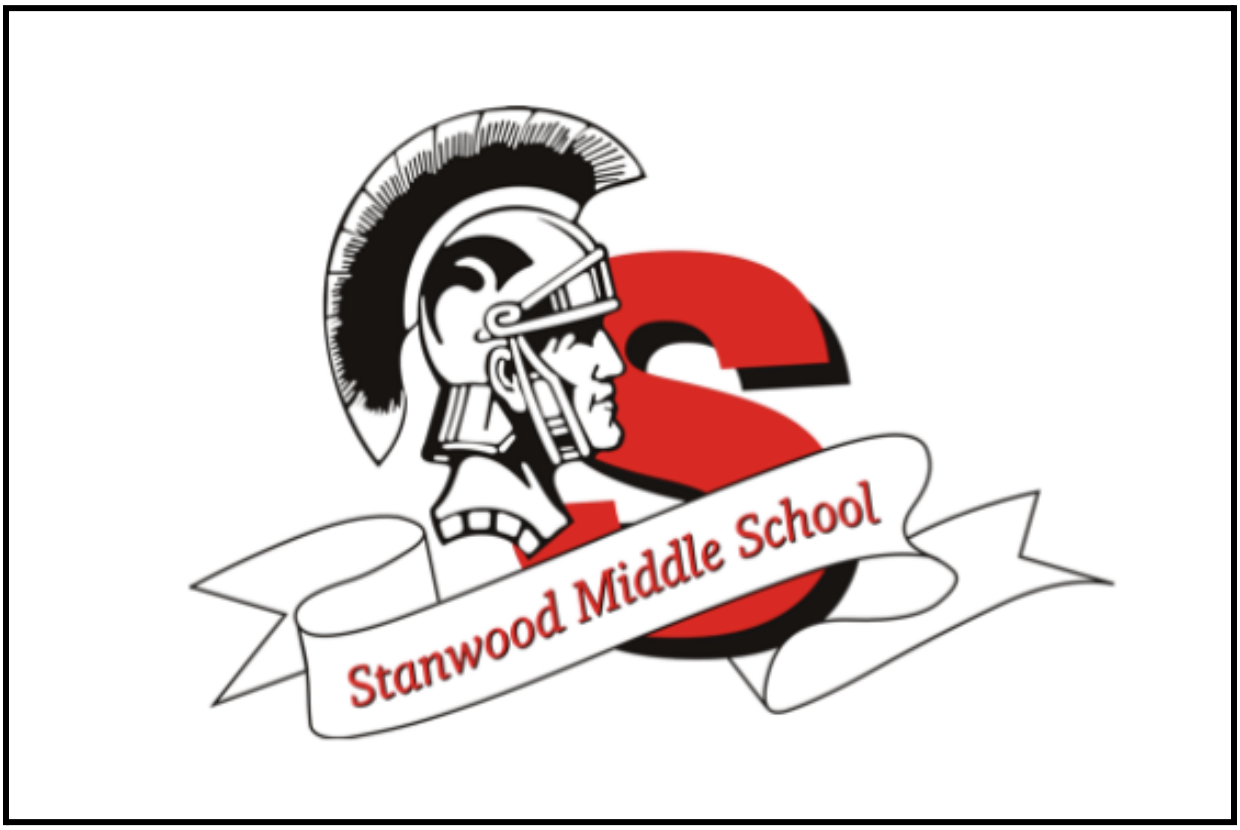
Stanwood Middle School

Student and Family Handbook

2024-2025



9405 271st Street NW
Stanwood, WA 98292
360-629-1350

Welcome

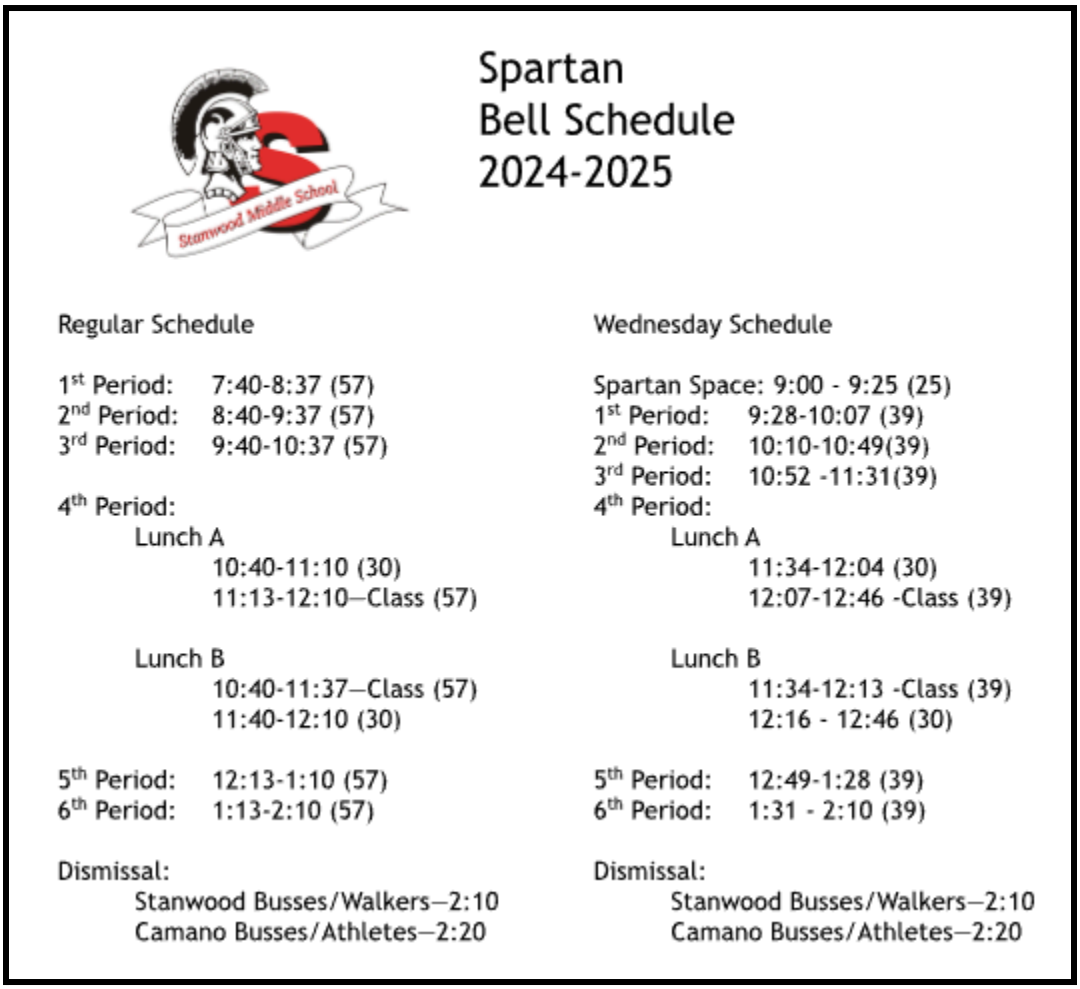
Welcome to Stanwood Middle School! Middle school students are in a unique developmental stage of social, emotional, and physical transition. We believe in challenging our Spartans to reach their highest potential, providing opportunities in the arts, academics, technology, service, and athletics that will enrich lifelong learning. Families are a very important part of our school, working hand in hand with our staff to meet the needs of our students. We are proud of our school and thankful to our amazingly supportive community.

This handbook is designed to provide you with some basic information about our school. Students should read the entire handbook very carefully with their parents/guardians. If there are questions or you need further clarification please call us at (360) 629-1350.

For more information about our School:
Website: https://sms.stanwood.wednet.edu/
Facebook: SMS Principal
Instagram: @stanwoodmiddleprincipal



Bell Schedule:



Emergency Information: Each year families are asked to fill out a Student Information Update Form. This information is of the utmost importance to us and to you in case of an emergency. Please notify the office in writing whenever there is a change of address, home location or phone numbers (home, work, cell) during the school year. Accidents can happen at any time and we want to be able to readily contact families or their designated emergency contacts. ***If the information changes during the year, please advise us so we may update the records*.** We thank you for your cooperation in helping us maintain accurate emergency information for your family.

Phone System: Our phone system will allow you to leave a message for your child's teacher and any other staff member you wish to reach. Remember that teachers will be checking their messages in the middle of the day and after school is over. You will find a phone/email list on the school website.

Arrival at School: The buildings will be open for students at 7:10 a.m. If a student's teacher would like to work with them before 7:10, the teacher will give the student a note, which will be presented to the office staff upon arrival at school. Stanwood Middle School is a closed campus. This means that when students arrive at school they are expected to remain on campus until dismissal at 2:10 p.m. If students are leaving campus for any reason they must be checked out by a guardian through the school office.

Late Start Wednesdays: On late start Wednesdays campus opens at 8:30 am. and school begins at 9:00 a.m.

Closed Campus: Stanwood Middle School is a closed campus. This means that once a student arrives at school, they are not permitted to leave the campus during school hours without permission. For their safety, all students must remain on school grounds unless signed out by a parent or guardian.

Dress Code: The dress code at Stanwood Middle School is an important part of creating a positive and non-disruptive learning environment for all students. School administrators, staff, and district personnel reserve the right to determine whether a student's attire is disruptive to the learning environment. Individual teachers may require specific appearance and attire with special consideration for safety and reinforcement of course curriculum.

Non-Allowable:

-Clothing may not depict, advertise or advocate the use of drugs, alcohol, or other controlled substances.
-Undergarments may not be visible
-Clothing may not threaten the health or safety of any other student or staff
-Clothing that implies gang affiliation will not be permitted
-Hats, hoods, and beanies are not allowed except with permission from an adult or on permitted spirit days

Food and Beverages: Food or beverages (with the exception of water) are only allowed in the cafeteria or with the permission of the teacher for a special occasion. Energy drinks and gum chewing is not allowed.

Safety Drills
Regular drills are held at school so that children will know what to do in case of fire, earthquake or lockdown. In the event of an emergency occurring during school hours, a plan is in place to ensure the safety of all students, staff, and volunteers.

School Closures: Severe weather or other emergencies may cause changes to the school day. When this happens, the school may need to close, start late, or dismiss early. Please ensure that the school has your family's current emergency contact information. Notifications will be sent out through our messaging system, Skyward, phone, email, social media sites, and local tv and radio stations.

Cell Phones: ***We understand that many parents provide their children with cell phones for safety. They can, however, become a disruption at school.*** Cell phones are viewed by the school as electronic devices and should not be used during the school day without *permission from a staff member*. As with other electronic devices, if you have a cell phone at school, it should be turned off or switched to silent mode and must be kept in a backpack or pocket the entire time you are at school. Students who choose to disregard this policy will have their phone temporarily taken by the teacher and a classroom referral will be written. On the third infraction, parent/guardian will be required to pick up the phone. **If a student chooses to bring a phone to school, the school is not responsible if the phone becomes missing or stolen.**

- If a student needs to contact their parent or guardian for any reason using their cell phone, they will need to come to the school office where they will be allowed to do so.

Photos and Picture: Photos and pictures taken at school by both students or parents should not be posted on social media (with the exception of pictures of your own children) without permission. Photos should not be taken at school by students without consent of the student being photographed. If you find that photos have been posted please contact the individual/parent responsible and resolve the issue together.

Sign In Procedure for Visitors/Volunteers: Parents and visitors are REQUIRED to sign in at the office and wear a visitor badge.

Visitors: Families are always welcome to visit the school. All volunteers and visitors are required to report to the ***school office*** upon arrival to the building, sign in and wear a volunteer badge. Volunteers (anyone on campus in contact with children) including chaperones for field trips, must complete a Washington State Patrol background check and complete the volunteer training found on the website. This form can be obtained at the school office. You will need to update it every two years.

Volunteers: Each teacher determines his/her volunteer procedures for the school year. Your child's teachers will contact families as volunteers are needed for different lessons, activities, or events. **All volunteers must participate in Volunteer Training and have a current WA State Patrol background check on file in the school office.** The only students allowed in the building during the normal school day are Stanwood Middle School Students.

Personal Items (Lost and Found)
Lost and Found coat hooks and tubs are located on the stage in the cafeteria. Please have your student check regularly for items they may have misplaced.

- **Personal play equipment such as toys, trading cards, breakable items, video games, and audio equipment should not be brought to school. If brought to school, the item will be taken to the office and parents will be called to pick it up.**
- The school is not responsible for replacement of lost or damaged student property.
- According to the Stanwood-Camano School Board Policy, under no circumstances may a student bring a toy or real weapon to school. This may include water guns, cap guns, nail clippers, knives, or any other item that may cause a distraction or harm another person.

Lunch and Breakfast Program: Stanwood Middle School offers a complete hot lunch and breakfast program for your children. Breakfast is served between 7:10-7:40 each morning, 8:30-9:00 on Wednesdays. Each year the Board of Directors reviews lunch and breakfast prices. The goal is to offer the lowest price possible to the children, yet allow the program to be self-sufficient.

How to pay for my student's lunch accounts: This year we are excited to announce we continue online payments for lunch accounts as an option. You can find the pay online link on the website. You can still prepay on your child's account by sending in a check with the payment envelope.

Free and reduced price breakfasts and lunches: Applications are sent home at the beginning of the school year and we urge all families who qualify to complete the form. **Some important funding for our school is based on the percentage of families who complete the form and qualify.** This information is confidential and is not shared. Meal pricing is available at the district office and on our website.

Charging Meals: Any child who requests a meal will be served a fully reimbursable meal from the daily menu that meets the USDA's nutrition standards for school meals. Children are allowed to charge meals to an account even with an unpaid balance on the account.

Children who have money to pay for a reduced price or full price meal at the time of service must be provided a meal. The money may not be used to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

Preventing Meal Charges: To prevent meal charges, the Food Services program will:

- Notify families of low account balances using Skyward emails nightly
- Ensure that all eligible families are certified for free and reduced-price school meals by:
- Providing all households with school meal applications prior to the start of the school year;
- Providing school meal applications in the primary language of the parent or guardian.

Households with questions or who need assistance with completing an application may contact the Food Services department.

Bus Transportation: Students have the privilege of utilizing the transportation services of this school district. Drivers are carefully trained and need to attend to their important job of keeping students safe on the bus. If a student plans to ride on a bus other than their usual bus, the plans should be changed with the school office. For emergency changes call the school office.

Misbehavior on the Bus: Consequences are at the discretion of the principal depending on the circumstances (and may include assigned seating, removal from the bus for one to ten days or permanent removal from the bus). Serious misbehavior on the bus may also be cause for disciplinary consequences including in-school suspension, short-term suspension, long-term suspension, or expulsion.

Bikes, Scooters, and Skateboards: Bikes should be kept locked in the bike racks to prevent theft. All students are to stay away from bike racks during school hours. Skateboards and scooter use is not allowed on school grounds and should be left at home. Students may not carry skateboards into classrooms.

Computer Usage:
We are pleased to offer our students access to a computer network, including chromebooks and the Internet. Students who wish to use the computer network must have a parent or guardian sign an "Acceptable Use Policy." A copy of this policy will be distributed to each student.

Counselor Support: Our School Counselors, Ms. Piggott and Mrs. Thompson are talented and skilled resources for our staff, students, and families. They will listen to concerns, suggest viable options, and help students resolve conflict. Students who would benefit from more intensive support will be referred to community resources.

Athletics: At Stanwood Middle School we encourage students to participate in our extracurricular activities. Participation and doing one's best is stressed above winning. Great effort is made to ensure that all students who want to participate have a chance to do so.

We have a variety of afterschool sports from which students can choose. Our hope is that something will be of interest to you and that you will join a Stanwood Middle School Team during the year.

To participate each student must:

- Have a sports physical which is good for up to two years
- Be covered by insurance (school or personal)

- Fill out all information in Final Forms
- Purchase an ASB card
- Read and sign documentation indicating you have read and will follow the athletic code
- Pay the participation fee prior to competing (reduced fees are available for families who qualify, contact your coach or athletic director for information)

According to WIAA rules, each sport also has a specific number of turnouts required before an athlete may compete against other schools. Therefore, if you begin turnout late or miss practices you may not be able to participate until you have met this requirement.

Sports Seasons:

First Seasons

- Girls Soccer 7th/8th grade (beginning of September)
- Boys and Girls Cross Country 6th/7th/8th Grade (beginning of September)

Second Seasons

- Girls Volleyball 7th/8th grade (end of November/beginning of December)
- Boys Basketball 7th/8th grade (mid October)

ThirdSeasons

- Boys and Girls Wrestling 6th/7th/8th grade (beginning of February)
- Girls Basketball 7th/8th grade (beginning of February)

Fourth Seasons

- Boys and Girls Track 7th/8th grade (late March)
- Boys Soccer 7th/8th grade (late March)

Clubs/Activities : Stanwood Middle School has a variety of clubs and activities available for students in addition to our athletic programs. To be eligible to participate as a member of a club, a student must have passing grades in their classes and purchase an ASB card. More information on clubs will be shared with students on the morning announcements, at lunch, and in our newsletters.

Stanwood Middle School PTO : Our school community is fortunate to have a supportive parent group focused on supporting students, teachers, and families at Stanwood Middle School. Stanwood Middle School PTO plans fundraising events, fun family events, and educational experiences to enrich the lives of our students. If you have questions or would like to volunteer, please contact the PTO at stanwoodmiddleschoolpto@gmail.com or on their facebook page.

School-wide Positive Behavior Interventions and Supports (PBIS): At Stanwood Middle School, we have a school-wide behavior system called PBIS (Positive Behavioral Interventions & Support). PBIS

is a framework to promote and maximize academic achievement and behavioral competence. As part of the PBIS framework, we have established clear rules for the behaviors we expect in all areas of our school. These expectations are explained in our Behavior Matrix, which you will find posted throughout the school and on posters. We will teach these expectations to the students throughout the year and provide reteaching lessons as needed. The expectations for all student behaviors will be clear throughout our classrooms, lunchroom, gym, bathrooms, and hallways. We believe that by helping students practice good behavior, we will build a school community where all students can learn. Our expectations will provide a school environment where more time is spent instructing and less time spent disciplining. If your child does have a discipline concern, an office discipline referral will be completed and appropriate consequences assigned.

Attendance: At Stanwood Middle School, consistent and on-time attendance affects what students learn in their classroom. It is essential to attend school regularly and be on time to every class. The only time students can be out of class is if the teacher issues a hall pass. When it is necessary for students to miss school, the absence must be excused through Skyward Family Access, a written note, a phone call from their parent/guardian or e-mail to kpetree@stanwood.wednet.edu. All absences are considered unexcused until the note or phone call is received.

It is important to clearly understand the following procedures regarding attendance:

- If a student is late to school, he/she will report to the office for a tardy slip ***before*** going to class.
- If a student needs an early dismissal, please call the office or send a note with your child to turn into the office.
- To help teachers plan, if a student knows about an upcoming absence from school, the student will have all teacher(s) sign a pre-arranged absence form five school days before the planned absence.
- If a student is absent from school, it is the student/parent's responsibility to check with teachers at an appropriate time to arrange for make-up work.
- Parents/guardians are urged to contact the office for homework if absences will exceed three (3) days.

Truancy: State law requires students to attend school and be on time. Families will be notified if attendance becomes of concern and a meeting with the principal may be required. If attendance continues to be an issue a truancy petition will be initiated with the local Community Truancy Board. Students who are on an out of district waiver, may have their waiver revoked if absences become problematic.

What We Need From You

We miss your students when they are gone, and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. **If your student**

is going to be absent, please contact the office at 360-629-1350. This must be done every day your student is absent.

Pick Up and Drop Off Notes

You must call the office or have your student bring a note if you will be picking up your student prior to 2:10. This information is needed no later than 1:45 in order to get it to our classrooms in a timely manner. When picking up your student from the office window you will be asked to sign them out and show ID before students are released. If you are having someone other than you pick up your student you must notify the office of those authorized to check them out .

School Attendance Policies and State Laws

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. Youth who are 16 or older may be excused from attending public school if they meet certain requirements. http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence. If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that requires an assessment to determine how to best meet the needs of your student and reduce absenteeism if they are in middle or high school.

In middle school after three unexcused absences in any month, or between 2 - 7 unexcused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made a plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition will be automatically stayed and your

student and family may be referred to a Community Engagement Board or other coordinated means of intervention. If your student continues to be truant, you may need to go to court.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Safe School: It is important for our school to be safe in order for students to learn effectively. It is not fair that any individual(s) be allowed to disrupt the educational process. Inappropriate student behavior will not be tolerated on school grounds, at school-sponsored activities either on or off campus, or in a location that will reflect negatively upon Stanwood Middle School.

Discipline: In the event that students need help with personal discipline, they will receive appropriate consequences for their behavior. As a school, we believe that consistency is important as we support our students in making appropriate choices. Classroom referrals are assigned by teachers and will be communicated to families. If a student has ongoing disruptive behavior or sudden severe behavior, they will be assigned an office referral and will meet with Mr. Dickinson or his designee and the issue will be investigated. Parents/guardians will be notified about behavioral choices that are ongoing or more severe in nature as well as the assigned consequences. Consequences may include lunch detention, parent/guardian conference, service to school, in-school suspension, short/long-term suspension, expulsion, and other forms of discipline. The consequences students receive will depend on the nature and seriousness of the inappropriate behavior and the number of previous offenses.

In-school or out-of-school suspension will cancel the student's participation in after school events on that day.

If parents/guardians have any questions about incidents reported by their child, they are urged to contact the classroom teacher or the principal as soon as possible.

The following links are to the Stanwood-Camano School District School Board policy for *Student Discipline* (policy 3241, procedures 3241P).

Spartan Support Center: The Spartan Support Center is a dedicated space for in-school suspension (ISS), detention, and classroom exclusions. This environment is designed to support students in reflecting on their behavior and completing academic work. Students in the Spartan Support Center are expected to follow established guidelines, demonstrating respect for themselves, their peers, and staff members while working towards positive behavioral growth. If a student is sent to the Spartan Support Center, the classroom teacher or school administration will contact families to inform them of the situation and explain the reason for this consequence.

Weapons: Weapons are not allowed at school. Toys or other items that look like or are used as weapons may be treated as weapons.

If students ever accidentally bring an inappropriate item to school (like a pocket knife or lighter), if they give it to a staff member, they will be acting responsibly and will not be given a consequence. If they do not give the item to a staff member, they will be disciplined if the item is discovered.

POSSESSION OF WEAPON (S) State laws (RCW 28A.600.420) and Policy 4210 prohibit any student from possessing a weapon or weapon look-alike on school district property, school provided transportation, or any school related event.

Dangerous Weapons:
It is a violation of the district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion. (Stanwood-Camano School District #401: Board Policy #4210)

CHILD PROTECTIVE SERVICES (CPS):
Mandatory Reporters
R.C.W.26.44.030

All professional school personnel are by law mandatory reporters of suspected child abuse or neglect. Professional School Personnel includes:

- Teachers and Administrators
- Contracted School Employees
- Counselors and Psychologists

School Nurses
Speech Language Pathologists
Occupational Therapists/Assistants

R.C.W.26.44.030
When any mandated reporter has “reasonable cause to believe that a child…or developmentally disabled person has suffered abuse or neglect,” he or she shall report such an incident, or cause a report to be made. Reports must be made “at the first opportunity, but in no case longer than 48 hours after there is reasonable cause to believe that the child or adult has suffered abuse or neglect.”

Tobacco Products: No one is permitted to smoke or use tobacco products (including e-cigarettes or vaping products) on the school grounds. The consequences for having tobacco products in a student’s possession are the same as if they are found smoking, chewing tobacco products, or using any type of e-cigarettes or vapor smoking devices.

Substance Abuse/Use: Students will not possess, use or be under the influence of alcohol, drugs, narcotics, inhalants, intoxicants of any kind, or those purported to be the same and/or related paraphernalia on school grounds, at school-sponsored activities either on or off campus, en route to and from school, or while in attendance during the school day. *This includes Marijuana in any form.* Students will not traffic (sell, trade, or distribute) any of the above-stated substances on school grounds, at school-sponsored activities either on or off campus, en route to and from school, or while in attendance during the school day.

Safe Schools District Alert Reporting Services:
Safety is a top priority of our schools and that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration five different ways:

1. **App: Search for “SafeSchools Alert” in the App Store to download for free.]**
2. **Phone: 425.366.7201**
3. **Text: Text your tip to 425.366.7201**
4. **Email: 1621@alert1.us**
5. **Web: http://1621.alert1.us**

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

BOARD POLICIES - ACCESS - STANWOOD-CAMANO SCHOOL DISTRICT

The following link will take you to the home of **all** Stanwood-Camano School District Board policies. If you have trouble connecting to this link, please call the school and we can help you access the policies.
Stanwood-Camano School District Board Policies

Healthroom/ Illness: Students should stay home if they have a temperature of 100 degrees or higher within the past 24 hours and/or have had vomiting or diarrhea within the past 24 hours. Students are not allowed to have medications at school unless their doctor has completed an authorization form and guardian has delivered both medication and form to the health room staff. The only medication students are allowed to carry with them are inhalers or epi-pens and the same process of doctor authorization needs to be completed.

Medication:
Washington State requires that any student who needs to take medication (even Advil, Tylenol, cough drops, etc.) during the school day must:

- Have a doctor's signed form on file with the school nurse explaining what is being taken, the dosage and at what times. These forms are available in the health room or main office.
- **Parents** need to bring medications to school in the original bottle, labeled with the student's name, the name of the medication, the time the medication is to be taken, and the medication dosage.
- All medications are locked and stored in the nurse's office. Students cannot have any medication in their backpack or on their person while at school.
- With proper documentation and procedure, some students are allowed to carry their own inhalers and EpiPens.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

Bullying and Harassment: Bullying and harassment will not be tolerated. Students can talk with their teacher, counselor, principal or any adult they trust if they feel bullied or harassed. The adult will work with the students to make certain the unwanted behavior stops. In order to have a "bully-free" school, we have to work as a team of students, families, and staff to eradicate this behavior.

Any intentionally written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Parents may submit a concern about potential harassment, intimidation, or bullying at either the SCSD or SMS homepage website by clicking on the "Reporting Harassment."

All students have the right to be safe at school. With that right comes the responsibility to report to a staff member if the above behaviors are happening.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (link to form) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Ryan Ovenell, Deputy Superintendent - rovenell@stanwood.wednet.edu) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy [3207] and Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy [3210] and Procedure [3210P], visit this link.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy [5011] and Procedure [5011P], visit this link.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:
Civil Rights Coordinator:
Christine Del Pozo, Executive Director of Human Resources
cdelpozo@stanwood.wednet.edu
360-629-1200

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator:
Christine Del Pozo, Executive Director of Human Resources
cdelpozo@stanwood.wednet.edu
360-629-1200

Concerns about disability discrimination:
Section 504 Coordinator:
Robert Hascall
Executive Director of Special Services
rhascall@stanwood.wednet.edu
360-629-1200

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator:
Christine Del Pozo, Executive Director of Human Resources
cdelpozo@stanwood.wednet.edu
360-629-1200

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Stanwood - Camano School District Board of Directors and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www2.ed.gov/about/offices/list/ocr/index.html
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211] and Procedure [3211P], visit this link. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Christine Del Pozo, Executive Director of Human Resources
cdelpozo@stanwood.wednet.edu
360-629-1200

Immunizations:
It is required of the school district by state law: **RCW 28A.210.080**, to exclude students from starting school whose parents or guardians have not provided to the school district proof of compliance with immunization requirements.

This notice is to inform you that your child **will not be able to start school** unless this requirement has been satisfied. You will receive notification from your child's school if they do not have proof of **ALL** immunizations.

You must provide a **CERTIFICATE OF IMMUNIZATION STATUS (CIS) form**, filled out with your child's vaccination dates, signed by you, and returned to the school by **August 31, 2020.** This will guarantee that your child can begin school on the first day in September.

RCW 28A.210.080
Immunization program — Attendance of child conditioned upon presentation of alternative proofs:

(1) The attendance of every child at every public and private school in the state and licensed day care center shall be **conditioned upon the presentation before or on each child's first day of attendance at a particular school or center, of proof of either (a) full immunization, (b) the initiation of and compliance with a schedule of immunization, as required by rules of the state board of health, or (c) a certificate of exemption as provided for in RCW 28A.210.090**.

If you have any questions regarding this law, please contact your child's school nurse.

State Testing: Per Title I federal requirements parents may request information on any state or school policy regarding student participation in any required assessments, which shall include a policy, procedure, or parental right to opt their child out of such an assessment. The following link gives additional information on opting out of state testing.

- At the beginning of each school year, a local education agency [school district] that receives Title I, Part A funds must notify the parents of each student attending any school receiving these funds that the parents may request, and the LEA will provide the parents on request (and in a timely manner), information regarding any State or LEA policy regarding student participation in any required assessments, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

Teacher Qualifications: Parents have the right to request their students' teachers' professional qualifications. For this specific information, please contact Mr. Ryan Ovenell or Mrs. DelPozo or call 360-629-1200.

SEXUAL HARASSMENT
Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:
- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here:
Stanwood-Camano School District Sexual Harassment Procedures

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT
If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District:

Step 1. Write Out Your Complaint
In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance

coordinator.

Step 2: School District Investigates Your Complaint
Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint
In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District Board of Directors
If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI:
If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | *Fax:* 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit the OSPI website, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options
Office for Civil Rights, U.S. Department of Education
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | OCR Website

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | Human Rights Commission Website

SCSD NONDISCRIMINATION STATEMENT

The Stanwood-Camano School District does not discriminate in employment, programs, or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Affirmative Action Officer and Civil Rights Compliance Coordinator, Maurene Stanton (mstanton@stanwood.wednet.edu), or the Section 504/American Disabilities Act Coordinator, Robert Hascall (rhascall@stanwood.wednet.edu) Stanwood-Camano School District, 26920 Pioneer Hwy, Stanwood, WA 98292. Telephone: (360) 629-1200.

El Distrito Escolar de Stanwood-Camano School District no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Título IX / Oficial de Acción Afirmativa y Coordinador de Cumplimiento de Derechos Civiles, Maurene Stanton (mstanton@stanwood.wednet.edu), o la Sección 504 / Coordinador de la Ley de Discapacidades Estadounidenses, Robert Hascall (rhascall@stanwood.wednet.edu), Distrito Escolar Stanwood-Camano, 26920 Pioneer Hwy, Stanwood, WA 98292. Teléfono: (360) 629- 1200.

TECHNOLOGY AND ELECTRONIC RESOURCES AND INTERNET SAFETY:
Policy 2022
The Stanwood-Camano School District Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient and safe

users of information, media, and technology to succeed in a digital world. Technology and Electronic Resources The district will develop and use technology and electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives. The superintendent or designee will: 1) create strong technology and electronic resources and develop related educational systems that support innovative teaching and learning; 2) provide appropriate staff development opportunities regarding this policy; and 3) develop procedures to support this policy. The superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff and students as to use of district technology and electronic resources, including those that access the internet and social media, and to regulate use of personal technology or electronic resources on district property and related to district activities. Internet Safety To help ensure student safety and citizenship with technology and electronic resources, all students will be educated about Internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. To promote Internet safety and appropriate online behavior of students and staff as they use technology and electronic resources and access material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines, and, for students, related instructional materials for every grade level. The superintendent or designee in evaluating such procedures and instructional materials should take into account District technology and electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of technology and electronic resources. As a component of district Internet safety measures, all district-owned technology or electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material. Further, when students use the Internet from school facilities for educational purposes, district staff will make a reasonable effort to supervise student access and use of the technology and electronic resources. If material is accessed that violates district policies, procedures or student guidelines for technology and electronic resources or the guidelines for acceptable use, district staff may instruct the student to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

SEXUAL HARASSMENT OF STUDENTS PROHIBITED

Policy 3206:

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere. Definitions For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities. The term "sexual harassment" may include: • acts of sexual violence; • unwelcome sexual or gender-directed conduct or communication that interferes with an individual's educational performance or creates an intimidating, hostile, or offensive environment; • unwelcome sexual advances; • unwelcome requests for sexual favors; • sexual demands when submission is a stated or implied condition of obtaining an educational benefit; • sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual. A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious. Investigation and Response If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to

investigate and resolve sexual harassment. Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate. Policy 3206 Students Page 2 of 3 Retaliation and False Allegations Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation. It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. Staff Responsibilities The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process. Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator. District/school staff, including employees, contractors, and agents shall not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probably cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law. Notice and Training The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address. Policy Review The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

Policy 3207: The board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and community members that is free from harassment, intimidation, or bullying. " As defined in legislation, “Harassment, intimidation or bullying” means any intentional electronic, written, verbal or physical act including but not limited to, one shown to be motivated by any characteristic in RCW28A.640.010 and 28A 642.010, or other distinguishing characteristics, when the act: A. Physically harms a student or damages the student’s property; B. Has the effect of substantially interfering with a student’s education; C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or D. Has the effect of substantially disrupting the orderly operation of the school. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. “Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight. “Intentional acts” refers to individual’s choice to engage in the act rather than the ultimate impact of the action(s). Behaviors/Expressions This policy recognizes that ‘harassment’, ‘intimidation,’ and bullying’ are separate but related behaviors. Each must be addressed appropriately. The accompanying procedure differentiates the three behaviors; however, this differentiation should not be considered part of the legal definition of these behaviors. Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom or program rules. Training This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. Specific training requirements are included in the accompanying procedures. Prevention The district will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to educate students, the district will seek partnerships with families, law enforcement, and other community agencies. Interventions Interventions will be designed to address the impact of harassment, intimidation, and bullying on the targeted student(s) and others impacted by the violation, to change the behavior of the aggressor, and to restore a positive school climate. Policy 3207 Students Page 2 of 3 The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals. Students with Individual Education Plans or Section 504 Plans If allegations are proven that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the aggressor or target of harassment, intimidation or bullying, the school will convene the student’s IEP or Section 504 team to determine whether the incident had an impact on the

student's ability to receive a free, appropriate public education (FAPE). The meeting should occur regardless of whether the harassment, intimidation, or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance, and participation in extracurricular activities. If a determination is made that the student is not receiving FAPE as a result of the harassment, intimidation, or bullying incident, the district will provide additional services and supports as deemed necessary, such as counseling, monitoring and/or reevaluation or revision of the student's IEP or Section 504 plan, to ensure the student receives a FAPE. Retaliation/False Allegations Retaliation is prohibited against those who report or participate in an investigation of harassment, intimidation and bullying and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying, or participating in an investigation. Knowingly reporting false allegations of harassment, intimidation and bullying is prohibited. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline. Compliance Officer The superintendent will appoint a compliance officer as the primary district contact to receive copies of all harassment, intimidation, and bullying incident report forms and to ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI. The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

STUDENT DISCIPLINE

Policy 3241: "Discipline" means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data show that a supportive response to behavioral violation is more effective and increases equitable educational opportunities. The purposes of this policy and accompanying procedure include: • Engaging with families and the community and striving to understand and be responsive to cultural context • Supporting students in meeting behavioral expectations, including providing for early involvement of parents • Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible • Providing educational services that students need during suspension and expulsion • Facilitating collaboration between school personnel, students, and parents, and thereby supporting successful reentry into the classroom following a suspension or expulsion • Ensuring fairness, equity, and due process in the administration of discipline • Providing every student with the opportunity to achieve personal and academic success • Providing a safe environment for all students and for district employees The Superintendent shall establish and make available rules of student conduct, designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be

aware of the district's rules of student conduct, including behavior standards that respect the rights, person, and property of others. Students and staff are expected to work together to develop a positive climate for learning. Minimizing exclusion, engaging with families, and supporting students Unless a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat to the educational process, staff members must first attempt one or more forms of other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the district must first consider other forms of discipline. These other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035. The accompanying procedure will identify a list of other forms of discipline for staff use. However, staff members are not restricted to that list and may use any other form of discipline compliant with WAC 392-400-025(9). School personnel must make every reasonable attempt to involve parents and students to resolve behavioral violations. The district must ensure that associated notices, hearings, conferences, meetings, plans, proceedings, agreements, petitions, and decisions are in a language the student and parents understand; this may require language assistance. Language assistance includes oral and written communication and further includes assistance to understand written communication, even if parents cannot read any language. The district's use of suspension and expulsion will have a real and substantial relationship to the lawful maintenance and operation of the school district, including but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process that is conducive to learning. As described in the procedures, the district will offer educational services to students during suspension or expulsion. When the district administers a long-term suspension or expulsion, the district will timely hold a reengagement meeting and collaborate with parents and students to develop a reengagement plan that is tailored to the student's individual circumstances, in order to return the student to school successfully. Additionally, any student who has been suspended or expelled may apply for readmission at any time. Staff authority District staff members are responsible for supervising students during the school day, during school activities, whether on or off campus, and on the school bus. Staff members will seek early involvement of parents in efforts to support students in meeting behavioral expectations. The Superintendent has general authority to administer discipline, including all exclusionary discipline. The Superintendent will identify other staff members to whom the Superintendent has designated disciplinary authority. After attempting at least one other form of discipline, teachers have statutory authority to impose classroom exclusion for behaviors that disrupt the educational process. Because perceptions of subjective behaviors vary and include implicit or unconscious bias, the accompanying procedures will seek to identify the types of behaviors for which the identified district staff may administer discipline. Ensuring fairness, providing notice, and an opportunity for a hearing When administering discipline, the district will observe all of the student's constitutional rights. The district will notify parents as soon as reasonably possible about classroom exclusion and before administering any suspension or expulsion. The district will provide opportunities for parent participation during an initial hearing with

the student. The district will provide parents with written notice, consistent with WAC 392-400-455, of a suspension or expulsion no later than one school business day following the initial hearing. As stated above, language assistance includes oral and written communication and further includes assistance to understand written communication, even if parents cannot read any language. The district has established procedures for review and appeal of suspensions, expulsions, and emergency expulsions, consistent with WAC 392-400-430 through 392-400-530. The district has also established procedures to address grievances of parents or students related to other forms of discipline, classroom exclusion, and exclusion from transportation or extra-curricular activity. The grievance procedures include an opportunity for the student to share his or her perspective and explanation regarding the behavioral violation. Development and review Accurate and complete reporting of all disciplinary actions, including the behavioral violations that led to them, is essential for effective review of this policy; therefore, the district will ensure such reporting. The district will periodically collect and review data on disciplinary actions taken against students in each school. The data will be disaggregated into subgroups as required by RCW 28A.300.042, including students who qualify for special education or Section 504. The data review will include classroom exclusion, in-school and short-term suspensions, and long-term suspensions and expulsions. The district will invite school personnel, students, parents, families, and the community to participate in the data review. The purpose of the data review is to determine if disproportionality exists; if disproportionality is found the district will take action to ensure that it is not the result of discrimination and may update this policy and procedure to improve fairness and equity regarding discipline. Distribution of policies and procedures The school district will make its discipline policies and procedures available to families and the community. The district will annually provide its discipline policies and procedures to all district personnel, students, and parents, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964. The school district will ensure district employees and contractors are knowledgeable of the discipline policies and procedures.

PUBLIC INFORMATION PROGRAM

Policy 4000: The district shall strive to maintain effective two-way communication channels with the public. Such channels shall enable the board and staff to interpret the schools' performance and needs to the community and provide a means for citizens to express their needs and expectations to the board and staff. The superintendent shall establish and maintain a communication process within the school system and between it and the community. Such a public information program shall provide for news releases at appropriate times, arrange for news media coverage of district programs and events, provide for regular direct communication between individual schools and the patrons they serve and assist staff in improving their skill and understanding in communicating with the public. Community opinion may be solicited through parent organizations, parent-teacher conferences, open houses and other such events or activities which may bring staff and citizens together. At times, board meetings may be scheduled at neighborhood schools so that residents may express their

particular desires to the board. Survey instruments and/or questionnaires may be developed in order to gain a broad perspective of community opinion. The board is a nonpartisan public body and as such shall not endorse political candidates. Neither staff nor students shall be asked to disseminate candidate’s campaign materials from the schools nor shall any of the district's facilities or communications services be used to disseminate such material. The superintendent shall identify staff who have significant public information responsibilities and establish guidelines for their work. The guidelines shall address such matters as authority for making releases and the nature and content of bulletins to parents. Collection Of Disciplinary Data The district will collect data on student disciplinary actions taken in each school, and the information will be available to the public on request. This information may not be personally identifiable, and shall not include a student’s name, address or social security number. District Annual Report An annual report addressing the activities of the school district and the administration's recommendations for improvement of student learning and district operations shall be prepared by the superintendent and presented to the board as soon as possible after the close of each school year. Upon board approval, the report shall be made available to the public and used as one means for informing parents and citizens, the state education agency, and other districts in the area of the programs and conditions of the district's schools. The district is required to ensure awareness of and compliance with certain statutory requirements as specified in policy #2106. When the district is not in compliance, such deviations shall be incorporated into the annual report.

REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

Policy 4210: It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. The superintendent is directed to see that all school facilities post “Weapons-Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of public instruction. Dangerous weapons include but are not limited to firearms, sling shots, sand-clubs, metal knuckles, daggers, dirks, spring blade knives, nun-chu-ka sticks, throwing stars, air guns, stun guns, and devices intended to injure a person by an electric shock. The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises: A. Persons engaged in military, law enforcement, or school district security activities; B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course; C. Persons competing in school authorized firearm or air gun competitions; and D. Any federal, state or local law enforcement officer. The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings: A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended

vehicle. Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class. Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission. Students who violate this policy are subject to district discipline policies, including the due process provisions regarding notification of parents. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, with possible case-by-case modification by the superintendent. The district shall also comply with federal protections for disabled students in the application of this policy. The district may suspend or expel a student for up to one year if the student acts with malice, as defined under RCW 9A-04.110, and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively for school activities. Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy. School officials shall notify the parents/guardians, appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case–by-case basis.

MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

Policy 5253: The purpose of this policy is to provide all staff, students, volunteers, and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms "district staff," "staff member(s)," and "staff" also include volunteers. General Standards The Stanwood-Camano board of directors expects all staff members to maintain the highest professional standards when they interact with students. Staff members are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries. Professional staff/student boundaries are consistent with the legal and ethical duty of care that district employees have for students. The interactions and relationships between district staff and students should be based upon mutual respect, trust, and commitment to the professional boundaries between adults and students in and outside of the educational setting, and consistent with the educational mission of the district. District staff will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a demonstrated educational purpose. An educational purpose is one that relates to the staff member's duties in the district. Inappropriate boundary invasions can take various forms. Any type of sexual conduct with a student is an inappropriate boundary invasion. Additionally, staff members are expected to be aware of the

appearance of impropriety in their own conduct and the conduct of other staff when interacting with students. Staff members will notify and discuss issues with their building administrator or supervisor whenever they suspect or question whether their own or another staff member's conduct is inappropriate or constitutes a violation of this policy. The board recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members should use appropriate professional judgment when they have a dual relationship to students to avoid violating this policy, the appearance of impropriety, and the appearance of favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor. Use of Technology The Stanwood-Camano board of directors supports the use of technology to communicate for educational purposes. However, when the communication is unrelated to schoolwork or other legitimate school business, district staff are prohibited from communicating with students by phone, e-mail, text, instant messenger, or other forms of electronic or written communication. District staff members are prohibited from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or generally recognized professional standards. This prohibition includes prohibiting staff from "friending" and/or "following" students on social media. Policy 5253 Personnel 2 Employees whose conduct violates this policy may face discipline and/or termination, consistent with the district's policies, acceptable use agreement and collective bargaining agreements, as applicable. The superintendent or designee will develop staff protocols for reporting and investigating and develop procedures and training to accompany this policy