

POLICY COMMITTEE MEETING		
Number	Policy Title	Administration Comments
2025	Copyright Compliance	WSSDA Revised 02.13; Classification - Encouraged. (No Official statement). Updates language about copyright compliance and infringement protocol. Reviewed by legal 11/19 - they state: The sentence: "The district cannot be responsible for any violations of the copyright law by its staff." can be removed. However, it should be replaced with the following: "The district cannot be responsible for any intentional violations of the copyright law by its staff." This statement would be in line with WSD's insurance policy which specifically excludes intentional acts from coverage as well as RCW 28A.32.100 which provides that a person acting not in good faith or outside of their scope of their employment or duties for WSD should not be defended using WSD's funds.
3245	Students and Telecommunication Devices	WSSDA Revised 10.19. Classification Encouraged. WSSDA has revised the policy and procedure to align with HB 1541(2016) and the new discipline rules found in Chapter 392-400 WAC. For example, the revisions reflect that the Legislature removed telecommunications violations from the list of offenses under RCW 28A.600.020(5)(a)(i) for which a principal may impose a long-term suspension or expulsion in response to two or more violations within a three-year period. Additionally, the revisions remove language that previously supported using harsher consequences in response to repeated offenses, as the new discipline rules do not promote the use of progressive discipline when a student is referred to the office for the same behavioral violation on more than one occasion. As revised, the policy and procedure better support the use of graduated discipline systems that include proactive, instructional, and supportive approaches to student behavior with the goal of keeping students in the classroom to the maximum extent possible.
3123	Withdrawal Prior to Graduation	We have been directed by OSPI, in order to use a "transfer" rather than a "drop" code in Skyward, our policy needs to include the change in language. A "drop" code counts against our graduation rate whereas a transfer code does not. We already have this language on our withdrawal form.

Copyright Compliance

The board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes.

Severe penalties may be imposed for unauthorized copying or using of audiovisual or printed materials and computer software, unless the copying or using conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

1. **THE PURPOSE AND CHARACTER OF THE USE.** The use must be for such purposes as teaching or scholarship.
2. **THE NATURE OF THE COPYRIGHTED WORK.** Staff may make single copies of: book chapters for use in research; instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
3. **THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.** Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
4. **THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the district encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the district's copying procedures and obey the requirements of the law. ~~In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The district cannot be responsible for any violations of the copyright law by its staff.~~ The district cannot be responsible for any intentional violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the district's procedures or is permissible under the law should contact the superintendent or the person designated as the copyright compliance officer. The latter will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

The superintendent, ~~copyright compliance officer~~ or designee ~~shall file with~~will notify the ~~federal Copy right~~Federal Copyright Office, ~~and post the same information on the district's web site, his or her designation as of~~ the district's agent, ~~in the district's role as an Internet service provider, to receive for receiving~~ notifications that ~~claim that~~ users of the district's Internet network have infringed copyright.

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Cross References:

2022 - Electronic Resources

Legal References:

P.L. 105-304, Digital Millennium Copyright Act of 1998
P.L. 94-553, Federal Copyright Law of 1976 (U.S. Code, Title 17)

Management Resources:

Policy News, October 2001 Copyright Information Update

Adoption Date: 02.13.02

Classification: Encouraged

Revised: 01.25.11; 05.19

Students and Telecommunication Devices ~~STUDENTS AND TELECOMMUNICATION DEVICES~~

Students in possession of telecommunications devices, including, but not limited to, pagers, beepers, and cellular phones, while on school property or while attending school-sponsored or school-related activities ~~shall~~will observe the following conditions:

- A. Telecommunication devices ~~shall~~will be turned on and operated only before ~~entering~~ and ~~upon leaving the building for~~ after the regular school day, and during the ~~student's~~student's lunch break at the high school level only, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.
- B. Students ~~shall~~will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others.
- C. Students ~~shall~~will not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit conduct, as defined in ~~RCW 9.68A.011~~, RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district.
- D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which ~~shall~~will only be returned to the student's parent or legal guardian.
- E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement.
- F. Students are responsible for devices they bring to school. The district ~~shall~~will not be responsible for loss, theft or destruction of devices brought onto school property or to school-sponsored events.
- G. Students ~~shall~~will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices, ~~and~~
- H. Students who violate this policy will be subject to disciplinary action, ~~including suspension or expulsion.~~

~~Cross References: 2022 Electronic Resources
3207 Prohibition of Harassment, Intimidation and Bullying
3241 Classroom Management, Corrective Actions or Punishment
3241P Classroom Management, Corrective Actions or Punishment
4310 Relations with Law Enforcement Agencies, Child Protective Agencies and County Health~~

~~Management Resources: Policy News, February 2004 Evolution of Cell Phone Use
Policy News, June 2010 Students and Sexting
Policy News, October 2010~~

Cross References:

4310 - District Relationships with Law Enforcement and other
Government Agencies
3241 - Student Discipline
3207 - Prohibition of Harassment, Intimidation, and Bullying
2022 - Electronic Resources and Internet Safety

Management Resources:

2010 - October Issue
2010 - June Issue
Policy News, February 2004 Evolution of Cell Phone Use

~~Students and Telecommunication Devices~~ Revisited

Adoption Date:

Classification: **Encouraged**

Revised Dates: ~~2/22/04~~; **06.10; 10.10; 12.11; 10.19**

~~Wenatchee School District~~

Revised:

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WITHDRAWAL PRIOR TO GRADUATION

Students age 16 or older identified by themselves or staff as potential dropouts shall become a focus of attention in the following manner:

- A. Each student and his/her counselor shall meet for the purpose of discussing the reason for desiring to withdraw from school and the student's plans for the future, including the educational, counseling and related services which are available within the school and/or community.
- B. The counselor and the student's teachers shall meet to discuss the student's present status and to identify program modifications and/or options that will meet the student's present and future needs.
- C. The student, parent, counselor, and principal shall review all pertinent information and the options that are available to the student and his/her parents.

Reasonable efforts shall be made to persuade the student to remain in school and complete requirements for a diploma. If unsuccessful at that, staff shall attempt to find placement in an appropriate alternative educational setting. Failing that, the principal shall determine if there is sufficient ground to excuse the student from continued compulsory attendance. If there is, the principal shall recommend to the superintendent that the student be excused from further school attendance. No student under the age of 18 will be permitted to withdraw unless he or she is lawfully and regularly employed and either a parent agrees that the student should not be required to attend school, or the student has been emancipated in accordance with Chapter 13.64 RCW. No student under the age of 16 will be permitted to withdraw from further school attendance unless another exception to compulsory attendance has been met.

A student and/or parent that has notified the District that their student is **moving transferring to another school** outside the District's, **state or country boundaries** must complete and sign a request to withdraw form.

The board directs the superintendent to submit an annual early withdrawal report which outlines the age and grade level for each student, the reason(s) for leaving and any follow-up data that has been collected after the student has withdrawn.

Cross References:	2163 - Response to Intervention
	2140 - Guidance and Counseling
	2121 - Substance Abuse Program
	2108 - Learning Assistance Program
Legal References:	RCW 28A.225.010 Attendance mandatory — Age — Exceptions
	RCW 28A.225.020 School's duties upon child's failure to attend school

Adoption Date: 08.25.03
Classification: Encouraged
Revised: 02.2.11; 02.18