Transition to Kindergarten Program

If the district operates a transition to kindergarten program, it will ensure that the program serves eligible students of all abilities who need additional preparation to be successful in kindergarten and who lack access to other early learning group settings.

Before beginning or expanding a transition to kindergarten program, the district must consider the existing availability and affordability of early learning providers, such as early childhood education and assistance programs, head start programs, and licensed childcare centers and family home providers in the region.

If the district plans to implement and administer a transition to kindergarten program, it is required to adhere to the minimum standards and requirements established by the Office of the Superintendent of Public Instruction related to:

1. Best practices for site readiness of facilities that are used for the program;
2. Developmentally appropriate curricula designed to assist in maintaining high quality programs in accordance with RCW 28A.320.230; and
3. Professional development opportunities.

The district may blend or co-locate a transition to kindergarten program with other early learning programs.

A transition to kindergarten program will be considered a separate class or course for data reporting requirements under RCW 28A.320.175.

Eligibility, Recruitment, and Enrollment

The term "screening process and tools" means using one or more instruments or methods of assessing and measuring the ability and need of an individual student.

Children will be eligible to participate in the district's transition to kindergarten program as follows:

1. Based on a screening process and tools, the district has determined that the child would benefit from additional preparation for kindergarten; and
2. The child's age is at least 4 years old by August 31 of the school year in which they enroll in a transition to kindergarten program.

Access to the transition to kindergarten program does not constitute an individual entitlement for any particular child.

In determining eligibility and admitting students to a transition to kindergarten program, the district will:

1. Give priority to children most in need of additional preparation to be successful in kindergarten, as demonstrated through a screening process and tool.

2. Give priority to children with the lowest family income not otherwise eligible and not enrolled in another local program.
3. Not exclude or establish a policy to prohibit participation of an eligible child due only to the presence of a disability.

The district is authorized to charge sliding scale fees for enrollment in a transition to kindergarten program, except for students who are eligible for but not yet placed in the early childhood education and assistance program or the head start program, or for children with disabilities entitled to a free appropriate public education in accordance with the special education laws.[

All children enrolled in a transition to kindergarten program will be assigned a statewide student identifier.

The district will administer to all children enrolled in a transition to kindergarten program the Washington Kindergarten Inventory of Developing Skills (WaKIDS) at the beginning of their enrollment and at least one more time during the school year. Children whose parents excuse them from participating in the WaKIDS do not have to participate.

Legal References:

- RCW 28A.300.072 Transition to kindergarten program
- Chapter 392-425 WAC Transition to Kindergarten

Management Resources:

- 2025 - April Issue
- 2023 - July Issue
- 2023 - July Alert

Cross References:

- 3110 - Qualification of Attendance and Placement

Last Revised: 10.26
Classification: **Critical**
Last Revised Dates: **11.23; 6.25**

Students Experiencing Homelessness - Enrollment Rights and Services

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

Homeless students, as defined by applicable state and federal law, will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

The superintendent or designee will designate an appropriate staff person to be the district's liaison for homeless students and their families. The liaison may simultaneously serve as a coordinator for other federal programs, provided that they are able to carry out the duties listed in the procedure that accompanies this policy.

The principal of each elementary, middle, and high school building will establish a point of contact for such youth. The point of contact is responsible for identifying homeless and unaccompanied youth and connecting them with the district's homeless student liaison. The district's homeless student liaison is responsible for training the building points of contact.

The superintendent or designee will adopt a procedure addressing the district's obligations under state and federal law regarding students experiencing homelessness.

Legal References:

- RCW 28A.225.215 Enrollment of children without legal residences
- RCW 28A.235.280 Free school meals—Systems to identify students
- RCW 28A.320.142 Unaccompanied youth - Building point of contact - Duty of District
- RCW 28A.320.145 Support for homeless students.
- RCW 28A.320.192 On-time grade level progression and graduation of students who are homeless, subject to a dependency proceeding, at-risk youth or children, or have been released from an institutional educational facility—Rules
- RCW 7.70.065 Informed consent—Persons authorized to provide for patients who do not have capacity—Priority—Unaccompanied homeless minors
- SHB 2594 (2026 Regular Session)
- 42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act
- 20 U.S.C. 6301 et seq. Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act [ESSA]

Management Resources:

- 2019 - July Policy Issue
- 2018 - May Policy Issue
- 2017 - October Policy Issue
- 2017 - July Policy Issue
- 2016 - November Issue
- 2016 - July Issue
- 2014 - December Issue
- 2004 - October Issue
- 2002 - October Issue
- Posters and Other Materials for Community Outreach - OSPI

Cross References:

- 3116 - Students in Foster Care
- 3120 - Enrollment
- 3231 - Student Records
- 3413 - Student Immunization And Life Threatening Health Conditions
- 4218 - Language Access

Last Revised: 10.26
Classification: Critical
Prior Revised Dates: 08.03; 09.09; 02.11; 10.15; 09.16; 12.16; 01.21

Enrollment

The superintendent or designee will develop procedures for enrolling students, recording attendance behavior, and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has:

A. Any history of placement in a special education program;
B. Any past, current or pending disciplinary actions;
C. Any history of violent behavior;
D. Adjudications or convictions described in RCW 13.04.155, which include violent offenses, sex offenses, firearm or dangerous weapon offenses, and controlled substance offenses;
E. Any unpaid fines or fees from other schools; and
F. Any health conditions affecting the student's educational needs.

The school enrolling the student shall request the student's permanent record—including records of disciplinary action, history of violent behavior or behavior listed in RCW 13.04.155, attendance records, immunization records, and academic performance—from the school the student previously attended.

If a school principal receives information about adjudications or convictions described in RCW 13.04.155, then he or she will follow the procedure described in Policy 3143 – Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm.

The district will require students or their parents to provide proof of residency within the district, such as copies of phone and water bills or lease agreements. The district will not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the district if the student does not have a legal residence, based on RCW 28A.225.215. For students who meet the definition of homeless, the district will immediately enroll the student, including while any enrollment dispute is pending (see 3115 – Students Experiencing Homelessness - Enrollment Rights and Services).

The district will not inquire into a student's citizenship or immigration status or that of his/her parents or guardians.

The district will conditionally accept applications submitted by any reasonable means, including electronic applications, for enrollment and course registration for a student of a military family who, as a result of being on active duty, having been called to active duty, or having been notified of an impending order to active duty, transferred to, or is pending transfer to, a military installation within Washington or a bordering state (see 2100 – Educational Opportunities for Students with a Parent in the Military).

The request for enrollment may be made by the student, parent or guardian.

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, the district will be diligent in maintaining such records.

Legal References:

- RCW 28A.225.215 Enrollment of children without legal residences
- RCW 28A.225.216 Children of military families - Residency
- RCW 28A.225.330 Enrolling students from other districts - Requests for information and permanent records - Withheld transcripts - Immunity from liability - Notification to teachers and security personnel - Rules
- WAC 392-121-108 Definitions - Enrollment exclusions
- WAC 392-121-122 Definitions - Full-time equivalent student
- WAC 392-121-182 Alternative learning experience requirements
- WAC 392-169-022 Running start student - Definition

Management Resources:

- 2020 - August Issue
- 2019 - July Policy Issue
- 2014 - June Issue
- 2011 - August Issue

Cross References:

- 2255 - Alternative Learning Experience Courses
- 2100 - Educational Opportunities for Students with a Parent in the Military
- 3115 - Students Experiencing Homelessness - Enrollment Rights and Services
- 3143 - Notification and Dissemination of Information about Student Offenses and Notification of Threats of Violence or Harm

Last Revised: 10.26
Classification: Critical
Prior Revised Dates: 8.03; 10.11; 12.20

Removal/Release of Students During School Hours

The board recognizes its responsibility for the proper care of students during school hours. Students will not be removed from school grounds, any school building or school function during school hours except by a person authorized according to district procedures and when the student has been officially excused according to district policy and procedures. The superintendent is authorized and directed to establish procedures governing the removal or release of students during school hours, consistent with state law and the regulations of the Office of Superintendent of Public Instruction.

No student may be removed from school grounds, any school building, or any school-sponsored activity during school hours except by a person authorized by the student's parent or legal guardian, or as otherwise permitted by law and district procedures. An individual seeking to remove the student must present evidence of proper authority satisfactory to the superintendent, principal, or their designee. School staff shall not remove, cause to be removed, or allow a student to be removed from school grounds without such authorization, except as permitted under state law.

A teacher shall not excuse a student from class to meet with any nonemployee unless the request has been approved by the principal or their designee.

Prior to sending a student home due to illness, disciplinary action, or other corrective action, the principal or designee will attempt to contact the student's parent or guardian to inform them of the school's action and request that they come to the school for the student. If the parent or guardian cannot be reached, the student will remain at school until the close of the school day, unless an emergency or other lawful exception applies.

A student may be released to a law enforcement officer or other authorized officials when required or permitted by law and in accordance with the district policy and procedures.

Legal References:

- RCW 28A.605.010 Removing child from school grounds during school hours
- WAC 392-400-455 – Suspensions and expulsions—Notice to student and parents

Cross References:

- 4310 - District Relationships with Law Enforcement and other Government Agencies
- 4200 - Parent Access and Safe and Orderly Learning Environment
- 3418 - Response to Student Injury or Illness
- 3126 - Child Custody

Last Revised: 09.26
Classification: Critical
Prior Revised Dates: 08.03; 02.11

Restraint, Isolation and Other Uses of Reasonable Force

It is the policy of the board that the district maintains a safe learning environment while treating all students with dignity and respect. All students in the district, including those who have an individualized education program (IEP) or plan developed under section 504 of the Rehabilitation Act of 1973, will remain free from unreasonable restraint and isolation. Under no circumstances will these techniques be used as a form of discipline or punishment.

This policy is intended to address district students. It is not intended to prevent or limit the use of restraint or other reasonable force as necessary with adults or other youth from outside the district as allowed by law.

Use of restraint or isolation may only be used on a student when reasonably necessary to control spontaneous behavior that poses an imminent likelihood of serious harm as defined by RCW 28A.600.485 and explained in the procedure accompanying this policy.

The superintendent or a designee will develop procedures to implement this policy and ensure that the district complies with laws governing restraint and isolation of students.

Legal References:

- RCW 9A.16.020 Use of force - When lawful
- RCW 9A.16.100 Use of force on children - Policy - Actions presumed unreasonable
- RCW 28A.150.300 Corporal Punishment Prohibited - Adoption of policy
- RCW 28A.155.210 Use of restraint or isolation - Requirement for procedures to notify parent or guardian.
- RCW 28A.600.485 Restraint of students—Use of restraint or isolation specified in individualized education programs or plans developed under section 504 of the rehabilitation act of 1973—Procedures—Summary of incidents of isolation or restraint—Publishing to website
- WAC 392-172A-01092 Imminent
- WAC 392-172A-01107 Isolation
- WAC 392-172A-01109 Likelihood of serious harm
- WAC 392-172A-01162 Restraint
- WAC 392-172A-02076 Prohibited practices
- WAC 392-172A-02110 Isolation or restraint—Conditions

Management Resources:

- 2021 - December Issue
- 2016 - March Issue
- 2015 - July Policy Alert
- 2013 - December Issue
- 2013 - July Issue

- Policy News, December 2008 Use of Reasonable Force Policy

Cross References:

- 2161 - Special Education and Related Services for Eligible Students
- 2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973

Last Revised: 10.26
Classification: Critical
Prior Revised Dates: 12.08; 02.11; 12.11; 07.13; 12.13; 04.16; 03.17; 03.22; 10.24

Educational Opportunities for Students with a Parent in the Military

The board recognizes that the children with a parent in the military encounter unique educational and emotional challenges related to enrollment, course placement, and graduation because of frequent moves and deployment of their parents. To facilitate the placement, enrollment, graduation, and provision of special services for students transferring into or out of the district because of their parents being on full-time active duty in the uniformed services of the United States, including members of the National Guard and Reserve on active duty orders, the district supports and will implement its responsibilities outlined in the *Interstate Compact on Educational Opportunity for Military Children (*the "Compact"*),* as adopted by the state of Washington.

In addition to the Compact, Washington's Compulsory School Attendance and Admission laws specifically address residency requirements for children of military families. The district is committed to complying with those laws.

The superintendent or designee will establish procedures to ensure full compliance with the law and to facilitate communication and coordination between sending and receiving schools in Washington and other *Compact*-member states.

Legal References:

- RCW 28A.225.216 Children of military families—Residency
- RCW 28A.225.217 Children of military families—Continued enrollment in district schools
- Chapter 28A.705 RCW Interstate compact on educational opportunity for military children

Management Resources:

- 2019 - July Policy Issue
- 2011 - June Issue

Last Revised: 10.26
Classification: Important
Prior Revised Dates: 06.11; 06.12; 01.21

Infection Control Program

Immunization

In order to safeguard the school community from the spread of certain vaccine-preventable diseases and in recognition that prevention is a means of combating the spread of disease, the board strongly urges that school staff members (including substitutes, student teachers, and volunteers) provide documentation of immunization or evidence of immunity against certain vaccine-preventable diseases. The following immunizations are recommended for school staff: measles, mumps, rubella (MMR), varicella (chickenpox), diphtheria, tetanus, and pertussis (Tdap and Td), and influenza (flu). Staff members born prior to January 1, 1957, need not provide evidence of immunity to measles; these individuals are considered naturally immune.

In the event of an outbreak of a vaccine-preventable disease in school, the local health officer has the authority to exclude a susceptible staff member. If excluded, a staff member is not eligible to receive sick leave benefits because of the exclusion itself. To qualify for benefits, the staff member must be ill or temporarily physically disabled, or benefits must otherwise be provided for in a collective bargaining agreement.

Blood or Other Potentially Infectious Material

The district will implement an infection control program consistent with chapter 296-823 WAC (Occupational Exposure to Bloodborne Pathogens) and provide training to employees in accordance with chapter 392-198 WAC (Training—School Employees—Blood-Borne Pathogens).

Further, the district will make available to employees and volunteers bleeding control equipment in accordance with RCW 28A.210.440 (Bleeding control equipment and other medical materials—Training).

Preventing, Suppressing, and Controlling Contagious and Infectious Diseases

The district will follow lawful regulations, orders, and proclamations about preventing, suppressing, and controlling contagious and infectious diseases.

Legal References:

- Chapter 246-110 WAC Contagious Disease—School Districts and Childcare Centers
- Chapter 296-823 WAC Occupation Exposure to Bloodborne Pathogens
- Chapter 392-198 WAC Training—School Employees—Blood-Borne Pathogens
- WAC 246-100-036 Responsibilities and duties - Local health officers
- RCW 28A.210.440 Bleeding control equipment and other medical materials—Training
- RCW 43.06.220 State of emergency - Powers of governor pursuant to proclamation
- RCW 43.70.130 Powers and duties of secretary - General
- RCW 70.05.070 Local health officer - Powers and duties
- RCW 70.05.120 Violations - Remedies - Penalties

Management Resources:

- 2022 - December Issue

- 2021 - October Issue
- 2020 - September Alert
- 2015 - June Policy Issue
- 2015 - April Policy Issue

Cross References:

- 3414 - Infectious Diseases
- 5630 - Volunteers

Last Revised: 10.26
Classification: Important
Prior Revised Dates: 12.11; 04.15; 06.15; 02.17; 10.20; 06.22; 02.23