school days, teachers will gather their work and send it home with the students upon their return to school. Students should complete their homework and return it to school within one week. When a student will be absent from school for three or more days, parents may request a homework packet. The process of obtaining a homework packet from the teacher takes up to 24 hours to complete. Homework packets may be picked up the following day. If you request your child's teacher to prepare a homework packet, please be sure to follow through by picking it up. Since not all materials are able to be taken home, the work sent home will not include all lessons your child missed during his/her absence.

- **Grades 6-12:** It is the student's responsibility to see his/her teachers concerning make-up work. It is very important for the student to do this on the day he/she returns to class. If a student will be absent for an extended period of time, assignments may be obtained by the parent/guardian calling the office or by accessing the family access website (<http://family.rochester.wa-k12.net>) through your home computer. You may obtain your username and password from the office. The process of obtaining homework assignments from teachers takes up to 24 hours to complete. Homework will be available to be picked up the following day. If you request your child's teacher to prepare a homework packet, please be sure to follow through by picking it up. Since not all materials are able to be taken home, the work sent home will not include all lessons your child missed during his/her absence. Before making a trip to the school, you should call the school (between 7:00 a.m. and 4:00 p.m.) to make sure that assignments have been turned in. An early call may result in a shorter turn around. Please do not make the homework request unless the student will be out for a minimum of two days. The request should be initiated with a call to the attendance secretary. For a short period of absence (less than two days), the student should contact a friend in the same class to determine the missing assignments, or check online student access website (<http://family.rochester.wa-k12.net>) this would be for Middle and High School students only. Students participating in school-sponsored activities which take them out of class are responsible for the work that goes on in each class the day they are absent. Students should arrange for their assignments prior to missing class with a pre-planned absence. Remember that work missed in an activity class may be impossible to make up.

**Keep in mind that our main concern is that each student is well enough to return to school and go through the normal activities and classes. Some extra time may be necessary to receive help from teachers or to make up laboratory time. Teachers are generally available before and after school for one-half hour. Students are encouraged to discuss make-up arrangements with each teacher upon returning to class.**

**Alcohol, Chemical Substances and Tobacco Products**

A student shall not knowingly possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage, illegal chemical substance or opiate, or tobacco product. Possession of drug paraphernalia is also prohibited and a violation of this policy. When district officials have reason to believe a student is under the influence of alcohol, the student may be allowed to take a breathalyzer test to establish his/her sobriety.

### **Disruptive Conduct**

A student shall not intentionally cause the substantial and material disruption of any school operations. The follow illustrate the kinds of offenses that are prohibited and will result in corrective action.

1. Occupying a school building or school grounds in order to deprive others of its use;
2. Blocking the entrance or exit of any school building or room in order to deprive others of passing through;
3. Setting fire to or substantially damaging school property;
4. Using, or threatening to use, firearms, explosives or other weapons on the school premises.
5. Preventing students from attending a class or school activity;
6. Blocking normal pedestrian or vehicular traffic on a school campus;
7. Interfering seriously with the conduct of any class or activity;
8. Gambling or encouraging other students to gamble;
9. Gang-like or gang-related behavior; and
10. Harassment of any form including but not limited to racial, sexual, physical, religious or disability.

### **Damage or Theft of Property**

A student shall not intentionally or with gross carelessness damage school or private property. A student shall not steal school property or the private property of another student or staff.

### **Extortion, Assault or Causing Physical Injury**

A student shall not extort anything of value, threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person.

### **Leaving Campus During School Hours**

A student shall not leave the school campus during the school day unless excused by the school office.

### **Loitering**

A student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted. Students shall not loiter in the parking lot before, during or after school.

### **Personal Property**

The school is not responsible for any loss or damage to any personal clothing or equipment that is left on school premises after the close of the school day. The school cannot accept responsibility for loss or damage of personal property.

### **Vulgar or Lewd Conduct**

Any lewd, indecent or obscene act or expression is prohibited.

### **Weapons and Dangerous Instruments**

A student shall not possess or transmit any object that can reasonably be considered a firearm, firearm facsimile, air gun or a dangerous weapon/instrument. Mace, pepper spray or similar products are considered to be dangerous instruments and are prohibited.

## **III. Corrective Actions**

In order to insure that order essential to effective teaching and learning is maintained, corrective actions and punishments may be imposed by designated employees for violation of rules of student conduct.

The following corrections or punishments may be imposed:

1. Discipline includes all forms of corrective action other than suspension or expulsion and shall include the exclusion of a student from a class for all or any portion of the period or for the balance of the school day. The student shall be in the custody of a school employee for this period of time. A student may be detained after school, provided that his/her transportation needs are considered.
2. Suspension means a denial of attendance in a class or any full schedule of classes for a stated period of time. Short-term suspensions may be imposed for not more than five consecutive school days. Suspensions in excess of five days shall be defined as long-term suspensions. Suspension is subject to the following limitations and conditions.
  - a. The nature and circumstances of the violation of school rules must reasonably warrant the length of suspension imposed.
  - b. No student in grades kindergarten through four shall be subject to short-term and long-term suspensions for more than a total of (10) school days during any single semester, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.
  - c. No student in the grade five and above program shall be subjected to short-term suspensions for more than a total of 15 school days during any single semester or 10 school days during any single trimester. No single long-term suspensions shall be imposed which causes the student to lose academic grades or credit in excess of one semester or trimester.
  - d. Any student subject to a short-term suspension shall be provided the opportunity upon his/her return to make up assignments and tests missed by reason of the short-term suspension if: 1) such assignments or tests have a substantial effect upon the student's semester or trimester grade or grades, or 2) failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.
  - e. All suspensions shall be reported in writing to the superintendent within 24 hours after imposition.
  - f. As a general rule, no student shall be suspended for a short or long term unless other forms of corrective action or punishment reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature. However, a student may be suspended for "exceptional misconduct," other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school.

The following infractions are identified as EXCEPTIONAL MISCONDUCT and will result in immediate short or long-term suspension or expulsion, subject to exceptions in cases where school officials feel there are extenuating circumstances:

- Possession of a weapon, weapon facsimile or other dangerous instrument(s).
- Possession of, use of, or participation in the sale or transmission of a prescription drug, drug paraphernalia or an illegal substance including drugs and alcoholic beverages. The possession and/or consumption of any medical substance used under a doctor's orders and registered with the main officer per district policy will not constitute violation of the policy).
- Being under the influence of alcohol and/or illegal drugs.
- Assault or causing physical injury to another person or maliciously threatening physical injury to another person.
- Disruption of the school, including:
  - causing false alarms
  - refusal to follow reasonable directions
  - use of racist, harassing, obscene or abusive language
  - stealing school property or the private property of another student or staff
  - vandalizing or defacing school property or the property of other students or staff
  - reckless or dangerous driving on or near school property or at school activities
  - gang-like or gang-related behavior

No student shall be suspended or expelled because of one or more unexcused absences unless the district has:

- 1) Provided written notice to the student's parent(s) or guardian(s) in their primary language that the student has failed to attend school without valid justification;
  - 2) Scheduled a conference(s) with the above party(s) and the student at a convenient time and place to analyze the causes for the student's absence, such analysis to determine by appropriate means whether the student should be made a focus of concern for placement in special education or other special program; and
  - 3) Taken steps to reduce the student's absence which include, when agreeable to all parties, adjusting the student's school program, changing schools, or assisting the student to obtain supplementary services that might ameliorate the causes of absence.
3. Expulsion means a denial of attendance at any single subject or class or any full schedule of classes for an indefinite period of time. A student may be expelled immediately by the school principal, provided that the principal has good and sufficient reason to believe that the student's presence poses an immediate and continuing threat of substantial disruption to the educational process.

An emergency expulsion shall continue until rescinded by the imposing administrator or until modified or reversed pursuant to a hearing.

Expulsion is subject to the same conditions as a suspension, except that an expulsion shall be in effect for an indefinite period of time. All expulsions shall be brought to the attention of the juvenile court.

A student may be removed immediately from a class by a certificated teacher or an administrator without other forms of corrective action (if sent or delivered to the building principal or another designated school authority) provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or school personnel or any immediate and continuing threat of substantial disruption of class, subject, or educational process of the student's school. The removal of students from classes shall continue only until the danger or threat ceases or the principal acts to impose discipline, a short-term suspension, or an emergency expulsion or to initiate a long-term suspension.

#### **IV. Appeals**

A student shall be given an opportunity to contest the facts leading to corrective action or punishment or to contest the appropriateness of the corrective action or punishment imposed by a disciplinary authority. The school principal will advise the student of the procedure available if he/she wishes to appeal a disciplinary, corrective, or expulsion action.

#### **V. Application for Readmission**

Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the student shall submit a written application to the principal, who instituted the corrective action or punishment. If a student wishes admission to another school, he/she shall submit the written application to the superintendent.

The application shall include:

1. The student's reasons for returning and why the request should be considered;
2. Evidence, which supports the request; and
3. A supporting statement from the parent, guardian or others who may have assisted the student.

The superintendent shall, in writing, advise the student and the student's parents or guardians of the principal's or superintendent's decision within seven school days of the receipt of such application.

#### **VI. Rights, Responsibilities, and Authority of certificated Staff**

Certificated staff shall share responsibility for supervising the behavior of students and for maintaining the standards of conduct, which have been established.

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

1. Expect students to comply with school rules.
2. Develop and/or review building rules relating to student conduct and control at least once each year. Building rules shall be consistent with district rules relating to student conduct and control.
3. Exclude a student from class for all or any portion of the period or for the balance of the school day or until the teachers has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of the period without the consent of the teacher.
4. Receive any complaint or grievance regarding corrective action or punishment of students. They shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.

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

1. Distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior.
2. Observe the rights of students.
3. Enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions shall be reported orally and in writing to the principal as soon as possible regardless of any corrective actions taken by the teacher.
4. Maintain good order in the classroom, in the hallways, and on the playgrounds or other common areas of the school, or while riding the school buses (field trip).
5. Maintain accurate attendance records and report all cases of truancy.
6. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students.
7. Notify parents when students are suspended or expelled.

8. Meet with a parent(s) within five (5) school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that are being employed in the classroom.

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

1. Use such reasonable action as is necessary to protect himself/herself, a student, or others from physical abuse or injury.
2. Remove a student from a class session for sufficient cause.
3. Detain a student after school with due consideration for bus transportation.
4. (Principals shall) Impose suspension or expulsion when appropriate.

**VII. Annual Notices**

A comprehensive policy manual, including detailed student policies, and the annual descriptive guide for the district are available for review at each school office.

Equal opportunity: The school district does not discriminate on the basis of age, race creed, color, national origin, sex, marital status, Vietnam or other veteran status, or non-job related physical, sensory, or mental handicap in its education programs, activities, employment procedures and personnel practices as required by state and federal laws. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer. Complaint forms for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973) are available from the Affirmative Action Officer.

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

Only information deemed necessary to the welfare of students and the orderly operation of school, or that information required by law and regulation, is included in the student's official records. Student records are the property of the school district. Student records are available for inspection and review by parents in an orderly and timely manner and in accordance with district policy and procedures. Parents may challenge inclusion of any information in a student's records, which they believe inaccurate, misleading, or in violation of the student's privacy or other rights. Parents may request deletion or modification of records, or enter into the records their own statements of clarification or explanation. All information relating to individual students shall be deemed confidential and be dealt with in a professional manner. Student records will be released upon request to a school in which a student seeks or intends to enroll. Other organizations, agencies, or individuals will receive student records only upon the signed, written, dated request of the parent, except as otherwise provided by law or district policy. A high school student may grant authority to the district permitting prospective employers with the opportunity to review the student's transcript. This policy shall not apply to records required for reports of child abuse or neglect. All rights accorded to, or consent required of, parents shall be accorded to, or required of, legal guardians or student who have attained eighteen years of age or have entered a post-secondary training or education institution. A student upon request, is entitled to receive a final transcript after graduating from high school. A grade report, transcript or diploma shall not be released.

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

A parent or guardian, or any student who is 18, has the right to not have such directory information shared with the public. If that is the case, the student or parent must notify the school district in writing of their desire to not have such directory information shared. This request must be made within 10 days following publication of this notice, or no later than 10 days following the enrollment of a student in the school district. This written notice should be addressed to the principal of the school(s) involved. Certain provisions of federal law require that

military recruiters have access to directory information as well. If you do not want directory information to be shared with military recruiters, you must so inform the principal of the school involved as described above.

Parental Rights: Parents are advised to contact the school office regarding:

1. The availability of specialized services for a child who has a suspected handicapping condition that may impair his/her performance in school;
2. The eligibility standards for a child who wishes to participate in the free or reduced price food services program;
3. The right to visit their child's classroom;
4. The right to review classroom materials and to consent to any psychological testing/treatment proposed for their child;
5. The right to meet with a classroom teacher within five (5) school days after registering a complaint regarding the use of classroom materials and/or teaching strategies that is employed in the classroom.
6. The right to request the professional qualifications of their child's teachers and the paraprofessionals who provide instructional support to their child if their child attends a school which receives Title I funding.

### **Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Health Information: The following information is being provided to you at the direction of the Washington State Legislature to help reduce cervical cancer rates in Washington by protecting girls from HPV.

## Human Papillomavirus

What is Human Papillomavirus (HPV)?

HPV is a very common virus that is spread through genital contact. At least 50 percent of sexually active people will get HPV at some time in their lives. There are many types of HPV. Some types can cause cervical cancer or genital warts. Both women and men can get HPV and easily spread it to others without knowing they have it.

What are the symptoms of HPV?

Most people with HPV have no signs or symptoms. Some people know they have HPV because they have a symptom like genital warts. Women may find out they have HPV through cervical cancer screening (Pap tests) and HPV testing. Health care providers do not usually test for HPV unless abnormal cervical cell changes are detected by a Pap test.

How can HPV infection be prevented?

The best way to prevent HPV infection is to abstain from all sexual activity. People with only one lifetime partner can get HPV if their partner had previous sexual partners. It is uncertain how well condoms protect against HPV infection. However, condom users do have lower cervical cancer rates. The HPV vaccine is a very effective way to prevent four types of HPV that can cause cervical cancer and genital warts.

What is the HPV vaccine?

The HPV vaccine, Gardasil,® protects against four types of HPV which cause 70 percent of cervical cancers and 90 percent of genital warts. The vaccine does not protect against all types of HPV or other sexually transmitted infections. The vaccine also does not protect against any type of HPV that someone already has. Current studies show that HPV vaccine protection lasts up to 5 years. Research will continue to determine the length of the HPV vaccine's protection.

Who should get the vaccine and when should they get it?

The federal Advisory Committee on Immunization Practices recommends the HPV vaccine for all girls age 11-12 years. The vaccine can also be given to females as young as nine and up to 26 years, if their doctor recommends it. HPV vaccine is given as a series of three shots over a six month period. The vaccine is not currently recommended for boys or men. The HPV vaccine is a preventive vaccine and will offer the best protection if given before sexual activity starts. HPV vaccine is not required for school entry in Washington.

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

Yes. The HPV vaccine does not protect against all of the types of HPV that can cause cervical cancer, so females will still need Pap tests.

Where can I find the HPV vaccine?

Ask your doctor, nurse, or local health clinic to find out whether your daughter needs the HPV vaccine and where you can get it. Most providers in Washington will have state-supplied HPV vaccine and there will be no cost to parents (of girls under 19 years) for the vaccine. Providers may charge an office visit and/or administration fee. The HPV vaccine is available to providers at no cost through Washington State's Universal Childhood Vaccine Program.

For more information on HPV, the Vaccine, and Cervical Cancer:

Centers for Disease Control & Prevention [www.cdc.gov/std/hpv](http://www.cdc.gov/std/hpv)

Washington State Department of Health  
[www.doh.wa.gov/cfh/immunize/documents/hpvpvaccinefactsheet.pdf](http://www.doh.wa.gov/cfh/immunize/documents/hpvpvaccinefactsheet.pdf)

American Social Health Association [www.ashastd.org](http://www.ashastd.org)

American Cancer Society [www.cancer.org](http://www.cancer.org)

## Meningococcal Disease:

Schools in Washington are required to provide information on meningococcal disease to parents or guardians of all students entering grades 6-12.

Meningococcal disease is a serious infection of the brain (meningitis) and blood caused by a bacteria. Fortunately, this life-threatening infection is rare -- only about 75 people are infected each year in Washington. Adolescents and young adults are most likely to get meningococcal disease, especially those living in group settings such as college dorms.

The Department of Health wants you to be aware of meningococcal disease and how you can protect your child against it. A vaccine is available that can prevent up to 65 percent of meningococcal disease among adolescents and young adults. The vaccine is recommended for all children 11-12 years. It is also recommended for unvaccinated teens age 15 years and college freshmen who will be living in a dorm. The meningococcal vaccine is not required for school or college attendance.

Here are some other ways to prevent the spread of meningococcal disease:

- Practice good hygiene (regular hand washing, covering coughs and sneezes, etc.)
- Do not share items that may spread meningococcal disease and other bacteria and viruses, such as eating utensils, glasses, cups, water bottles, drinks, lip gloss or toothbrushes.

We encourage you to learn more about meningococcal disease and how to prevent it. More information on meningococcal disease is available on the following web sites:

- Washington State Department of Health Immunization Program  
Meningococcal information: [www.doh.wa.gov/cfh/Immunize/meningococcal.htm](http://www.doh.wa.gov/cfh/Immunize/meningococcal.htm)
- Centers for Disease Control and Prevention  
Meningococcal vaccine information: [www.cdc.gov/nip/publications/vis/vis-mening.pdf](http://www.cdc.gov/nip/publications/vis/vis-mening.pdf)  
Disease Information: [www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal\\_g.htm](http://www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm)  
Fact sheets: [www.cdc.gov/nip/vaccine/mening/mening\\_fs.pdf](http://www.cdc.gov/nip/vaccine/mening/mening_fs.pdf)
- Children's Hospital of Philadelphia Vaccine Education Center  
Meningococcal Questions & Answers: [www.chop.edu/vaccine/images/vec\\_mening\\_tear.pdf](http://www.chop.edu/vaccine/images/vec_mening_tear.pdf)
- National Meningitis Association  
Parent & Teacher Awareness Program: [www.nmaus.org/programs/pta/index.htm](http://www.nmaus.org/programs/pta/index.htm)