



MONROE

SCHOOL DISTRICT

2026-27
Student and Family District Handbook

District Handbook

This handbook is intended to provide all students, teachers, administrators, and families with access to and an understanding of Monroe School District's expectations.

This handbook provides a summary of some of the laws, regulations, and district policies that govern student rights, responsibilities, student discipline, and due process. Specific policies are referenced by the policy number (i.e., 4302). Some policies are reproduced in their entirety in the handbook; others are only referenced. The complete policies are available via the district website:

www.monroe.wednet.edu>about>school board>boarddocs or
<https://go.boarddocs.com/wa/mpswa/Board.nsf/Public#>.

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Report a Concern

Safety is always our number one priority. We encourage students, family members, staff, and community members to report all safety concerns to any of our staff members or to submit concerns through [Guardian](#), our online tip reporting system. **If it is an emergency, please call 911.**

Using [Guardian](#) to report a concern is quick and easy! You may choose to identify yourself or remain anonymous. Keep in mind that we generally cannot take disciplinary action based on an anonymous report; however, we will monitor the environment to prevent further incidents.

Every concern that is reported in Guardian immediately notifies our school and designated school administrators so they can investigate and take appropriate action.

For information about what happens once you report a Harassment, Intimidation, or Bullying concern, visit our [Guide to Harassment, Intimidation, and Bullying webpage](#).

Athletics and Activities Code of Conduct

Policy 2151P

According to [Policy 2151P](#) (Interscholastic Activities – Procedure), “[p]articipation in athletics and activities in the Monroe School District is a privilege. Because students involved in athletics and activities perform [for] and represent their school in public, they are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their sport, activity, team, school, and community.” Those standards are included in the District’s Athletics and Activities Code, which can be found in [Policy 2151P](#). The Athletics and Activities Code governs “all interscholastic athletics, student body officers, cheerleaders, dance/drill team, performing drama groups, performing music groups, debate, DECA, FFA, FCCLA, Sports Medicine, student leadership groups, and any other activity organization or group recognized by the ASB that represents the school in public and in competition.” Students who participate in those activities must sign the Athletics and Activities Code annually, and they will be held accountable for violating the Athletics and Activities Code in accordance with [Policy 2151P](#).

Attendance

According to [Policy 3122](#) (Excused and Unexcused Absences), “[s]tudents are expected to attend all assigned classes each day.” To encourage attendance, the district informs students and parents about attendance expectations, “the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district in regard to truancy, and resources available to assist the student[s] and their parents and guardians in correcting truancy.” In addition to making the information available in a hard copy format, the district will make the information available online and will take reasonable steps to ensure parents can request and be provided the information in languages in which they are fluent. Parents will be required to date and acknowledge review of the information.

For more information about school attendance—including what is defined as an “excused absence” and an “unexcused absence” and the truancy process—please review [Policy 3122](#) and [3122P](#) (Excused and Unexcused Absences – Procedure).

Closures & Delays

[Policy 3432](#) (Emergencies) states:

When weather conditions or other circumstances make it unsafe to operate schools the superintendent will determine whether schools should be started late, closed for the day or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

As part of that plan, the District will communicate with families as early as possible and in a variety of ways to help them get information quickly and accurately. Those ways include the following:

- Text message to those families that have a cell phone listed in Family Access
- Recorded phone message sent to households in the district that do not have a cell phone number listed in Family Access
- An email to all households in the district
- A pop-up on the district’s website (www.monroe.wednet.edu)
- A post on the district’s Facebook and Instagram accounts: @MonroeWASchools
- A recorded message on the district’s closure/schedule line: 360-804-2950

IMPORTANT NOTE: To ensure you receive notifications, please verify that your contact information is up-to-date in [Family Access](#).

While you will find updates most quickly through the methods listed above, you may also see or hear the announcements on most television and radio news stations. If you do not hear or see “Monroe

School District” listed in the media reports of closures and delays, schools are operating on a normal schedule.

For additional details on bus transportation during inclement weather, click on the ‘snow routes’ button on the [Transportation](#) page on the website.

Communication with Families

The Monroe School District believes partnership and collaboration between home and school are critical to the support and success of our students. We use a variety of tools to communicate with families to ensure our messages are accessible.

Peachjar

Our schools and community partners utilize an online flier delivery platform, called Peachjar, to share events and community activities with families. Fliers are distributed via Peachjar to the email addresses that are in families’ Family Access account. You can adjust the frequency of your Peachjar email notifications by going to www.peachjar.com and logging in to your account. All district and school flyers are also posted to our [website](#).

Social Media

Monroe School District uses social media as a means of enhancing existing communication strategies and celebrating students, staff and school achievement. It also allows us to facilitate transparency, interactivity and collaboration with our students, staff, families and community members. If you have an account on Facebook or Instagram, follow @MonroeWASchools to see what is going on around the district. We expect all interactions on our social media channels to adhere to our [Community Guidelines for Social Media Use](#). *In an emergency, Facebook is used to communicate with families and the community in addition to our routine communication tools.*



ParentSquare

Monroe School District uses the ParentSquare platform to streamline district and school communications and provide options for families in how they receive information (email, text and/or app notifications). All district and school communication is sent via ParentSquare.

ParentSquare provides a safe way for families to:

- Receive all district and school communication via email, text, or app notification
- Choose to receive information as it comes or all at once with a daily digest at 6:00 p.m.
- Communicate in your preferred language
- Reply to staff directly from a post

ParentSquare is used to let you know about emergency situations, remind you about school events, update you on your child's attendance, academic progress and more.

ParentSquare uses the contact information from your enrollment application and Family Access account. MSD and ParentSquare do not share any of your information, and we follow federal regulations on student and user privacy.

You can [opt out](#) of receiving messages via ParentSquare at any time. Simply click unsubscribe in any email to stop receiving messages—you **will still receive emergency messages**.



Website

The district website is used to communicate district/school news, announcements, calendar events, key contact information, policies & procedures, program information, and general school information for current and prospective students and families. Our website can be found at www.monroe.wednet.edu.

Complaints Related to Federal Programs

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program. Things to check before you file a citizen complaint:

1. This citizen complaint process is for Washington state's K-12 school system.
 - If you live outside of Washington state, check with your state's department of education or Local Educational Agency (LEA) and ask for their complaint process.
2. The complaint must address the violation of at least one of the federal programs in the list below.
3. *This process is not* for complaints related to [discrimination and professional practices](#).
4. Complaints that allege discrimination please go to [Equity and Civil Rights](#).

The following federal programs are part of the citizen complaint process:

Title Programs

- [Title I, A](#) Programs and services for students from low income communities

- [Title I, C](#) Migrant Education
- [Title I, D](#) Institutional Education
- [Title I, G](#) Advanced Placement
- [Title II, A](#) Teacher & Principal Quality
- [Title III](#) Support for Multilingual and American Indian/Alaska Native students
- [Title IV, B](#) 21st Century Community Learning Centers
- [Title V](#) Rural Education Achievement Program
- [Title VI](#) Indian, Native Hawaiian, Alaska Native Education

File a Citizen Complaint Against a School District, Educational Service District (ESD) or Other School Service Provider (Subgrantee) please visit the [OSPI](#) website:
<https://www.k12.wa.us/policy-funding/grants-grant-management/closing-educational-achievement-gaps-title-i-part/citizen-complaints-federal-programs>

Discipline

As stated in [Policy 3241](#) (Student Discipline), “The District holds high expectations for all students and gives all students the opportunity to achieve personal and academic success.” Occasionally, the District must discipline students for failure to meet those expectations. According to [Policy 3241](#), “discipline” means any action taken by the school district in response to behavioral violations, including exclusionary as well as positive and supportive forms of discipline.” Discipline is to be “implemented in a manner that supports a positive school climate, maximizes instructional time, and increases equitable educational opportunities.”

To learn more about student discipline, please review [Policy 3241](#) and [3241P](#) (Student Discipline – Procedure).

Dress Code

Policy [3224](#)

Policy 3224 (Student Dress) and 3224P (Student Dress – Procedure) establish a dress code for students. This is what Policy 3224 says:

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Monroe School District Board of Directors.

Students' choices in matters of dress should be made in consultation with their parents.

Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- B. Damage to school property will result from the student's dress; or
- C. A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy.

The superintendent will establish procedures providing guidance to students, parents, and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures will ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be asked, with notice to his or her parents, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

Detection Dogs on Campus

Ensuring that our students have a safe, drug-free, and healthy environment in which to learn and grow is a top priority for all who work in the Monroe School District. This is a top priority of our School Board, and, we believe, a true reflection of our community's values and expectations.

To keep illegal drugs, weapons, and contraband out of the schools, Monroe School District will coordinate with law enforcement to have detection canines come to district property to sniff out and alert staff to the presence of contraband prohibited by law or school rules.

The canine sweeps will occur randomly. The canines will be limited to sniffing property—containers, lockers, vehicles, etc. They will not sniff students. To ensure that students are not sniffed, school officials will remove students as necessary from the area where the detection canines are sniffing.

In conducting the canine sweep, law enforcement will always accompany the detection canine. If the detection canine alerts, the following steps will be taken:

1. The property at which the detection canine alerted will be noted. A second canine may be used to verify any initial alert.
2. After the detection canine and law enforcement have left, the appropriate school officials will determine based on the detection canine's alerting whether they have reasonable grounds to search the property. If they have reasonable grounds to search the property, they will follow Policy 3230 (Student Privacy and Searches) and 3230P (Student Privacy and Searches – Procedure) in doing so.
3. If the school officials discover contraband prohibited by law or school rules, they will contact the student's parent and request that the parent come to the school. The building principal will then investigate the matter and determine what action will be taken.

Please ensure you and your student comply with local and state laws and district policy by not bringing any drugs or weapons onto school property at any time. This includes marijuana, tobacco products, vaping devices, and other contraband that is in violation of school rules or is illegal to possess on school grounds.

The federal government has legislated that schools will exist in drug-free zones and raised the penalties for the presence of drugs there. When a school is drug-free, it is a safer and healthier learning environment, and is more likely to be free of intimidation, threats, and victimization. The position of the Monroe School District and the Monroe Police Department is to have zero tolerance for those who would try to make the schools less than healthy places to grow and learn. It is with this goal in mind that we undertake these steps as a part of a program to prevent illicit drugs in our schools. If you have any questions regarding this practice, please contact our Risk, Safety, and Security Department at (360) 804-2576 or pittsk@monroe.wednet.edu.

If you are concerned that your child may have a drug and/or alcohol problem, please contact our Preventive Intervention Specialist, Joe Neigel, at (360) 804-2594 or neigelj@monroe.wednet.edu to be connected with the appropriate supports.

Electronic Resources and Internet Safety

[Policy 2022](#) (Electronic Resources and Internet Safety) and [Policy 2022P](#) (Electronic Resources and Internet Safety – Procedure) address students' and staffs' use of electronic resources and the internet at school. [Policy 2022P](#) includes guidelines for acceptable use of the District's network. The District expects students to review those guidelines and follow them.

Internet Safety

To help ensure student safety and citizenship with 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.

All district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the internet filter software to prevent access to obscene, racist, hateful, or violent material. However, given the ever-changing nature of the internet, and technology in general, 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 internet. If material is accessed that violates district policies or procedures or student guidelines for electronic resources or acceptable use, district staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

Emergencies

In partnership with local emergency services, the Monroe School District is constantly working to establish a culture of safety and security that provides a safe learning environment for all students.

[Policy 3432](#) (Emergencies) and [3432P](#) (Emergencies – Procedure) address how the District will prepare for and respond to emergencies at school. The District recommends that parents review those policies so that they are familiar with the District's approach to preparing for and responding to emergencies.

Drills

Each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. Drills may include lessons on sheltering in place, options-based approaches to violence, lockdowns, evacuations, earthquakes, emergency school closures, and other emergency situations.

Communication Process

We understand the importance of timely communication to families when there is a school emergency. In an emergency, our first priority will always be to ensure the safety of those on campus

and then we will work to provide accurate information to families as quickly as possible.

Communication to families for most emergency situations will come from the district office. It is important to understand that there are many moving pieces as a school emergency unfolds. Oftentimes we are working with law enforcement and emergency personnel to provide accurate information that does not compromise student safety. We ask for your patience as we work through the appropriate procedures to communicate relevant information to families. **IT IS ESSENTIAL THAT YOUR CONTACT INFORMATION IS UP-TO-DATE FOR YOU TO RECEIVE THESE NOTIFICATIONS.** If you need to update your information, please contact your school office staff as soon as possible.

In an emergency, families can expect to receive communication in the following ways: text message or phone call, email, and social media. When applicable, a summary statement will be distributed via email once the event concludes.

District Website

During extended emergency situations, updates will typically be posted to the school and/or district website: www.monroe.wednet.edu. Please check the website frequently for the latest information.

News Media

We actively work with news media during emergency situations to share accurate and helpful information. Please watch for OFFICIAL information from the district or first responders on news media.

Social Media

Accurate information and updates about emerging situations will be posted on the district's official social media sites, Facebook and Instagram: @MonroeWAschools.

Tips & Reminders for Families During an Emergency

1. Frequent rumors may surface; please rely on factual information from the school district or public safety officials.
2. In an emergency, it is a natural inclination to call or go to your student's school. But an influx of visitors to the building can both hamper law enforcement efforts and increase the danger to everyone involved. It is imperative that families remain clear of buildings that are in crisis.
3. During and after an emergency, school phone lines may become overloaded. Please refrain from calling a school during or right after an emergency. If it is urgent that you get a message to the school for the safety of your student, please contact the district office at (360) 804-2500 and district staff will relay your message.
4. In some cases, we may need to evacuate the school. Reunification sites have been established, but we do not publicize those locations prior to an emergency in order to maintain student safety. We will inform families of the time and place to pick up their child through the district communication channels.

Every Student Succeeds Act (ESSA)

The Every Student Succeeds Act (ESSA), Washington's accountability system launched in 2015, and schools are identified under the new Washington School Improvement Framework (WSIF). But what is the WSIF, and what does it mean for our schools?

The WSIF is the framework for accountability in Washington state. Each school is measured by the framework. Based on how schools measure up, the Office of Superintendent of Public Instruction (OSPI) identifies schools for additional support, called Comprehensive and Targeted supports.

Under this support model, all schools will gain access to a suite of self-directed foundational supports that will help close opportunity gaps. The goal of the support model is continuous improvement in all schools, and all schools can look at their WSIF data to find areas that may need extra attention.

Beyond the foundational supports available to all schools, schools that fall within the bottom five percent statewide will qualify for Comprehensive and Targeted supports. Schools will collaborate with OSPI to develop strategies to ensure student success. The new support model will allow districts and schools additional flexibility and resources to provide greater assistance to their students.

Schools that have three or more student groups whose WSIF scores fall below the scores for all students will qualify for Comprehensive and Targeted supports. These supports will focus on the achievement of the student groups that need it the most and work to close existing opportunity gaps. Schools with one or two struggling student groups may access self-directed and foundational supports.

What makes up the WSIF scores? There are nine measures in total. Growth and proficiency still make up a big part of the scores, for both English language arts and mathematics. Also important are graduation rate and English learner progress.

Additionally, there are three school quality and student success (SQSS) measures meant to help parents and families, as well as school districts, understand the overall school climate, which goes beyond academics. These measures are regular attendance, 9th graders on track to graduate, and dual credit or advanced course-taking opportunities.

The goal of the ESSA Plan, developed after the passage of the law in 2015 and which underlies the WSIF, is equity and flexibility. Every student deserves the opportunity to finish school ready for post-secondary aspirations, career, and life. New guidance under Washington's ESSA Plan allows districts to shift the paradigm and break down funding silos to develop programs that will help our students finish school prepared for our changing world.

Family Access

[Family Access](#) is a critical communication tool between the district, schools, and families. You can

view your student's schedule, lunch account, attendance, grades, and assignments.

Families can use built-in or add-on translation features of their preferred browser to translate Family Access into other languages. For more information on these browser features, please refer to the articles below:

- [Change Google Chrome Languages & Translate Webpages](#)
- [Use Microsoft Translator in Edge Browser](#)
- [How to Add Translate Feature to Firefox](#)

If you have any questions, please contact your student's school main office.

Field Trips

[Policy 2320](#) (Field Trips, Excursions and Outdoor Education) provides the District's policy on field trips. This is what it says:

The board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Field trips are defined as travel away from school premises or virtual tours requiring personal virtual visioning equipment, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom. Such trips can supplement and enrich classroom activities by providing learning experiences in an environment beyond the classroom.

Field trips that take students out of the state must be approved in advance by the board. The superintendent has the authority to approve all other field trips. The superintendent has developed [procedures](#) for the operation of a field trip or an outdoor education activity which ensures that the safety of the student is protected and that parent permission is obtained before the student leaves the school. Each field trip must be integrated with the curriculum and coordinated with classroom activities that enhance its usefulness.

No staff member may recruit students for any privately arranged field trip or excursion without board permission.

For more information about field trips, please review [Policy 2320P](#) (Field Trips, Excursions and Outdoor Education – Procedure).

Grading

According to [Policy 2420](#) (Grading and Progress Reports), the district will issue grades and written or electronic progress reports, and provide opportunities for parent conferences to serve as a basis for continuous evaluation of students' performance and to help in determining changes that should be made to effect improvement. These written and oral reports will be designed to provide information that will be helpful to students, teachers, counselors, and families.

For more information about grading and reporting academic progress, please review [Policy 2420P](#) (Grading and Progress Reports – Procedure).

Harassment, Intimidation, and Bullying

[Our School Protects Students from Harassment, Intimidation, and Bullying \(HIB\)](#)

We strive to make our school a safe and inclusive environment 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 explains what HIB is, what to do when you see or experience it, and how our school responds to it.

[What is HIB?](#)

State law (RCW 28A.600.477(5)(b)(i)) defines HIB as “any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical 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.”

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

[How can I make a report about HIB?](#)

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer, Dan Johnston, Johnstond@monroe.wednet.edu or 360-804-2539, who helps prevent and respond to HIB.

[What happens after I make a report about HIB?](#)

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an [Incident Reporting Form](#).

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

[What is the investigation process?](#)

The HIB investigation begins if you submit the HIB [Incident Report Form](#), and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

[What are the next steps if I disagree with the outcome?](#)

For the student named as the “targeted student” in a complaint:

If you disagree with the school district's decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they've assigned) to review the investigation. They will send you a written decision.

For the student named as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences) that come from the HIB investigation findings.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

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](#)*.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member's behavior, ask your school for information on how to report it.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, 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 behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student's protected status and is serious enough to create a hostile environment. A **hostile environment** is created when behavior 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](#)* or by visiting our [website](#).

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously 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 accept

unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy [3205](#) and Procedure [3205P](#), visit <https://www.monroe.wednet.edu/departments/human-resources/title-ix>.

[What should my school do about discriminatory and sexual harassment?](#)

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening 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: Dan Johnston
14692 - 179th Avenue SE, Monroe, WA 98272
(360) 804.2530
johnstond@monroe.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator & ADA Coordinator: Cassandra Bunney
14692 - 179th Avenue SE, Monroe, WA 98272
(360) 804-2532
bunneyc@monroe.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: David Paratore
14692 - 179th Avenue SE, Monroe, WA 98272
(360) 804-2609

paratored@monroe.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Dan Johnston

14692 - 179th Avenue SE, Monroe, WA 98272

(360) 804.2530

johnstond@monroe.wednet.edu

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. 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 so the school district can investigate it promptly. You must submit your complaint within one year of the behavior 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 will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

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

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- Information about how to appeal the decision.

[What are the next steps if I disagree with the outcome?](#)

If you disagree with the decision about your complaint, you may appeal the decision to the superintendent or their designee. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the school 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 be discrimination if it is based on a protected status. 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 address your concerns.

[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, whether or not they have legally changed their name.
- Update students' gender designation so they are accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and 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 <https://go.boarddocs.com/wa/mpswa/Board.nsf/Public#>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Dan Johnston at (360) 804.2530 or johnstond@monroe.wednet.edu.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

[Our School is Committed to Students and State Law](#)

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

[How do I make a complaint about willful noncompliance with state law?](#)

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at [How to File a Complaint](#), and follow any applicable processes. If none

exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

[Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns?](#)

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

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, as well as complaints alleging willful noncompliance with state law under ESHB 1296.

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

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)

- Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints
- Email: OLA@k12.wa.us

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

The Washington State Office of the Education Ombuds works with families, communities, and schools to help solve problems so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution, coaching, facilitation, and training on family and 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: www.ed.gov/
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Committed to Safety at School Activities and Events

Washington State wants school activities and events, like athletic competitions, performances, and other extracurricular activities, to be safe for everyone who takes part in them or watches them.

What does state law say?

Washington State law has long banned intimidation, force, and threats of violence at school events. [ESB 5272](#) (which takes effect in 2026) made those protections stronger. It now also covers officials and volunteers at extracurricular athletic activities, and it has created new consequences for breaking the law. For non-students, if they are convicted of a crime, they may be banned from school activities for up to 18 months, receive a fine, or go to jail for no more than 6 months. For students, other school consequences, including removal from school, may also apply under [RCW 28A.600.015](#).

How is this different from HIB?

This is different from our school's HIB policy, which deals with conduct between students through a school process. ESB 5272 covers more people and more situations and is enforced through criminal law and school discipline procedures instead of the school's HIB process.

The expectations in this section are broader. They apply to everyone at school activities — students, parents, and community members alike — and they cover behavior toward everyone involved, not just students. This section and the HIB section work together but cover different situations.

What should I do if I experience or witness this conduct?

- Call 911 if there is an immediate safety concern
- Report to a coach, event supervisor, school administrator, or other trusted adult as soon as possible. They can connect you with the right support and make sure the right steps are taken
- If a student was the target of the conduct, you may also be able to file a report under our school's HIB policy — see the HIB section of this handbook for more information

Who can I contact with questions?

For questions about safety at school events, contact Ashley Tuiasosopo, Athletic Director, at tuiasosopa@monroe.wednet.edu or your school principal.

For questions about whether conduct student-to-student may also be HIB, contact the HIB Compliance Officer: Dan Johnston at johnstond@monroe.wednet.edu.

Illness, Immunizations, and Injuries

Policy 3418

Illness

Please keep children who are ill at home. Generally, if a child records a temperature of more than 100.4 degrees or if the child is vomiting or has diarrhea, we request that they go home or stay home from school. Students should remain at home for at least one full day following a fever's return to normal or after the vomiting or diarrhea subsides. This guideline is set forth by the Department of Public Health. Contact your physician if your child is running a high fever, has an earache or a draining ear, or a severe sore throat because medication may be needed.

It is important to keep us informed of any unusual or chronic health conditions. This information is considered confidential and shared only on a need-to-know basis.

We require current emergency contacts so that children who are ill or injured can go home. While schools provide bandages, ice packs, and TLC, they are not equipped to treat children who are ill or seriously injured. Children become very distressed when we cannot reach family members who can come to school to comfort them and get them proper medical treatment. Please make sure that all emergency contact numbers are current and local. Individuals designated as emergency contacts should reside within a reasonable distance of school. It is important that children who are ill or injured be picked up promptly.

Immunizations

State law requires children to be immunized against certain diseases that can be prevented by vaccinations before attending a school. Parents and guardians meet this requirement by providing proof of the required immunizations or immunity using a department-approved Certificate of Immunization Status (CIS) form. For more information on school immunization requirements in the state of Washington, visit the [Washington State Department of Health](http://www.wa.gov/health) website. If parents and guardians choose to exempt their child from one or more of the required vaccines, they must fill out a certificate of exemption form. Information on the exemption process can be found on the [Washington Department of Health](http://www.wa.gov/health) website.

Is your adolescent protected from serious diseases? Some baby immunizations do not last a lifetime and your child may need additional shots to stay protected and healthy. Doctors recommend Tdap, MCV, and HPV vaccines to protect your adolescent and teenage children.

- Tdap: This vaccine prevents tetanus, diphtheria, and pertussis ("whooping cough"). Pertussis causes a cough that lasts for months and may make it hard to eat, drink, or breathe. All incoming 7th grade students must have this immunization to attend school.
- MCV: This vaccine prevents meningococcal disease, which is a serious infection that can lead to brain damage and death.
- HPV: This vaccine prevents human papilloma virus, the main cause of cervical cancer.

Public health recommends that all children have a health check-up each year. For help finding a doctor or healthcare provider, call the Family Health Hotline at 1-800-322-2588.

For more information about the immunization requirements, please review [Policy 3413](#) (Student Immunization and Life Threatening Health Conditions) and [3413P](#) (Student Immunization and Life Threatening Health Conditions – Procedure).

Injuries

If a student is injured at school, appropriately certified staff will provide first aid care and determine if emergency services are needed. The student's parents will be promptly notified of the injury. Please see [Policy 3418](#) for more information about how the District will respond to student injuries.

Students returning to school after a serious injury may be required to have a doctor's release and a health plan in place prior to being readmitted to school, particularly if the student will require special accommodations at school. When in doubt, please contact your school health room.

Maintaining Professional Staff-Student Boundaries

The District is committed to keeping students safe and protecting them from inappropriate conduct by adults. To do that, the District has adopted standards that staff members must follow to maintain professional relationships with students. Those standards can be found in [Policy 5253](#) (Maintaining Professional Staff-Student Boundaries) and [5253P](#) (Maintaining Professional Staff-Student Boundaries – Procedure).

Given the importance of maintaining professional-staff student boundaries, we've reproduced Policy 5253 below:

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 Monroe School District Board of Directors expects all district staff to maintain the highest professional standards when they interact with students. District staff 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 and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency 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. 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 Monroe School District Board of Directors supports the use of technology to communicate for educational purposes. However, district staff are prohibited from inappropriately communicating with students on-line or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. Staff whose conduct violates this policy may face discipline and/or termination consistent with the district's policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

McKinney-Vento Education of Homeless Children

The District has an obligation to work with homeless students and their families to provide them with equal access to the same free appropriate education provided to all students. The McKinney-Vento Act

defines homeless students as those lacking a fixed, regular, and adequate nighttime residence, including those student who are:

- sharing the housing of other people due to loss of housing or economic hardship or a similar reason;
- living in motels, hotels, trailer parks or campgrounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters
- abandoned in hospital;
- living in public or private places designed for or ordinarily used as regular sleeping accommodation;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings; or
- migratory children living in conditions described in the previous examples.

The McKinney-Vento Act ensures that children have a right to

- attend the school they last attended before they became homeless (school of origin) OR enroll in their neighborhood school;
- immediate enrollment in school even if they lack required documents, such as school records, immunization records, or proof of residence;
- free transportation to school of origin, when feasible;
- free meals at school; and
- assistance for school fees, school supplies, and connecting to social service supports.

To access McKinney-Vento services, please call your child's school.

If your family is in a temporary living situation resulting in loss of housing due to eviction or economic hardship, your child might be eligible for certain educational rights and services under the McKinney Vento Act. We encourage you to fill out the Student Housing Questionnaire ([English](#) | [Spanish](#)).

Please see [Policy 3115](#) (Homeless Students – Enrollment Rights and Services) and [3115P](#) (Homeless Students – Enrollment Rights and Services – Procedure) for more information about homeless students and their rights.

Meals

The Monroe School district contracts with [Chartwells](#) to prepare and provide nutritious meals for students that promote learning readiness and healthy eating behaviors. All meals come with a visit to

our fresh fruit and veggie bar, which features a variety of fresh produce, including locally grown when available. Students must take 1/2 cup of fruit or vegetable with each breakfast or lunch meal per Federal Regulations. All meals are offered with a choice of 1% white or non-fat chocolate milk. All grain options are whole grain rich. Visit the [nutrilslice website](#) to view our daily breakfast and lunch offerings.

Meals prices are as follows:

Grade Level	Breakfast	Breakfast Reduced Price	Lunch	Lunch Reduced Price
K-5	\$2.50	FREE	\$3.75	FREE
6-12	\$2.75	FREE	\$4.00	FREE
Adult	\$3.25		\$5.00	

Meal Applications and Eligibility for School Meals

As a sponsor of the National School Lunch Program and School Breakfast Program, the district will provide free and reduced-price breakfasts and lunches to students who qualify in accordance with the programs. Families may apply for the Free and Reduced Price Meal Program at any time during the school year. Eligibility guidelines are set by the federal government and are based on household income and size. The district will protect the identity of students eligible for free and reduced-price meals in accordance with USDA guidelines for confidentiality and disclosure of student eligibility for such meals. Applications can be found here:

<https://www.monroe.wednet.edu/departments/food-service/free-and-reduced-priced-meals>

For more information about the District meal programs, please review [Policy 6700](#) (Nutrition, Health, and Physical Fitness) and [6700P](#) (Nutrition, Health, and Physical Fitness – Procedure).

NOTE: Every family will need to reapply each school year. If we don't receive a new application within the first 30 school days, the cost of a full meal will be charged to your child's lunch account if he/she is served a school meal.

Medication and Treatment

For a child of any age to receive medication at school or on a school-sponsored activity, a licensed health care provider's [Authorization for Administration of Medication at School](#) form must be completely filled out and returned to the school. This applies to prescription medication as well as over-the-counter medication such as Tylenol, cough drops, etc. Medication must be brought to school by an adult and be in the original pharmacy container showing the student's name and dosage. Medication order forms expire at the end of each school year. If you have any questions about medication at school, please contact your school nurse.

The Monroe School District has several policies related to providing medication or treatment at school:

- [Policy 3411](#) (Accommodating Students with Seizure Disorders)
 - [Policy 3415](#) (Accommodating Students with Diabetes)
 - [Policy 3416](#) (Medication at School) and [3416P](#) (Medication at School – Procedure)
 - [Policy 3417](#) (Catheterization) and [3417P](#) (Catheterization – Procedure)
 - [Policy 3419](#) (Self-Administration of Asthma and Anaphylaxis Medications) and [3419P](#) (Self-Administration of Asthma and Anaphylaxis Medications – Procedure)
 - [Policy 3420](#) (Anaphylaxis Prevention and Response) and [3420P](#) (Anaphylaxis Prevention and Response – Procedure)
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Notice of Nondiscrimination

The Monroe School District does not discriminate in any programs or activities on the basis of sex, race, ethnicity, color, religion, creed, national origin, sexual orientation, gender identity, gender expression, homelessness, immigration or citizenship status, disability, neurodivergence, the use of a trained dog guide or service animal, age, and honorably discharged veteran or military status and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator

Dan Johnston

14692 - 179th Avenue SE, Monroe, WA 98272

(360) 804.2530

johnstond@monroe.wednet.edu

Section 504 Coordinator

David Paratore

14692 - 179th Avenue SE, Monroe, WA 98272

(360) 804-2609

paratored@monroe.wednet.edu

Title IX Coordinator & ADA Coordinator

Cassandra Bunney

14692 - 179th Avenue SE, Monroe, WA 98272

(360) 804-2532

bunneyc@monroe.wednet.edu

Title IX

Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): <https://www2.ed.gov/about/offices/list/ocr/index.html>

Parents’ Right to Know: Teacher and Paraprofessional Qualifications

You have the right to request certain information on the professional qualifications of your child’s classroom teacher(s) and/or paraprofessionals providing services to your child. If you request this information, the district or school will provide you with the following as soon as possible:

- If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction
- If the teacher is teaching under an emergency status for which state licensing requirements have been waived
- The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate
- If your child is receiving Title I services from paraprofessionals and, if so, their qualifications

If you would like this information, please contact your child’s school.

Pesticide Notification

According to [Policy 6895](#) (Pesticide Notification, Posting and Record Keeping Requirements), “[u]pon request, the district will provide notification to staff and parents of the district’s pest control policies, methods and its posting and notification requirements.”

Additionally, [Policy 6895P](#) (Pesticide Notification, Posting and Record Keeping Requirements – Procedure) states that the District will annually distribute that procedure to students and parents. Accordingly, here is that procedure:

The following pesticides may regularly be applied in the Monroe School District. Areas of probable use are listed behind the pesticide name.

Marathon	Greenhouses
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Funginex	Greenhouses
Sevin	Greenhouses
Orthene	Greenhouses
Red Arrow	Greenhouses
Ban Rot	Greenhouses
Round Up	Landscaped areas, paved areas
Ranger Pro	Landscaped areas, paved areas
Casaron	Landscaped areas, turf
Dicamba	Turf
2, 4D	Turf
Mecoprop	Turf
Alletrin	Building areas
Diazanone	Building areas
Tralometharin	Building areas

The district will comply with all legal requirements for record keeping regarding the application of pesticides to school grounds or school facilities. This includes creation of an annual summary report of pesticide usage and compliance with state department of agriculture rules regarding record keeping. Such records will be available on request by interested persons under the state Public Records Act and other laws. The facilities department shall be the designated contact for these operations.

This procedure shall be printed and distributed annually in employee handbooks and student handbooks to employees, students and parents at the start of the school year or when an employee begins work or a student enrolls.

At least 48 hours before the application of a pesticide to school facilities or school grounds, the district will notify parents and staff of the planned application in writing, including the heading, "Notice: Pesticide Application." This notice will be posted in a prominent place at the main entrance of the school. This pre-notification is not required if the school grounds or facilities will not be occupied by students for two days following the application of the pesticide. If the application is not made within 48 hours of the notification, another notification will be made prior to the application. This pre-notification is not required in the case of any emergency application of pesticides to a school facility, such as an application to control stinging pests, but full notification will be made as soon as possible after the application.

Following the application of a pesticide to school facilities (structures and vehicles) a sign will be posted at the location of the application. The notice will be at least 8.5 x 11 inches in size, will include the heading, "Notice: Pesticide Application," and will state the

product name; date, time and specific location of the application; the pest for which the application was made; and a contact name and telephone number. The notice will remain posted for 24 hours, or longer if required by the label of the pesticide.

Following the application of a pesticide to school grounds notice will be posted at the location of the application and at each primary point of entry to the grounds. The notice will be at least 4 x 5 inches in size and state that the landscape recently has been treated with a pesticide and provide a contact name and telephone number. The notice will remain posted for 24 hours, or longer if required by the label of the pesticide.

These notices are not required for the application of antimicrobial pesticides (substances used to sanitize or disinfect for microbial pests: viruses, bacteria, algae and protozoa). These notices are not required for the placement of insect or rodent bait that are not accessible to children.

Pets on Campus

The Monroe School District observes a “No Pets in the Classroom” policy. This policy means that pets are not allowed on our campus at any time. This includes at parent drop-off and pick up. It is important that our buildings are safe and secure places for all students.

However, the Monroe School District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” as required by federal laws and Washington State’s law against discrimination. For more information about service animals in the District’s schools, please review [Policy 2030](#) (Service Animals in Schools) and [2030P](#) (Service Animals in Schools – Procedure).

The parent/guardian of a student who believes the student needs to bring a service animal to school or an employee who wishes to bring a service animal to school must submit a written request to the building principal. The building principal, in consultation with the Section 504 coordinator or director of special services, as appropriate, will determine whether the animal is a service animal.

School Board & Policies

Five community members make up the Monroe School District's Board of Directors, commonly referred to as the School Board. The board members are elected by local voters according to the [geographical](#)

[district](#) in which they live to ensure representation from across the 82 square miles of our service area. Each Director serves a term of four years and must run for re-election once the term is up.

Duties of the Board include the following:

- Articulate the vision and values of the school district
- Develop and implement [policies](#) that guide all aspects of learning and teaching
- Adopt an annual budget that supports student learning
- Review progress on district goals
- Advocate for our students, our district and public education

Communicating with the Board

If you would like to share feedback or a concern with the Board, you are welcome to communicate with the entire Board and the superintendent via email. While members of the community are welcome to email board members or the superintendent independently, the best way to ensure all board members simultaneously receive the same information is to use the schoolboard@monroe.wednet.edu email address, which sends an email to all board members and the superintendent at once. All emails sent to the Board, or any district employee, are subject to public disclosure.

Board Meetings

We encourage you to actively participate in the governing of our public schools. Board meetings are open to the entire community and are typically held on the second and fourth Mondays of each month. Meetings begin at 5:00 p.m. at the District Administration Office. Learn more about Board meetings [here](#).

Board Policies

The Board sets policies as a guiding framework for governing the district. Policies and procedures are updated regularly to stay in alignment with state laws and regulations. All current Board policies and procedures can be found on our [BoardDocs site](#). Click on “Policies” on the top right.

Sexual Harassment/Title IX

The Monroe School District is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students, employees and other persons 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.

About Title IX

Title IX of the Education Amendments of 1972, often referred to as Title IX, is a Federal civil rights law

that states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX, which began with a focus on discrimination and ensuring equity in sports, now includes a major focus on prevention of and response to incidents of sexual harassment and sexual assault.

What is Sexual Harassment?

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.

Sexual Harassment Occurs When:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining a work or educational opportunity or other benefit; or
- Submission to or rejection of sexual demands is a factor in a work, school, or other SPS-related decision affecting an individual; or
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

This conduct may take many forms, including:

- Making unwelcome, offensive or inappropriate sexually suggestive comments,
- Gestures or jokes;
- Standing too close,
- Inappropriate touching,
- Cornering, or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

What is sexual assault?

Sexual assault is any unwanted sexual contact against any individual by force or without consent; or when a person cannot give consent (under the age of consent, intoxicated, developmentally disabled, mentally/physically unable to consent, etc.).

How to get help or file a complaint:

If you are not sure whether you should make a formal complaint, you can consult the Title IX coordinator at 360-804-2532 or bunneyc@monroe.wednet.edu. The Title IX coordinator can help you decide if any action needs to be taken and how best to address your situation.

If you believe that you or an MSD student or staff member has been sexually harassed or sexually

assaulted, you can report the incident(s) to any school staff member or the district's Title IX coordinator.

After a report of sexual harassment has been made, the school and/or Title IX Coordinator will reach out to the individual affected by the alleged misconduct, provide supportive measures, discuss the grievance policy, and offer the opportunity for the complainant to file a formal complaint if the behavior meets the Title IX definition of sexual harassment. If a formal complaint is filed, appropriate steps will be taken to investigate. Upon completing the investigation, the outcome will be shared with all stakeholders.

The District's process for handling alleged sexual harassment is described in [Policy 3205](#) (Sexual Harassment of Students Prohibited) and [3205P](#) (Sexual Harassment of Students Prohibited – Procedure) and can be found on the district website, [here](#).

Student Records

Parents' and Eligible Students' Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) gives parents and students who are 18 years or older ("eligible students") certain rights with respect to the student's education records: These rights include the following:

- The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to have the student's records amended should write to the principal and clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. See [Policy 3231P](#) (Student Records – Procedure) for the hearing procedures.

- The right to provide consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorized disclosure

without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who while not employed by the District performs an institutional function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of PII from education records. Examples include an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are as follows:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Student Directory Information

As pointed out earlier, FERPA requires the District to obtain written consent from parents or eligible students before disclosing PII from students' education records. However, the District may disclose appropriately designated "directory information" without written consent, unless parents or eligible students advise the District to the contrary in accordance with Monroe School District procedures. The primary purpose of directory information is to allow the District to include information from a student's education records in school publications like playbills, yearbooks, honor roll or other recognition lists, graduation programs, and sports rosters.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Accordingly, it can be released to outside organizations without a parent's written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Additionally, federal law requires the District to provide military recruiters, upon request, with the following information - high school students' names, addresses, and their guardians' phone number - unless parents have notified the District in writing by submitting a completed and signed 'Do Not Release Directory Information' form, available in school offices, by September 30.

Monroe School District has designated the following information as directory information:

- Student's name and address
- Parent/guardian phone number and email address
- Date and place of birth
- Photo and video
- Dates of attendance
- Current grade level or graduation date
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Diplomas and awards received
- The most recent school attended

Monroe School District will release directory information upon request to law enforcement and Child Protective Services without the consent of parents. Monroe School District does not release directory information for commercial use.

If you do NOT want the District to disclose any of the information designated above as directory information without your prior written consent, you must submit a completed and signed 'Do Not Release Directory Information' form, available in school offices. You must return the completed form no later than September 30th.

The choices made on this form will remain on your student's record as long as they are enrolled in the District. If no form is on file, permission for the release of directory information is granted. For more information, please visit our [FAQ page](#).

Additional Information

If you want more information about student records, please review [Policy 3231](#) (Student Records) and [3231P](#) (Student Records).

Suicide Prevention

The District has adopted [Policy 2145](#) (Suicide Prevention) and [2145P](#) (Suicide Prevention – Procedure) to address suicide prevention.

Here is a copy of [Policy 2145](#):

The Monroe School District Board of Directors recognizes that suicide is a leading cause of death among youth and that suicidal indicators such as depression, substance abuse and violence are complex issues that should be taken seriously. While district staff may

recognize potentially suicidal youth and the district can make an initial risk assessment, the district cannot provide long-term mental health counseling. Instead, the board directs district staff to refer students who exhibit suicidal behaviors to an appropriate service for further assessment and counseling.

District staff who have knowledge of a suicide threat must take the proper steps to support the student and to report this information to the building principal or designee who will, in turn, notify the appropriate school officials, the student's family and appropriate resource services.

The board also recognizes the need for youth suicide prevention strategies and procedures. The district will adopt and, at the beginning of each school year, provide to all district staff, including substitute and regular bus drivers, a plan for recognizing, screening, referring and responding to students in emotional or behavioral distress. At a minimum, the plan will:

- Identify training opportunities for staff on recognizing, screening and referral of students in emotional or behavioral distress, including those who exhibit indicators of substance or sexual abuse, violence or suicide;
- Describe how to utilize the expertise of district staff trained in recognition, screening and referral;
- Provide guidelines, based on staff expertise, for responding to suspicions, concerns or warning signs of emotional or behavioral distress;
- Address development of partnerships with community organizations and agencies for referral of students to support services, to include development of at least one memorandum of understanding between the district and one such entity;
- Contain procedures for communication with parents and guardians, including notification requirements in accordance with [RCW 28A.320.160](#);
- Describe how staff should respond to a crisis situation where a student is in imminent danger to himself or herself or others;
- Describe how the district will provide support to students and staff after an incident of violence, student suicide or allegations of sexual abuse of a student;
- Describe how staff should respond when allegations of sexual contact or abuse are made against a staff member, volunteer, parent, guardian or family member of the student, including how staff should interact with parents, law enforcement and child protective services;
- Describe how the district will provide to certificated and classified staff the training on the obligation to report physical abuse or sexual misconduct required under [RCW 28A.400.317](#).

The superintendent will develop and implement the plan and a staff training schedule to

achieve the board's goals and objectives.

View the MSD Crisis Response and Suicide Prevention Plans [here](#).

Personal Electronic Devices

[Policy 3245](#) (Students and Telecommunication Devices) and [3245P](#) (Students and Telecommunication Devices – Procedure) set standards for how students use personal electronic devices, like cellphones, at school.

As stated in [Policy 3245P](#), the District expects students, employees, and parents to report violations of the District's telecommunication standards.

Translation

The District has established a language access plan, found in [Policy 4218](#) (Language Access Plan) and [4218P](#) (Language Access Plan – Procedure) to assist with communicating with parents who have limited English proficiency.

Here is a portion of [Policy 4218](#):

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services and activities for students and parents with limited English proficiency (LEP) free of charge. Our District's language access plan includes:

Oral Interpretation

The District will take reasonable steps to provide LEP parents competent oral interpretation of materials or information about any program, service, and activity provided to non-LEP parents and to facilitate any interaction with district staff significant to the student's education. The District will provide such services upon request of the LEP parent(s) and/or when it may be reasonably anticipated by District staff that such services will be necessary.

Written Translation

The District will provide a written translation of vital documents for each limited English proficient group that constitutes at least five (5) percent of the District's total parent

population or 1000 persons, whichever is less. For purposes of this policy, “vital documents” include, but are not limited to, those related to:

- registration, application, and selection;
- academic standards and student performance;
- safety, discipline, and conduct expectations;
- special education and related services, Section 504 information, and McKinney-Vento services;
- policies and procedures related to school attendance;
- requests for parent permission in activities or programs;
- opportunities for students or families to access school activities, programs, and services;
- student/parent handbook;
- the District’s Language Access Plan and related services or resources available;
- school closure information; and
- any other documents notifying parents of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or District policy.

If the District is unable to translate a vital document due to resource limitations or if a small number of families require the information in a language other than English such that document translation is unreasonable, the District will still provide the information to parents in a language they can understand through competent oral interpretation.

Transportation

Policy [6600](#), [6600P](#), [6605](#), [6605P](#), and [6620](#)

We are dedicated to safely, efficiently and effectively transporting our community’s students and positively impacting both the start and end of each bus rider’s day.

The Monroe School District provides transportation to and from school for K-12 grade students who live more than one mile walking distance from their home school. We utilize over 70 buses to transport students to and from school and extracurricular/sporting events. Our goal is to provide both a safe and enjoyable school bus ride for all students. Our buses are equipped with GPS units and video systems. These systems aid in locating buses in emergency situations, help with routing efficiency and assist our drivers and schools in supporting positive student behavior on the bus. We encourage students to arrive at their bus stop five minutes prior to the scheduled pick-up time and ride the bus to AND from their regular bus stop. For more information, please visit the [Transportation Department](#) page on our website.

Bus Conduct Progressive Discipline

The Monroe School District Transportation department utilizes a progressive discipline process. Based on the incidents severity and frequency, drivers and school principals follow progressive steps to manage student behavior. The four steps below outline the overall process.

1. Drivers are encouraged to manage students with Positive Behavior Support including positive praise and practicing student expectations.
2. If a misbehavior arises, drivers will remind students of expectations and give choices for safe behavior on the bus. A Bus Note may be sent home as a form of communication with the parents.
3. Should the behavior continue, drivers will call home to discuss the safety concerns with the parent. An incident report will be created and a new seat may be assigned for a period of time.
4. Should the behavior persist, or the behavior is critical in nature, such as a fight or harassment, a Bus Conduct report may be completed notifying the school as well as the parents. At this point, further progressive discipline may take place such as a long term assigned seat, loss of free time at school or loss of riding privileges for a designated period of time

Referral reasons are categorized into three groups: minor, moderate and critical. Each bus incident can be very different requiring a unique approach. These progressive steps in each group provide guidance and consistency with flexibility within each step to provide students with a positive path of learning and improvement. For each group of reasons there is a recommended progression of actions.

A - Minor Reasons

- Step 1 (1st occurrence) - The driver will select the referral type, "incident".
 - The driver will talk to the student and repeat the bus expectations to help educate the student.
- Step 2 (2nd occurrence) - The driver will select the referral type, "incident".
 - The driver will talk to the student again and repeat the bus expectations
 - The driver will call the parent to inform them of the incident and ask for assistance in developing an action plan of learning and improvement.
 - The driver can talk to the administrator or teacher for additional insight
- Step 3 (3rd occurrence) - If there is a 3rd occurrence within a month the driver will select the referral type, "conduct". If the 3rd occurrence is after a month or after there were positive results from the driver actions on the 2nd occurrence then the progression will start over at step 1.
 - The driver will again talk to the student and the parent to let them know that a referral was completed as the third step to the process.
 - The driver will also talk to the administrator to discuss the most appropriate action. This can also result in a meeting (in person or over the phone) between the driver, parent, student and administrator if appropriate to develop an action plan of learning and improvement.

- A referral notice will be generated from Bus Conduct and the administrator will email to the parent.
- Step 4 (4th occurrence) - If there is a 4th occurrence within a month following the previous referral and action taken, another referral will be completed and the action may be progressive as determined by the building administrator in collaboration with the bus driver.. If the 4th occurrence is after a month or after there were positive results from the actions in step 3 then the progression will start over at step 1

Note: Each time a conduct referral type is completed, the action taken may be progressive from the previous action.

B - Moderate Reasons

- Step 1 (1st occurrence) - The driver will select the “incident” referral type.
 - The driver will talk to the student and repeat the bus expectations
 - The driver will call the parent to inform them of the incident and ask for assistance.
- Step 2 (2nd occurrence) - The driver will select the “incident” referral type.

Note: The driver can choose to select “conduct” depending on the severity and intent of the incident.

 - The driver will talk to the student again and repeat the bus expectations and possibly assign a seat in the front of the bus.
 - The driver will call the parent to inform them of the incident and ask for assistance.
 - The driver will also talk to the administrator to give them a heads of the incidents.
 - The driver can talk to the teacher for additional insight
- Step 3 (3rd occurrence) - The driver will select the “conduct” referral type.
 - A meeting is scheduled with the parent, student, driver and administrator to address the concern and discuss the appropriate action.
- Step 4 (4th occurrence) - The driver will select the “conduct” referral type.
 - Student may be removed from the bus for a period of time as determined by the administrator.
 - If the student is removed from the bus, a student and parent re-admittance meeting is recommended (in person or by phone) with the driver and administrator to reinforce the bus expectations and have a contract signed by all parties that clearly defines the bus expectations and possible future consequences. The meeting will be scheduled and facilitated by the administrator.
 - If it is believed the student has no way to get to school, then another progressive action may be assigned in lieu of removal from the bus.
 - Any bus conduct issues with the student assigned to in-school suspension for bus conduct may result in the suspension being converted to a home suspension.

Note: For moderate reasons the progression of steps will not start over during the school year. Each time a conduct referral type is completed, the action taken may be progressive from the previous action upon the determination of the building administrator.

C - Critical Reasons

All actions that fall under the critical reasons category require immediate notification to the transportation department and school administrator. A bus conduct referral type “conduct” will also be completed. All actions taken must be clearly communicated to the transportation department and driver.

Note: Each time a conduct referral type is completed, the action taken may be progressive from the previous action.

BUS CONDUCT REFERRAL REASON DEFINITIONS

REASON	DEFINITION
A-Boarding the bus with prohibited items	The following items are not allowed on the bus: Breakable containers (e.g. glass bottles, aquariums). All forms of animal life, with the exception of service animals. Other articles (such as balloons) which could adversely affect the safety of the bus and passengers (i.e. things that cannot be safely secured or causes a distraction to the driver).
A-Distracting the driver	It is important to not distract the driver while the bus is in operation, except in emergencies.
A-Eating or drinking on the bus	Eating, drinking and/or chewing gum is prohibited.
A-Not disposing of trash properly	Any trash should be taken off the bus or placed in the trash can.
A-Not following rules at the bus stop	Students are not to engage in horseplay and are to respect the property of the homeowners in the area
A-Not keeping out of the bus aisle	Students are to remain seated, facing forward while the bus is in operation with their feet, body and all possessions out of the aisle.
A-Not keeping your hands to yourself	Overly aggressive play
A-Not maintaining proper voice level	No screaming, yelling or other loud noises are allowed that would distract the driver.
A-Not obeying the bus driver or monitor	The driver is in full charge of the bus and riders at all times. Students are expected to be kind and respectful to fellow students, bus monitor and the driver.
A-Not sitting properly	Students are to remain seated, facing forward while the bus is in operation.
A-Not using appropriate language	Swearing, vulgar comments or inappropriate use of words.
A-Other	Other items not specifically listed.
B-Getting off the bus at the wrong stop	Students must only get off at their assigned bus stop unless a signed bus pass is given to the driver.
B-Not keeping your head or hands inside bus	Bus windows are only opened with the driver's permission and are limited to 2 notches. Hands, arms, heads and legs are to be kept inside the bus at all times.

B-Not riding the assigned bus	Students must only ride their assigned bus unless a signed bus pass is given to the driver.
B-Spraying an irritant on the bus	Spraying or applying perfume, deodorants or anything with a strong odor while on the bus.
B-Throwing items on or out of the bus	Throwing objects of any kind on, out, in or near the bus is prohibited.
C-Destruction of district property	Deliberately impairs the usefulness of property/destruction of property (tearing, ripping or poking holes in seats/graffiti...)
C-Destruction of personal property	Deliberately impairs the usefulness of personal property/destruction of personal property.
C-Fighting	Serious physical contact/injury between two or more students.
C-Harassment, Intimidation, and Bullying	To control, embarrass or harm others with taunting words or physical actions. Imbalance of power (physical strength, popularity, ganging up on...)
C-Sexual Misconduct-Inappropriate Touch	Touching someone in an unwanted sexual way.
C-Signs of Depression or Suicide	Any signs or comments that would indicate depression or thoughts of suicide must be reported.
C-Using or possessing alcohol, tobacco, and other drugs	Possessing or use of tobacco, vapor, alcohol, or illegal drugs/substances.
C-Weapon brought on the bus	Possession of knives or guns (real or look alike), including chemical weapons or other protective devices/objects capable of causing bodily harm.

- A-Minor
- B-Moderate
- C-Critical

Use of Tobacco, Nicotine Products and Delivery Devices

The District has adopted [Policy 4215](#) (Use of Tobacco, Nicotine Products and Delivery Devices), which prohibits the use of tobacco, nicotine, and other devices like vaping devices on school grounds. The policy says:

The board of directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of

the community, have an obligation as role models to refrain from use of tobacco products and delivery devices on school property at all times. Tobacco products and delivery devices include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, and vapor products, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

Any use of such products and delivery devices by staff, students, visitors and community members will be prohibited on all school district property, including all district buildings, grounds and district-owned vehicles, and at school events regardless of location; and in the case of vape/vapor products, within five hundred feet of schools. Possession by or distribution of tobacco products to minors is prohibited.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy in the form of a nicotine patch, gum or lozenge is permitted. However, students and employees must follow applicable policies regarding use of medication at school.

Notices advising students, district employees and community members of this policy will be posted in appropriate locations in all district buildings and at other district facilities as determined by the superintendent and will be included in the employee and student handbooks. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

Visitors/Volunteers

The District appreciates the contributions that volunteers make to our educational program, and it encourages parents and community members to volunteer. Nonetheless, our top priority is keeping our students, staff, and volunteers safe. Therefore, we require all volunteers, including field trip chaperones, to submit a [volunteer application](#) and be approved in order to spend time on campus. Volunteer application packets must be submitted annually and include the following:

- Application
- Statement affirming understanding of: Confidentiality, Discrimination, and Prohibiting Harassment, Intimidation and Bullying laws and procedures
- Criminal History Disclosure/WSP Criminal Background Check
- Reference Check

Those who are interested in volunteering should review the following policies:

- [Policy 5005](#) (Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval) and [5005P](#) (Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval – Procedure)
- [Policy 5630](#) (Volunteers) and [5630P](#) (Volunteers – Procedure)

All volunteers, including one-time volunteers, and visitors must

- sign in and out in the main office at the school or site location they are visiting;
 - wear identification badge at all times while on campus or on a field trip;
 - acknowledge that relationships developed with children at school need to remain at school and that, for their own protection, volunteers should never be left alone with a child that is out of view of school personnel or another adult volunteer.
 - Maintain confidentiality
-

Weapons

Because the safety of students and staff in our schools is paramount, the District has adopted [Policy 4210](#) (Regulation of Dangerous Weapons on School Premises), which prohibits individuals from carrying dangerous weapons on to district property. To ensure that you are familiar with the District's policy, it is reproduced below:

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school district premises, school-provided transportation or areas of other facilities being used exclusively for school activities unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of [RCW 9.41.280](#) is a criminal offense.

The superintendent is directed to see that all school facilities post "Gun-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

The term "dangerous weapons" under state law includes:

- Any firearm;
- Any device commonly known as "nun-chu-ka sticks," consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or

other means;

- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
 - Any dirk or dagger;
 - Any knife with a blade longer than three inches;
 - Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
 - Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
 - Any razor with an unguarded blade;
- Any slung shot, sandbag, or sandclub;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the district considers the following weapons in violation of this policy:

- Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
- Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

Reporting Dangerous Weapons

An appropriate school authority will promptly notify the student’s parents or guardians

and the appropriate law enforcement agency of known or suspected violations of this policy.

Students who violate this policy will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to [RCW 28A.600.420](#). The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also 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 a device that appears to be a firearm.

No expulsion under [RCW 28A.600.420](#) prevents the district from continuing to provide educational services in an alternative educational setting in compliance with [RCW 28A.600.015](#). Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

Exceptions to State Law and this Policy

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:

1. Persons engaged in military, law enforcement, or school district security activities;
2. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
3. Persons competing in school authorized firearm or air gun competitions; and
4. 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:

1. Persons with concealed weapons permits issued pursuant to [RCW 9.41.070](#) who are picking up or dropping off students; and
2. 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, with prior approval from the building principal.

Personal Protection Spray

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. Sprays will be checked in to the building administrator during school hours and returned to the student when they are leaving the schools campus. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

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.