



# **DISTRICT POLICY**

---

## **UPDATES**

**Strategy Four – Balance Change for All  
with Excellence for All**

**Objective 4.1 Continuous Improvement of Service  
Quality**

**THIS GROUP OF POLICIES/PROCEDURES HAVE BEEN RECOMMENDED BY WSSDA  
FOR REVISIONS & Possible WSD Changes Added**

**3000 Policy Series Review**

| Policy | Title               | Suggested Action | District Recommendation | Rationale  |
|--------|---------------------|------------------|-------------------------|--|
| 3232   | Student Surveys     | Priority         | Approve                 | Added additional requirements/restrictions to conducting student surveys                         |
| 3232P  | Student Surveys     |                  | FYI                     |  |
| 3244   | Corporal Punishment | Priority         | Approve                 | Removed restraint section as that is now part of Policy 3246                                     |
| 3520   | Student Fees        | Priority         | Approve                 | Added annual notification to parents of eligibility for free-reduced meals, which we already do. |
| 3520P  | Student Fees        |                  | FYI                     |  |
|        |                     |                  |                         |  |
|        |                     |                  |                         |  |
|        |                     |                  |                         |  |
|        |                     |                  |                         |  |
|        |                     |                  |                         | 9/2018   |

## PARENT AND STUDENT RIGHTS IN ADMINISTRATION OF SURVEYS, ANALYSIS OR EVALUATIONS

~~The district shall make arrangements to protect student privacy during the administration of surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.~~

All instructional materials, including supplementary materials and teachers manuals, used with any survey, analysis or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians.

No student will be required as part of any project or program supported by federal funds to submit to survey, analysis or evaluation that reveals information concerning **the following without prior written consent of the student, if the student is an adult or an emancipated minor, or the student's parent:**

- A. Political affiliations **or beliefs of the student or the student's parent;**
- B. ~~Potentially embarrassing mental or psychological problems~~ **Mental or psychological problems of the student of the student's family;**
- C. ~~Sexual~~ behavior and attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of **other individuals with whom the student has close family relationships members;**
- F. **Legally recognized P**rivileged or analogous similar relationships **such as those of lawyers, physicians, and ministers;**
- G. Religious practices, affiliations, or beliefs of the student or student's parent; or
- H. Income (other than **that required by law information necessary to determine establish** eligibility for participation in a program or for receiving financial assistance under such program); ~~without the prior consent of adult or emancipated students, or written permission of parents.~~

**The district will make arrangements to protect student privacy during the administration of surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.**

**The superintendent or designee will develop procedures consistent with this policy.**

|                       |  |   |
|-----------------------|--|---|
| Legal References:     | 20 U.S.C. 1232h(c)   | <del>No Child Left Behind Act of 2001</del> Protection of Pupil Rights        |
|                       | 34 CFR Parts 75, 76,   | Student rights in research, and 98 (1984) experimental activities and testing |
| Cross References:     | Policy 3231  | Student Records   |
| Management Resources: | Policy News, April 2003 Districts Required to Review Collection and Dissemination of Information |   |

Adoption Date: 02.10.04  
Wenatchee School District  
Revised: 09.08.09; 2.22.11, \_\_18

## PARENT AND STUDENT RIGHTS IN ADMINISTRATION OF SURVEYS, ANALYSIS OR EVALUATION

### Right to Inspect

Parents, upon request, shall have the opportunity to inspect the following:

- A. Surveys created by a third party before the survey is administered or distributed by a school to students;
- B. Instructional material used as part of the educational curriculum; and
- C. Any survey document used to collect information from students.

### Notice

At the beginning of each school year the district ~~shall will provide the emancipated student or~~ parents and adult or emancipated minor students written ~~notification in writing~~ notice of the district's ~~policy and~~ continued use of Policy 3232 and this procedure. The notice will include the specific or approximate dates of any student survey, analysis or evaluation scheduled during the school year.

### Opt-Out

The notification ~~shall~~ will also offer parents and adult or emancipated minor students the opportunity ~~include provisions~~ to opt ~~their children or themselves a student~~ out of participating in the following activities:

- A. ~~Any protected information survey, regardless of funding~~ survey that reveals information described in Policy 3232;
- B. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or selling to others; or
- C. Involving any non-emergency, invasive physical examination or screening required as a condition of attendance, administered by the school, and not necessary to protect the immediate health and safety of a student.

Adopted: 2.10.04

Revised: 09.08.09, 2/22/11,    /18

## PROHIBITION OF CORPORAL PUNISHMENT

The use of corporal punishment in common schools is prohibited. Corporal punishment is defined as any act which that willfully inflicts or willfully causes the infliction of physical pain on a student, ~~and is not permitted.~~

Corporal punishment does not include:

- A. The use of reasonable physical force by an administrator, teacher, other school employee or volunteer as necessary to maintain order to prevent a student from harming him/herself, other students, school staff, ~~and~~ other persons, or property;
- B. Physical pain or discomfort resulting from or caused by training for or participation in athletic competition or recreational activity voluntarily engaged in by a student;
- C. Physical exertion shared by all students in a teacher directed class activity, which may include, but is not limited to, physical education exercises, field trips or vocational education projects; or
- ~~D. Physical restraint or the use of aversive therapy as part of a behavior management program in a student's individual education program which has been signed by the parent and is carried out according to district procedures in compliance with WAC 392-171-800(30).~~

|                   |                 |   |
|-------------------|-----------------|---|
| Cross Reference:  | Policy 3241     | Corrective Actions or Punishment                    |
| Legal References: | RCW 28A.150.300 | Corporal punishment prohibited — Adoption of policy |
|                   | WAC 392-400-235 | Discipline — Conditions and limitations             |

Adoption Date: 07.25.94  
Wenatchee School District  
Revised: 09.08.09; 2/22/11, \_\_/18

## STUDENT FEES, FINES, CHARGES

The district shall provide an educational program for the students as free of costs as possible. The superintendent may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials, students are free to purchase them elsewhere, or provide reasonable alternatives, and a proper accounting is made of all moneys received by staff for supplies and materials.

The board delegates authority to the superintendent to establish appropriate fees and procedures governing the collection of [such](#) fees and to make annual reports to the board regarding fee schedules. Arrangements shall be made for the waiver or reduction of fees for students whose families, by reason of their low income, would have difficulty paying the full fee. [For programs governed by the National School Lunch Act, the USDA Child Nutrition Program](#) guidelines shall be used to determine qualification for waiver. The superintendent shall establish a procedure for [annually](#) notifying parents of the availability of fee waivers and reductions, [including eligibility information for free or reduce-price meals](#).

A student shall be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student's grades, transcripts or diploma may be withheld until restitution is made by payment or the equivalency through voluntary work. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.

The student and his/her parents shall be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. When the damages or fines do not exceed \$100, the student or his/her parents shall have the right to an informal conference with the principal. As is the case for appealing a short-term suspension, the principal's decision may be appealed to the superintendent and to the board of directors. When damages are in excess of \$100, the appeal process for long-term suspension shall apply.

If a student has transferred to another school district that has requested the student's records, but that student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, attendance, history of violent behavior, violent offenses, sex offenses, inhaling toxic fumes, drug offenses, liquor violations, assault, kidnapping, harassment, stalking or arson, and discipline actions shall be sent to the enrolling school. The content of those records shall be communicated to the enrolling district within two school days and copies of the records shall be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

|                   |                                   |  |
|-------------------|-----------------------------------|--|
| Legal References: | AGO 1965-66,#113                  | Fees — Tuition — Supplies — Authority of school districts to charge tuition fees or textbook fees      |
|                   | AGO 1973, No. 11                  | Tuition & Fees — Authority of school districts to charge various fees                                  |
|                   | RCW 28A.225.330<br>28A.320.230(f) | Enrolling students from other districts<br>Instructional materials — Instructional materials committee |
|                   | 28A.330.100                       | Additional powers of board   |
|                   | 28A.635.060                       | Defacing or injuring school property — Liability of parent or guardian                                 |
|                   | 28A.220.040                       | Fiscal support — Reimbursement to school districts — Enrollment fees — Deposit                         |

WAC 246-100-166      Immunization of day care and school children  
against certain vaccine-preventable diseases

Management Resources:

Policy News, June 1999 School Safety Bills Impact Policy

Adoption Date: 07.25.94  
Wenatchee School District  
Revised: 2/22/11, [\\_\\_\\_/18](#)

## STUDENT FEES, FINES, CHARGES

Student fee schedules for individual buildings must be approved on an annual basis. Each building shall submit an annual report, which includes a report indicating the fees collected by each department. In establishing fees for classes, the following guidelines shall be used:

- A. Class registration literature shall describe fees for each class or activity and the process for obtaining a waiver or fee reduction.
- B. A fee may be collected for any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of the materials. The district shall furnish materials for those introductory units of instruction where a student is acquiring the fundamental skills for the course. A student must be able to obtain the highest grade offered for the course without being required to purchase extra materials.
- C. A fee may be collected for personal physical education and athletic equipment, apparel and towels or towel service. However, any student may provide his/her own if it meets reasonable requirements and standards relating to health and safety.
- D. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the district may be collected.
- E. Students may be required to furnish personal or consumable items including pencils, paper, erasers, notebooks.
- F. Security deposits for the return of materials or equipment may be collected. Provisions shall be made to return the deposit when the student returns the item at the conclusion of the school term.
- G. A fee may be collected for a unit of instruction where the activity necessitates the use of facilities not available on the school premises, and participation in the course is optional on the part of the student. A waiver or fee reduction need not be offered for such activities.

Fees shall not be levied for:

- A. Field trips required as part of a basic educational program or course.
- B. Textbooks (non-consumable), ~~which~~ that are designated as basic instructional material for a course of study.
- C. Instructional costs for necessary staff employed in any course or educational program.

Fee waivers and reductions shall be granted to students whose families would have difficulty paying by reason of their low income. [For students and families participating in the national school lunch program, the school breakfast program, or both](#) ~~the~~ USDA Child Nutrition Program guidelines shall be used to determine qualification for a fee waiver or reduction. [The District will annually distribute and collect information and an application for all households of children in kindergarten through grade twelve to determine student eligibility for free or reduce-price meals in compliance with chapter 28A.235 RCW, Policy 6700, and Procedure 6700P.](#)

Fines or damage charges may be levied for lost textbooks, library books or equipment. In the event the student does not make proper restitution, grades, transcripts and/or diplomas will be withheld. A student may make restitution through a voluntary work program. If a student has transferred to another school that has requested the student's records without paying an outstanding fine or fee, only records pertaining to the student's academic performance, special placement and discipline actions shall be sent to the enrolling school, within two school days. The official transcript will not be sent until the outstanding fee



or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine.

A charge for lost or damaged materials or equipment may be appealed to the superintendent. The superintendent's decision may be appealed to the board. Care shall be exercised by advising students and their parents, in writing, regarding the nature of the damages, how restitution may be made, and how a student or his/her parents may request a hearing. When damages are \$100 or less, a parent and/or student has a right to appeal the imposition of a fine in a manner similar to that specified for a short-term suspension. When damages exceed \$100, the parent and/or student may request a hearing in the manner provided for in a long-term suspension.

All fees shall be deposited with the business office on a regular basis. The respective departments and schools shall be credited by the amount of their deposit.

7/25/94

Revised 12/11, [\\_/18](#)