

**Student Rights
&
Responsibilities
2019-2020**



Mukilteo
School District

“Committed to Success for Every Student”

Mukilteo School District No. 6
Student Rights and Responsibilities Handbook

Nondiscrimination

Mukilteo School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures are referenced within this handbook and/or may be directed to the School District's Title IX officer and/or Section 504/ADA coordinators. The Title IX Officer and the Civil rights Coordinator is Bruce Hobert (425-356-1325), hobertbl@mukilteo.wednet.edu, Section 504 Coordinator is Lisa Pitsch (425-356-1277), pitschla@mukilteo.wednet.edu, and the ADA/Access Coordinator is Karen Mooseker (425-356-1330), moosekerkw@mukilteo.wednet.edu all located at 9401 Sharon Drive in Everett, WA. Inquiries regarding ADA/Access issues at Sno-Isle TECH Skills Center should be directed to Maggie Bagwell, Director (425-348-2220), bagwellmm@mukilteo.wednet.edu at 9001 Airport Road in Everett, WA 98204.

Mukilteo School District Student Rights and Responsibilities policy was amended on July 15, 2019, by the Board of Education.

BCV (SR&R)
July 15, 2019

All referenced School Board Policies and Procedures are located on the Mukilteo School District website at MukilteoSchools.org.

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Philosophy for Students

Mukilteo School District Board of Directors views the school as a place to experience academic and social success. Success contributes to positive student self-esteem which, in turn, translates into positive student behavior. By providing opportunities for students to learn concepts, practice skills, and experience academic success, we create an environment which promotes academic and social success.

Our program focuses on developing each student as a competent, self-disciplined learner. This requires learning decision-making skills; thus, our emphasis is on identifying and defining problem behaviors, problem-solving skills and prevention measures. These are built within an atmosphere of self-respect, respect for one another, and respect for the learning environment. School District policies, including rights and responsibilities, and student conduct procedures, are designed to provide boundaries within which individuals find security, yet freedom to develop self-discipline. Emphasis is placed on positive behaviors, growth and behavior-related consequences. It is important for students to be responsible for their actions.

Students, parents and staff must simultaneously work to support the rights of students while helping students accept responsibility for their academic and social growth.

Student Rights and Responsibilities

The philosophy and policies of Mukilteo School District respect and protect the general rights of all students and parents. These policies establish certain student rights and corresponding responsibilities within our educational framework.

District Responsibilities

To implement our commitment to the development of student academic and social growth through the process of providing opportunities and developing self-discipline and individual responsibility in a positive way, School District personnel will:

- demonstrate respectful and positive attitudes

- define and consistently hold high academic and behavioral expectations of students
- be consistent and appropriate with students
- maintain the dignity and self-esteem of students
- create an atmosphere of respect for all
- vary the time for learning for students according to the needs of each student and the complexity of the task
- provide opportunities for success in academic and social growth

School District Rules

Mukilteo School District believes that students can learn and can be taught to manage their own behavior. With that belief, the District has established three general rules of conduct that guide the behavior of students:

- students will respect the rights and property of themselves and others
- students will behave in such a manner as to create a positive learning environment
- students will respect the health and safety of others

Individual schools and classrooms may develop more specific rules for students. These rules will also be consistent with Board policy and philosophy.

When students do not adhere to these three basic District rules, and the rules of their specific building, the District will use discipline strategies described later in this document.

These rules are in effect at all events sponsored by Mukilteo School District, including after-school and off-campus events, and on District transportation and transportation loading areas.

The Positive Approach

In our endeavor to focus on academic and social growth, all staff will follow a process for positively directing students in behavior change at each level of discipline. Our goal is to help students to be responsible, self-disciplined individuals.

Grievance/Complaint Procedures

Grievances or complaints regarding District staff or programs should be directed to the specific staff member or to the school administrator for resolution. If the grievance/complaint is not resolved at the building level, it may be directed to the Superintendent's designee and handled according to Board Policy and Procedures 4312/4312-P. Grievance procedures and appeal processes regarding imposed discipline, short-term suspension, long-term suspension, expulsion and emergency expulsion are handled in accordance to 392-400-240 and Board Policy and Procedures 3241 and 3241-P.

Attendance

The Mukilteo School District recognizes that the educational process requires a continuity of instruction, active classroom participation and meaningful life experiences. Students must attend school regularly to benefit from these educational cornerstones. Making school attendance a priority may be the biggest factor influencing a student's academic success.

Benefits to Daily Attendance

Regular attendance to school allows a student to keep up with daily classroom activities, lessons, assignments, tests and quizzes, and to complete them on time. Other benefits include:

- **Academic Achievement** – students who attend school regularly are more likely to pass their classes and meet standard on local and State assessments.
- **Opportunities** – students who attend school regularly have opportunities such as access to counselors, access to important information such as SAT and ACT test dates or scholarship information, the ability to participate in field trips, guest speakers and more.
- **Being a member of the school** – students who participate feel a sense of belonging and being a member of something bigger than themselves. They learn teamwork, communication skills, meet others from diverse cultures and acquire other valuable social skills.

When Your Student Misses School

Failure to attend school causes an interruption of instructional activities, some of which cannot be substituted. Failure to attend school regularly may result in the following:

- **Loss of credit** – beginning with the class of 2019, students must earn 24 credits to graduate on time from high school, so every credit counts.
- **Grade reduction** – missing school may mean missing assignments, missing assignment deadlines and/or lower test scores, which may result in lower grades.
- **Removal from class or school** – students who do not attend school regularly risk-being removed from a class(es) or from school entirely.
- **Attendance to school is mandatory** – mandatory school attendance is a policy that schools take seriously. Unexcused absences may cause a school to file a Becca Petition with the courts.

What Can Parents Do?

Students and their parents have the responsibility for ensuring that the student attends school regularly as prescribed by the Compulsory Attendance Law of the State of Washington. Strategies to help your student attend school may include:

- **Contact the school immediately** – if your student is going to be absent from school, contact the school immediately, excuse the absence and ask for any missing work/assignments. Make sure to follow the guidelines and attendance policies outlined in each school’s student/parent handbook.
- **Help your student get to school on time every day** – the Mukilteo School District has a robust transportation system. If your student is riding the bus, know your pick-up and drop-off times and locations. Coming to school late may make it difficult for your student to stay caught up with the first lessons of the day.
- **Stay informed and involved** – ask your student about their day, how school went, what they have for homework, what activities are coming up and more. Check each night that your child is completing homework assignments, attend parent/teacher conferences, read information that comes home from school, check their grades online, attend school events and get to know their friends.
- **Promote good health** – make sure your student is eating a balanced diet, getting plenty of exercise and enough quality sleep.

- **Resources** – resources are available if you are having trouble getting your student to school.
 - School personnel – talk with your school’s teacher, counselor, administrator, nurse, resource officer, secretary, coach, club advisor and other staff members.
 - Online resources
 - Snohomish County Juvenile Court Department – <http://www.snohomishcountywa.gov/195/Juvenile-Court>
 - OSPI – Graduation: A Team Effort – www.k12.wa.us/GATE
 - OSPI – Truancy (Becca Bill) and Compulsory Attendance – www.k12.wa.us/GATE/Truancy

Attendance in the schools of the State of Washington is compulsory from the age of eight (8) to the age of eighteen (18). When a student is 16 years of age or older, and with parental consent, students in full-time, remunerative occupations and other exceptions under RCW 28A.225.010 need not attend. However, students who enroll obligate themselves to the same attendance regulations which exist for students not covered by exceptions.

Students enrolled in Mukilteo School District will attend all regularly scheduled classes to which they are assigned unless officially excused by administration, the class teacher or designee.

All Mukilteo School District schools have closed campuses during the school day.

WAC 392-401-020 Excused absences – Absences due to the following reasons must be excused:

1. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental, optometry, pregnancy and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;

6. State recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absence related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-197;
10. Absences due to student safety concerns, including absences related to threats, assaults or bullying;
11. Absences due to the student's migrant status and;
12. An approved activity that is consistent with District policy and is mutually agreed upon by the principal or designee and a parent, guardian or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence. Districts may define additional categories or criteria for excused absences.

WAC 392-401-030 Unexcused absences - Any absence from school is unexcused unless it meets one of the criteria provided in WAC 392-401-020 (listed above).

Students who must leave school during the day must check out through the student office. Students will only be allowed to leave after a note or phone call is received from the parent/guardian. Students who leave without following this procedure will be considered truant. Students returning within the same day must sign in to avoid being marked absent for the remainder of that day.

Students who have been absent from school will be excused following a written or oral communication from the student's parent/guardian, as per building procedures, giving the date of the absence and the reason for missing school. Teachers shall ensure that the students have an admit slip prior to accepting them into class following an absence.

A written or oral communication from the parent/guardian or eligible student for an excused absence must be received within two (2) school

days following a return to school, unless other arrangements have been made in accordance with building procedures, or the absence will be unexcused.

Failure to attend may result in loss of credit, grades or removal from class or school.

The District will comply with the terms of the “Becca Bill” in reporting unexcused absences to juvenile court.

Becca Bill - Attendance is important for academic success, and unexcused absences may be an early warning sign for unaddressed problems with school and future dropout. When youth fail to attend school, they are considered truant. Washington State’s truancy law, known as the Becca Bill, requires the school/District and the juvenile court to take specific actions when youth are truant.

School/District Requirements

- After **one** unexcused absence in a month, the school is required to inform the parent in writing or by phone.
- After **three** unexcused absences, the school is required to initiate a parent conference to improve the student's attendance.
- Between the **second** and before the **fifth** unexcused absence the District will take data-informed steps to eliminate or reduce the student’s absences using either the WARNS Assessment for middle/high school students or another assessment approved by the District.
- After **five** unexcused absences in a month, the parent and school must enter a contract to improve the student's attendance, or the case can be referred to a Community Truancy Board or file a petition to juvenile court.
- After **seven** unexcused absences in a month, or ten unexcused absences in an academic year, the School District shall file truancy petitions with the juvenile court.
- If the student is not in compliance with a court order resulting from a truancy petition, the school is required to file a contempt motion.
- A community truancy board is comprised of members of the local community to address excessive absenteeism and truancy.

Search and Seizure

A student and the student's personal property, locker and/or automobile are subject to search by school officials if an individualized reasonable suspicion exists that the search will yield evidence of a student's violation of the law or school rules governing student conduct. The principal or assistant principal shall have an additional administrator or staff member present during the search.

- Any student search must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. For the purpose of this policy, "contraband" means items, materials or substances that are prohibited by law or District policy, including but not limited to, controlled substances, alcohol, marijuana, tobacco/vaping products or delivery devices, drug paraphernalia or any object that can reasonably be considered a firearm or weapon.
- Staff shall conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.
- Staff may only search a student's automobile if it is parked on school and/or District property.
- If a student refuses to cooperate with any search, the student may be disciplined for failing to cooperate with and following directives of a school administrator.

Drug/Alcohol Detection Dog Search

- No student shall be subject to a search by a drug/alcohol detection dog unless there is an individualized reasonable suspicion that the student is under the influence or in possession of a controlled substance or alcohol.
- Canine detection inspections, however, may be used before, during and after the school day and at school events, for general campus inspections including, but not limited to, classrooms, student lockers, gym lockers, desks, school parking areas and automobiles parked on school property. Any such inspections will be conducted in the presence of school personnel by a properly trained and certified dog and dog handler.

Drug/Alcohol Screen Test

- No student shall be subject to an alcohol/drug screen test including, but not limited to, an Alco Screen/saliva/drug test stick or breathalyzer unless there is an individualized reasonable suspicion that the student is under the influence of a controlled substance or alcohol.
- If a student refuses to cooperate with the administration of a drug/alcohol screen test, staff may proceed with appropriate discipline based on all other available evidence.

Strip Search

- No student shall be subject to a strip search or body cavity search by school staff. "Strip search" means having a person remove or arrange some or all of the student's clothing so as to permit an inspection of private areas, body cavities or undergarments of the person.

School Records

Mukilteo School District is required by the Family Educational Rights and Privacy Act (FERPA - Sec. 99.7) to provide annual notification of FERPA rights. The District shall maintain those student records necessary for the educational welfare of students, for orderly and efficient operation of schools, and as required by law.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) 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.

2. The right to request the amendment of student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request

unless it states in its annual notification that it intends to forward records on request.]

4. 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 is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Withholding Records

A student shall be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student's grades, transcripts or diploma may be withheld until restitution is made by payment or the equivalency through voluntary work as agreed to by the District. The student or the student's parents may appeal the imposition of a charge for damages to the Superintendent and Board of Directors.

Exceptional Misconduct

There are categories of behavior that are considered to be exceptional student misconduct. School authority exists on school property, school bus stops, and during any school activity, function or event when held off the school grounds and/or when student misconduct is taken off campus and disrupts the educational process. Behaviors such as those described below, because of their impact on the school environment, may result in a suspension, emergency expulsion or expulsion without prior disciplinary interventions.

Academic Dishonesty: Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Academic Dishonesty is defined as any action or attended action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student. This may include, but not limited to, submitting work of others represented as the student's own; or assisting another student in doing so; distributing, sharing or

receiving completed class assignments/tests; using unauthorized sources; cheating on tests, assignments or other schoolwork; altering own or another's grade(s).

Arson/Incendiary devices: The intentional setting or attempted setting of fire which may include the use of incendiary devices such as a weapon or bomb to start a fire.

Bullying: Stopbullying.gov defines bullying as unwanted, aggressive behavior that involves real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying the behavior must be aggressive and include an imbalance of power, such as physical strength, access to embarrassing information or popularity to control or harm others. Repetition describes behaviors that happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally and excluding someone from a group on purpose.

Disruption of School: Behaviors that substantially disrupt the educational environment or invade the rights of others. Examples may include, but are not limited to: the use of electronic speech such as social media, texting and/or video that occurs off campus when it causes or can be reasonably predicted to cause a substantial disruption to school or a school-sponsored activity; threat of force, violence or related conduct (e.g., bomb threats), or use of noise (e.g., pulling a false fire alarm); protests, walk-outs, sit-ins or intentionally causing the disruption or obstruction of any function of the Mukilteo School District.

Drugs/Alcohol/Marijuana: The use of alcohol, marijuana, controlled substances and items purported to be alcoholic, marijuana or controlled substances, as well as the intent to sell or the possession of such substances or paraphernalia, are in violation of District policy and will not be tolerated on school grounds or at any function or activity approved, sponsored or supervised by Mukilteo School District. This includes the sale, manufacturing, purchase, transfer, being under the influence of, or showing evidence of (reasonable suspicion of) having used any illicit drug, alcohol, marijuana, marijuana food byproducts, controlled substance, synthetic drugs, look-alike drug/substance purported to be a drug, or misuse of any prescription drug or the misuse of over-the-counter medications.

Students shall not possess, use, transmit, sell, be under the influence of, or show evidence of having used any substances capable of or intended, purported or presumed to be capable of altering a student's mood, perception, behavior or judgment, other than properly used over-the-counter pain relievers and medications prescribed by a licensed health care provider for an individual student. All medications used at school must meet the requirements of Board Policy and Procedures 3416 and 3416-P.

When it is determined a student has broken any school rule regarding drugs, alcohol, marijuana and/or any other substances referenced herein, the parent(s) or guardian(s) and the student will be notified that the school is imposing a long-term suspension or expulsion due to exceptional misconduct. For offenses solely involving paraphernalia, the administrator may impose other forms of discipline. A school administrator will schedule a conference with the student's parent(s) or guardian(s).

If drug and alcohol assessment and treatment are a condition for the student to return to school prior to the end of the exclusion, an administrator will review the referral process. The District shall provide, upon request from the student or the student's parent/guardian, a list of resources for counseling. (Board Policy 3442).

Fraud: Fraud is defined as the wrongful deception intended to result in financial or personal gain and/or as a person or thing intending to deceive others. Conduct of a false nature including, but not limited to, written or electronic means such as using the name of another person or falsifying times, dates, grades, addresses or other educational or personal data.

Extortion, Blackmail, Coercion: Obtaining money or property by violence or threats, or by forcing someone to do something against the student's will by force or threats.

Gambling: Risking something of value in hopes of winning something else of value.

Gang Activity: A student who is enrolled in a public school or an alternative school may be suspended or expelled if the student is a member of a gang and knowingly engaged in gang activity on school

grounds. “Gang” is a group which: (a) consists of three or more persons; (b) has identifiable leadership; and (c) on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes as defined in RCW 28A.600.455. Gang activity includes, but is not limited to, gang-related apparel and regalia; identifying self as gang related; tagging, gang signs, language; promoting and/or recruiting; showing affiliation, initiation activities, intimidation and/or willing observation.

Harassment: Any malicious act, which causes harm to any person’s physical or mental well-being (WAC 495A-121-011). Harassment, intimidation or bullying means any intentional electronic (any communication where there is the transmission of information by wire, radio, optical cable, electromagnetic, or similar means), written, verbal, or physical act. Examples may include (1) hate crimes/hate speech – acts in which victims are selected based on characteristics such as race, national origin, ethnicity, sex/gender, religion, sexual orientation or disability; (2) hazing – any method of initiation into a student organization or group that causes or is likely to cause bodily danger or physical harm, serious mental or emotional harm; (3) racial harassment – written, oral, graphic or physical conduct relating to an individual’s race, color or national origin that is sufficiently severe, pervasive or persistent; (4) sexual harassment – unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct directed at a person because of their sex. Examples of sexual harassment include, but are not limited to: unwelcome verbal harassment of a sexual nature or abuse; unwelcome pressure for sexual activity; unwelcome sexually motivated or inappropriate physical contact; unwelcome sexual behavior or words; unwelcome behavior; verbal or written words or symbols directed at an individual because of gender.

See Bullying, Indecency and/or Intimidation/Threats (Board policies 2020, 3214 and 3216).

Illegal Activity: Acts found to be in violation of the law.

Inappropriate Behavior: Those behaviors that are not suitable or proper for a school setting and impede the educational rights of others to learn. Examples include, but are not limited to, physical aggression (hitting, kicking, pushing, spitting and biting); object aggression (throwing, breaking, knocking over objects); verbal aggression (any language verbal or non-verbal, directed at someone in a threatening or harmful manner,

which may include obscene gestures); video/recording someone without permission; and/or written/artistic/graphic expression not appropriate for school or may meet the definition of harassment, intimidation or bullying.

Indecency: Use of obscene or profane language either verbal or non-verbal, acts of vulgarity, indecent exposure and/or excessive public display of affection; use of any electronic device for improper or illegal purposes (examples include, but are not limited to, sexting, sharing indecent images, pictures or videos). Students in possession of indecent images of anyone under the age of 18 are considered to be in possession of child pornography. See Harassment.

Interference with School Authorities: Interfering with school personnel in the performance of their duties. This may include repeated failure to comply with or follow reasonable requests by law enforcement teachers and/or staff. This may also include, but is not limited to, non-compliance, defiance, disrespect and/or making false official statements.

Intimidation/Threats: Implied or overt threats of physical violence (WAC 495A-121-011). Conduct or communication that (1) is intended to be harmful, humiliating or physically threatening and (2) shows hostility toward a person or persons which may include both verbal and non-verbal communication including “posturing.” See Harassment, Bullying.

Intimidation of School Authorities: Interfering with school personnel by threatening them, either overtly or implied, during the performance of their duties, which may include both verbal and non-verbal communication including “posturing.”

Inappropriate/Malicious Use of Electronic Information Systems: (Board Policy and Procedures 2314/2314-P) See “Acceptable Use of Electronic Information Systems” section.

Physical Injury/Fighting/Assault: Causing, or attempting to cause, physical injury or behaving in such a way as could reasonably cause physical injury to any person. This includes, but is not limited to: fighting, instigating a fight and/or assault, and/or encouraging a fight in any manner including congregation, video recording, planning a fight, being a willing observer and/or failure to reveal prior knowledge of a

fight to an administrator/designee. Assault is defined as meaning to inflict great bodily harm.

Theft: Taking, removing and/or being in possession of school, District property or the property of others without permission.

Tobacco/Vaping/Juuling: Possession, use, distribution, intent to sell or sale of tobacco/vaping/juuling products. Tobacco includes, but is not limited to, cigarettes, cigars, lighters, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine-delivering devices, electronic cigarettes and/or tobacco accessories, vaping and vaping products, juul, e-cigarette and/or pod-style devices. (Board Policy 4335).

Trespass: Being present in an unauthorized place or refusing to leave when ordered to do so or the unauthorized entry into the District computer and/or record systems (ex: hacking into a computer). Being on School District property or at school sponsored activities, without administrator permission, while on suspension/expulsion from school and/or violating a no-trespass order.

Vandalism: Causing or attempting to cause damage to property of others and/or school, District property, including District websites or media sources.

Dangerous Weapons: It is a violation of District policy and State law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities 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 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 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.

Students who violate this policy will be subject to discipline. Students who have possessed a firearm 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.

Procedures for Appeal, Readmission and Re-engagement During Suspension or Expulsion

Appeal, Readmission and Re-engagement

Students/parents may appeal any suspension or expulsion from school. Grievance and appeal procedures are stated on each suspension/expulsion notice and can also be found in Board Procedures 3241-P.

Readmission

Students who have been suspended or expelled may make a written request for readmission to the District at any time. If a student desires to be readmitted at the school from which they have been suspended/expelled, the student will submit a written application to the principal, who will recommend admission or non-admission. If a student wishes admission to another school, they will submit the written application to the Superintendent. The application will include:

- The reasons the student wants to return and why the request should be considered;
- Any evidence that supports the request; and
- A supporting statement from the parent or others who may have assisted the student.

The Superintendent will advise the student and parent of the decision within seven (7) school days of the receipt of such application.

Re-engagement Plan

The District will collaborate with the student and parents to develop a culturally sensitive and culturally responsive re-engagement plan tailored to the student's individual circumstances to support the student in successfully returning to school. In developing a re-engagement plan, the District must consider:

- The nature and circumstances of the incident that led to the student's suspension or expulsion;

- As appropriate, students' cultural histories and contexts, family cultural norms and values, community resources and community and parent outreach;
- Shortening the length of time the student is suspended or expelled;
- Providing academic and nonacademic supports that aid in the student's academic success and keep the student engaged and on track to graduate; and
- Supporting the student's parents, or school personnel in taking action to remedy the circumstances that resulted in the suspension or expulsion and preventing similar circumstances from recurring.

The District must document the re-engagement plan and provide a copy of the plan to the student and parents. The District must ensure both the re-engagement meeting and the re-engagement plan are in a language the student and parents understand.

Exceptions for Protecting Victims

The District may preclude a student from returning to the student's regular educational setting following the end date of a suspension or expulsion to protect victims of certain offenses as follows:

- A student committing an offense under RCW 28A.600.460(2), when the activity is directed toward the teacher, shall not be assigned to that teacher's classroom for the duration of the student's attendance at that school or any other school where the teacher is assigned;

A student who commits an offense under RCW 28A.600.460(3), when directed toward another student, may be removed from the classroom of the victim for the duration of the student's attendance at that school or any other school where the victim is enrolled.

Off-Campus Intervention

The following are factors for consideration to determine if a school will assume jurisdiction in off-campus incidents.

1. Did the incident occur in whole or in part because of behavior between the parties during the school day?
2. Did the incident occur reasonably close in time to the school dismissal bell?

3. Did the incident occur reasonably close to the school grounds, bus or bus stop?
4. Will the incident disrupt the educational process at the school?
5. The seriousness of the offense.

Bus Transportation

Bus transportation is available to students whose residences qualify them to ride a bus. Continued ridership is based on a student's safe, respectful and responsible behavior at bus stops and on the bus.

Passenger Conduct

1. Obey the driver's instructions when first requested.
2. Remain safely seated. When available, seat belts must be worn at all times.
3. Keep noise level down; talk to seat partner only.
4. Respect others and their property; keep hands and feet to self.
5. No eating or drinking.
6. Get on/off the bus only at own stop.
7. Enter/exit the bus safely.
8. Place backpack on lap while riding the bus.
9. No prohibited items allowed.

Failure to abide by bus conduct guidelines will result in discipline, which may include exclusion from the bus and school disciplinary action.

The following activities may result in immediate withdrawal from the bus:

1. Aggressive action toward bus driver/violence
2. Fighting on the bus
3. Throwing objects in or out of the bus
4. Possession of weapons/dangerous articles
5. Destroying or defacing District or private property
6. Use of sparking devices
7. Smoking, drugs, alcohol or any form of tobacco including e-cigarettes, vaping and/or vaping devices
8. Obscene gestures or profanity directed at the bus driver
9. Any part of the body extended outside of the bus
10. Intimidation/Harassment (Bullying)

The District's Transportation Department will establish and enforce procedures to ensure the safety of the students of the Mukilteo School District.

Technology Resources - Acceptable Use Guidelines

The Mukilteo School District (the District) makes a wide range of technology resources available to students, staff and guests in order to provide access to information and to support the development of technology skills. Technology is an integral part of curriculum, delivery of instruction and the business and operations of the District. For purposes of this procedure, technology includes, but is not limited to, computers and tablets, other hardware and peripherals, software, the District network, internet access, scanners, cameras and Electronic Communication Devices (ECDs).

The District establishes appropriate safeguards to ensure the security of District, student and employee data. The District employs filtering systems on all devices that access the internet through the District's network. These systems filter and block access to internet content that the District determines to be inappropriate. There is no expectation of privacy by users of District technology, including but not limited to, internet use and email. Materials created, stored, sent or received on District technology are subject to review by the District and may also be subject to public records requests under the Washington Public Records Act. These procedures provide details regarding the appropriate use of District technology. Users are expected to review and understand the guidelines in this document. Continued access to District technology is dependent upon conformance to the procedures below.

Appropriate Use Guidelines

The District expects users to use District technology appropriately and effectively. Any use of District technology must conform to State and federal law, technology use policies and Mukilteo School District policies and procedures. Use of District technology must support classroom instruction, student learning, staff professional development and/or the District's business and operations. Use of District technology must be consistent with the mission of the Mukilteo School District. The District reserves the right to prioritize use of and access to the system.

1. Use of District subscriptions to mailing lists, bulletin boards, chat groups, commercial online services and other information services must be directly related to curriculum and classroom instruction or District business and operations.
2. Connecting or attaching any computing or networking equipment or components to the Mukilteo School District's network via network ports and/or communications closets, by anyone other than individuals expressly authorized by the Technology Department is prohibited. Unauthorized computing or networking equipment or components will be removed and confiscated without notice. Users are not allowed to connect non-District devices including, but not limited to, laptops, workstations, networking or other electronic equipment to the District "Staff" or "Student" network without prior approval. Non-District devices may be connected to the District "Guest" wireless network.
3. Technology shall not be used to disrupt the operation and use of technology by others. District technology system components, including networks, hardware and software, shall not be disabled, destroyed, modified, removed or damaged in any way.
4. District technology constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
5. Use of cameras, including those in cell phones or other ECDs, is prohibited in restrooms, locker rooms or any other location where there is a reasonable expectation of personal privacy.
6. Technology shall not be used to harass others or gain unauthorized access to any service or information or to damage the components of a service.
7. Use of any technology on District property, including personal ECDs, to access, store or distribute inappropriate, obscene or pornographic material is prohibited.
8. Users are expected to comply with all current copyright laws.
9. Use of District technology for commercial reasons is prohibited.
10. Users shall make diligent efforts to protect and conserve technology resources.
11. Users are responsible for the appropriateness of the material they transmit or publish using technology. Hate mail, harassment, intimidation, bullying, discriminatory remarks or other antisocial behaviors are prohibited.
12. Staff who intend to use District-owned technology devices off District premises must sign the "District Equipment Checkout Form and Guidelines." By signing, employees agree to comply with the

guidelines and accept responsibility for protecting District technology resources.

Security

1. System usernames, passwords and accounts are to be used only by the account owner for appropriate purposes.
2. Users shall not leave open sessions and/or files unattended or unsupervised. Account owners are responsible for all activity on their account.
3. Users shall not seek information on, obtain copies of or modify files, data or passwords belonging to other users.
4. Users shall not misrepresent themselves in order to gain unauthorized access to any District data or services.
5. Communications on District technology shall not be encrypted in order to prevent detection during a District security review.
6. Users will employ secure practices, as defined by the District, when using District technology resources. (See Technology Services Department website.)

Internet Safety Instruction

All students will receive instruction about appropriate online behavior, including safe practices for interacting with others on social networks. Internet safety instruction will include cyberbullying awareness and response.

District Responsibilities

1. The District will review, monitor, and log, as appropriate, all technology activity for responsible and acceptable use consistent with the terms of the policies and procedures.
2. The District will make determinations on whether specific uses of technology are consistent with these Appropriate Use Guidelines.
3. The District reserves the right for authorized personnel to review District technology use, including file content, for the purpose of security and to meet administrative needs.
4. The District may remove a user's access to technology, with or without notice, at any time the District suspects that the user is engaged in unauthorized activity or is violating these procedures. In addition, further disciplinary or corrective action(s) may be imposed for violations of the procedures up to, and including, suspension or expulsion from school.

5. The District will cooperate fully with law enforcement investigations concerning, or relating to, any suspected or alleged inappropriate activities.
6. The District will periodically determine whether specific uses of technology are consistent with this procedure and the Acceptable Use Guidelines stated above.

Discipline and Consequences for Unauthorized Use of Technology

Violation of these Appropriate Use Guidelines and expectations for use of technology by students and employees may be cause for disciplinary action.

Discrimination

Mukilteo School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

- Bruce Hobert, Civil Rights Coordinator,
hobertbl@mukilteo.wednet.edu, 9401 Sharon Drive, Everett,
WA, (425) 356-1319.
- Bruce Hobert, Title IX Officer,
hobertbl@mukilteo.wednet.edu, 9401 Sharon Drive, Everett,
WA, (425) 356-1319.
- Lisa Pitsch, Section 504 Coordinator,
pitschla@mukilteo.wednet.edu, 9401 Sharon Drive, Everett,
WA, (425) 356-1257.

Report discrimination and discriminatory harassment to any school staff member or to the District's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your District's nondiscrimination policy and procedure, contact your school or district office or view it online here:

<http://info.mukilteo.wednet.edu/board/Policy/Pol/3210.html>

<http://info.mukilteo.wednet.edu/board/Policy/Pol/3210-P.html>

Sexual Harassment

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

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

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

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

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

<http://info.mukilteo.wednet.edu/board/Policy/Pol/3214.htm>;

<http://info.mukilteo.wednet.edu/board/Policy/Pol/3214-P.htm>

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

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

Complaint to the School District

Step 1: Write your complaint

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

Step 2: School District Investigates Your Complaint

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

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

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

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St SE, Olympia, WA 98504-7200

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

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | OCR Website

Washington State Human Rights Commission

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

Nondiscrimination – Board Policy 3210

The District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, including gender expression or identity, marital status, nonprogram-related physical, sensory, mental disabilities, or the use of a trained dog guide or service animal by a person with a disability. The District will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United

States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

Conduct against any student that is based on one of the categories listed above that is sufficiently severe, persistent or pervasive as to limit or deny the student's ability to participate in or benefit from the District's course offerings, educational programming or any activity will not be tolerated. When a District employee knows, or reasonably should know, that such discriminatory harassment is occurring or has occurred, the District will take prompt and effective steps reasonably calculated to end the harassment, prevent its recurrence and remedy its effects.

The District's nondiscrimination statement will be included in all written announcements, notices, recruitment materials, employment applications, and other publications made available to all students, parents, or employees. The statement will include: 1) notice that the District will not discriminate in any programs or activities on the basis of any of the above-listed categories; 2) the name and contact information of the District's civil rights compliance officer designated to ensure compliance with this policy; and 3) the names and contact information of the District's Section 504 and Title IX compliance officers.

The District will annually publish notice reasonably calculated to inform students, students' parents/guardians (in a language that they can understand, which may require language assistance), and employees of the District's discrimination complaint procedure.

The District will provide training to administrators and certificated and classroom personnel regarding their responsibilities under this policy and to raise awareness of and eliminate bias and discrimination based on the protected classes identified in this policy.

The Superintendent will designate a staff member to serve as the civil rights compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the District. The Superintendent shall designate a staff member to serve as affirmative action/Title IX compliance officer.

Accessibility

The District recognizes the needs of students with disabilities, as defined by the Americans with Disability Act (ADA) to have access to all school facilities and programs. The District shall comply with State and federal accessibility regulations for its facilities.

The Superintendent shall designate a staff member to serve as the District's ADA Coordinator.

Nondiscrimination - Procedures - 3210-P

Anyone may file a complaint against the District alleging that the District has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the Board of Directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Board Policy 3210) and more particularly to policies dealing with guidance and counseling (Board Policy 2140), co-curricular program (Board Policy 2150), service animals in schools (Board Policy 3212) and curriculum development and adoption of instructional materials (Board Policy 2120). As used in this procedure:

- A. **Grievance** means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.
- B. **Complaint** means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the District that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the District was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to the District Compliance Officer responsible for investigating discrimination

complaints. Any District employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

- C. **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The District is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.

A. **Informal Process for Resolution**

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer. During the course of the informal process, the District must notify complainant of their right to file a formal complaint.

B. **Formal Process for Resolution**

Level One: Complaint to District

The complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The School District and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the Superintendent with a full written report of the complaint and the results of the investigation.

The Superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the District responds to the

complainant, the District must send a copy of the response to the Office of the Superintendent of Public Instruction.

The decision of the Superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the District has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the District deems necessary to correct it; and 4) notice of the complainant's right to appeal to the School Board and the necessary filing information. The Superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

Any corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the Superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

Level Two: Appeal to the Board of Directors

If a complainant disagrees with the Superintendent's or designee's written decision, the complainant may appeal the decision to the District Board of Directors by filing a written notice of appeal with the Secretary of the Board within ten (10) calendar days following the date upon which the complainant received the response.

The Board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the Superintendent or for good cause. Both parties shall be allowed to present such witnesses and testimony as the Board deems relevant and material. Unless otherwise agreed to by the complainant, the Board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the Board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The District will send a

copy of the appeal decision to the Office of the Superintendent of Public Instruction.

Level Three: Complaint to the Office of the Superintendent of Public Instruction

If a complainant disagrees with the decision of the Board of Directors, or if the District fails to comply with this procedure, the complainant may file a complaint with the Office of the Superintendent of Public Instruction.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the Board of Directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail or hand delivery.
2. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the District subject to the complaint; 4) A copy of the District's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student or, in the case of a homeless child or youth, contact information.
3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction (OSPI) may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the Superintendent or Board. Following the investigation, OSPI will make an independent determination as to whether the District has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the District that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the District must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including, but not limited to, referring the District to appropriate State or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the District voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four: Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

C. Mediation

At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the District may agree to extend the discrimination complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the District an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the

complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the District or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a District representative who has authority to bind the District.

D. Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the District and the disposition, including any corrective measures instituted by the District, will be retained in the office of the compliance officer for a period of six years.

Prohibition of Harassment, Intimidation & Bullying – Board Policy 3216

A. Statement of Policy

The Mukilteo School District is committed to a safe and civil educational environment for all students that is free from harassment, intimidation or bullying.

B. Definitions

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

- Physically harms a student or damages the student’s property; *or*
- Has the effect of substantially interfering with a student’s education; *or*

- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; *or*
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

C. Behaviors/Expressions

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images including but not limited to posts on social networking sites.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other District policies or building, classroom or program rules.

D. Training

This policy is a component of the District’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers, including education of students in partnership with families and the community.

E. Prevention

The District will provide students with strategies aimed at preventing harassment, intimidation and bullying, and will seek assistance from families, law enforcement and other community agencies as available.

F. Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The District will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

G. Students with Individual Education Plans or Section 504 Plans

If allegations are made that a student with an Individual Education Plan (IEP) or Section 504 Plan has been the target of harassment, intimidation or bullying, the school will convene the student's IEP or Section 504 team to determine whether the incident had an impact on the student's ability to receive a Free, Appropriate Public Education (FAPE). The meeting will occur regardless of whether the harassment, intimidation or bullying incident was based on the student's disability. During the meeting, the team will evaluate issues such as the student's academic performance, behavioral issues, attendance and participation in extracurricular activities. If a determination is made that the student is not receiving a FAPE as a result of the harassment, intimidation or bullying incident, the District will take action to ensure the student receives a FAPE.

H. Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation or bullying. It is also a violation of District policy to knowingly report false allegations of harassment, intimidation and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

I. Compliance Officer

The Superintendent will appoint a compliance officer as the primary District contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the District. The Superintendent is authorized to direct

the implementation of procedures addressing the elements of this policy.

Prohibition of Harassment, Intimidation & Bullying - Procedures 3216-P

A. Introduction

Mukilteo School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of District policy for a student to be harassed, intimidated, or bullied by others in the school community, at school-sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, School Board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics. Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

B. Definitions

Aggressor means a student, staff member, or other member of the school community who engages in the harassment, intimidation or bullying of a student.

Harassment, intimidation or bullying means an intentional electronic, written, verbal or physical act that:

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

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities and other indicators.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Retaliation occurs when an aggressor harasses, intimidates or bullies a student who has reported incidents of bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers or paraprofessionals (both employees and contractors).

Targeted student means a student against whom harassment, intimidation or bullying has allegedly been perpetrated.

C. Relationship to Other Laws

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying (HIB) prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

Nothing in this procedure prevents a student, parent/guardian, school or District from taking action to remediate harassment or discrimination based on a person’s gender or membership in a legally protected class under local, State, or federal law.

D. Prevention

Dissemination

In each school and on the District's website, the District will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the District compliance officer. The District's policy and procedure will be available in each school in a language that families can understand.

Annually, the Superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and District Offices and/or hallways or is posted on the District's website.

Education

Annually, students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying. The information will include a copy of the Incident Reporting Form or a link to a web-based form.

Training

Staff will receive annual training on the School District's policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the District's Incident Reporting Form.

Prevention Strategies

The District will implement a range of prevention strategies including individual, classroom, school and District-level approaches.

Whenever possible, the District will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

E. Compliance Officer

The District compliance officer, the Director of Student Services, will:

1. Serve as the District's primary contact for harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, Discipline Referral Forms, and letters to parents providing the outcomes of investigations. If a written report of harassment, intimidation or bullying indicates a potential violation of the District's nondiscrimination policy [Policy 3210], the compliance officer must promptly notify the District's civil rights compliance coordinator.
4. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
5. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial and thorough.
6. Assess the training needs of staff and students to ensure successful implementation throughout the District, and ensure staff receive annual fall training.
7. Provide the OSPI School Safety Center with notification of policy or procedure updates or changes on an annual basis.
8. In cases where, despite school efforts, a targeted student experiences harassment, intimidation or bullying that threatens the student's health and safety, the compliance officer will facilitate a meeting between District staff and the child's parents/guardians to develop a safety plan to protect the student.

F. Staff Intervention

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

G. Filing an Incident Reporting Form

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of

unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

H. Addressing Bullying – Reports

Step 1: Filing an Incident Reporting Form

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter

a. **Anonymous**

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools may identify complaint boxes or develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff.

b. **Confidential**

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report.

c. **Non-confidential**

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the District release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The District will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Step 2: Receiving an Incident Reporting Form

All staff are responsible for receiving oral and written reports. Whenever possible, staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure. All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on a District Incident Reporting Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

- a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or District designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the District will immediately contact law enforcement and inform the parent/guardian.
- b. During the course of the investigation, the District will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the District will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.

If, during the course of an investigation, the District employee conducting the investigation becomes aware of a potential violation of the District's nondiscrimination policy (Policy 3210), the employee will promptly notify the District's civil rights compliance officer. Upon receipt of this information, the civil rights compliance officer must notify the complainant that their complaint will proceed under the discrimination complaint procedure associated with Policy 3210 as well as the HIB complaint procedure. The investigation and response timeline for the discrimination complaint procedure will follow that set forth in WAC 392-190-065 and begins when the District knows, or should have known, that a written report of harassment, intimidation or bullying involves allegations of a violation of the District's nondiscrimination policy.

- c. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the District's policy and procedure on harassment, intimidation and bullying.
- d. In rare cases where, after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker), the District has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the District may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow District policy for reporting suspected cases to Child Protective Services.
- e. The investigation shall include, at a minimum:
 - An interview with the complainant;
 - An interview with the alleged aggressor;
 - A review of any previous complaints involving either the complainant or the alleged aggressor; and
 - Interviews with other students or staff members who may have knowledge of the alleged incident.

- f. The principal or designee may determine that other steps must be taken before the investigation is complete.
- g. The investigation will be completed as soon as practicable, but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the District will provide the parent/guardian and/or the student with weekly updates.
- h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
 - The results of the investigation;
 - Whether the allegations were found to be factual;
 - Whether there was a violation of policy; and
 - The process for the complainant to file an appeal if the complainant disagrees with results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If a District chooses to contact the parent/guardian by letter, the letter will be mailed to the parent/guardian of the complainant and alleged aggressor by United States Postal Service with return receipt requested unless it is determined, after consultation with the student and appropriate staff (psychologist, counselor, social worker), that it could endanger the complainant or the alleged aggressor to involve his or her family. If professional school personnel suspect that a student is subject to abuse or neglect, as mandatory reporters they must follow District policy for reporting suspected cases to Child Protective Services. If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the District.

Step 4: Corrective Measures for the Aggressor

After completion of the investigation, the school or District designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Corrective measures that involve student discipline will be implemented according to District policy. If the accused aggressor is appealing the imposition of discipline, the District may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. If in an investigation a principal or principal's designee found a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

Step 5: Targeted Student's Right to Appeal

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the Superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the written decision. The Superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.
2. If the targeted student remains dissatisfied after the initial appeal to the Superintendent, the student may appeal to the School Board by filing a written notice of appeal with the Secretary of the School Board on or before the fifth (5th) school day following the date upon which the complainant received the Superintendent's written decision.
3. An appeal before the School Board must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the School Board. The School Board will review the record and render a written decision on the merits of the appeal on or before the fifth (5th) school day following the termination of the hearing and shall provide a copy to all parties

involved. The Board's decision will be the final District decision.

Step 6: Discipline/Corrective Action

The District will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to District policy. If the conduct was of a public nature or involved groups of students or bystanders, the District should strongly consider schoolwide training or other activities to address the incident. If staff has been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination.

Step 7: Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate District support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

I. Immunity/Retaliation

No school employee, student or volunteer may engage in reprisal or retaliation against a targeted student, witness or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

J. Other Resources

Students and families should use the District's complaint and appeal procedures as a first response to allegations of harassment, intimidation and bullying. However, nothing in this procedure

prevents a student, parent/guardian, school or District from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, State or federal law. A harassment, intimidation or bullying complaint may also be reported to the following State or federal agencies:

- OSPI Equity and Civil Rights Office
360.725.6162
Email: equity@k12.wa.us
www.k12.wa.us/Equity/default.aspx
- Washington State Human Rights Commission
800.233.3247
www.hum.wa.gov/index.html
- Office for Civil Rights, U.S. Department of Education, Region IX
206.607.1600
Email: OCR.Seattle@ed.gov
www.ed.gov/about/offices/list/ocr/index.html
- Department of Justice Community Relations Service
877.292.3804
www.justice.gov/crt/
- Office of the Education Ombudsman
866.297.2597
Email: OEInfo@gov.wa.gov
www.governor.wa.gov/oeo/default.asp
- OSPI Safety Center
360.725.6044
www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx

K. Other District Policies and Procedures

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined herein, but which are, or may be, prohibited by other District or school rules.

Sexual Harassment - Student Policy Board Policy - 3214

A. Statement of Policy

The Mukilteo School District is committed to a positive and productive learning environment free of sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

The District prohibits harassment of its students, whether committed by a permanent or substitute employee, contractor, parent, volunteer, vendor, other student or Board member. The District will not tolerate sexual harassment between members of the same or opposite sex as it undermines the integrity of the educational environment.

B. Definitions

For the purpose of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The District prohibits sexual harassment of students by other students, employees or third parties involved in School District activities.

Under federal and state law, the term “sexual harassment” may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual's education performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;

- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

C. Investigation and Response

If the District knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the District will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. The District will take these steps every time a complaint, alleging sexual harassment comes to the attention of the District, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the District of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in School District activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities, restricted, as appropriate.

D. Retaliation and False Accusations

The District prohibits any overt or covert retaliation against any student because he or she has made a report of alleged sexual harassment, or against any student who has or will be called to testify, assist or participate in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal or adverse pressure. Retaliation is a violation of federal and state laws and regulations prohibiting harassment.

False and frivolous charges refer to cases where the complainant is using a harassment complaint to accomplish some end other than stopping harassment. It does not refer to charges made in good faith that cannot be proven. Due to the seriousness of the consequences for the accused, any complaint which after investigation is found to be fabricated, will result in disciplinary action.

E. Staff Responsibilities

The Superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint or written complaint about sexual harassment is responsible for informing the District Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the District's Title IX/Civil Rights Compliance

Coordinator. Reports of disability discrimination or harassment will be referred to the District's Section 504 Coordinator.

District/school staff, including employees, contractors and agents shall not provide a recommendation of employment for an employee, contractor or agent that the District/school, or the individual acting on behalf of the District/school, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of law.

F. Notice and Training

The Superintendent will develop procedures to provide age-appropriate information and education to District staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each District building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX Officer and provide contact information, including the Officer's email address.

G. Internal Review

The Title IX Officer shall conduct an annual review of the utilization and implementation of this policy to review its effectiveness. This review will be forwarded to the Superintendent and/or his or her designee. The Title IX Officer shall recommend any changes in the District policy and/or procedures to the Superintendent.

The Board of Directors hereby authorizes the Superintendent to develop and implement procedures for this policy.

Sexual Harassment/Student Policy Procedures - 3214-P

The procedure is intended to set forth the requirements of Policy 3214, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in school District activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the District will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The District has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

Notice

Information about the District's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, be reproduced in each student, staff, volunteer and parent handbook.

In addition to the posting and reproduction of this procedure and Policy 3214, the District will provide annual notice to employees that complaints pursuant to this procedure may be filed at:

Mukilteo School District
Title IX Compliance Officer
9401 Sharon Drive
Everett, WA 98204

Staff Responsibilities

In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Officer so the District can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement.

The principal will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Confidentiality

If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the District not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX Compliance Officer, Bruce Hobert, Assistant Superintendent, for evaluation.

The Title IX Compliance Officer, Bruce Hobert, Assistant Superintendent, should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the District not investigate or seek action against the alleged perpetrator, the District will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in District activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the District's ability to respond fully to an individual allegation of sexual harassment, the District will use other appropriate means available to address the sexual harassment.

Retaliation

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the District will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment or against those who provided information as a witness. The District will investigate all allegations of retaliation and take actions against those found to have retaliated.

Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of harassment in the educational environment. Informal reports may be made to any staff member or administrator. Staff will always notify

complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to Bruce Hobert, Title IX Compliance Officer, (425-356-1319, hobertbl@mukilteo.wednet.edu).

Additionally, staff shall inform an appropriate administrator when they receive a complaint of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the District will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the District will take interim measures to protect the complainant before the final outcome of the District's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:

- An opportunity for the complainant to explain to the alleged harasser that his/her conduct is unwelcome, offensive or inappropriate either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the District sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students;
- Providing staff and/or student training; or
- Disciplining the harasser if warranted by the circumstances.

If a student believes that an adult staff member is harassing him/her, the student should report the harassment to an administrator and the complaint will be investigated as a formal complaint.

Informal complaints may become formal complaints at the request of the student or parent/guardian of the student, or because the District believes the complaint needs to be more thoroughly investigated.

The District will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the District and complainant.

Formal Complaint Process

Level One - Complaint to District

All formal complaints must be in writing and set forth the specific acts, conditions or circumstances alleged to have occurred and constitute sexual harassment. The Title IX Compliance Officer may draft the complaint based on the report of the complainant for the complainant to review and approve. The Superintendent or Title IX Officer may also conclude that the District needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.

Complaints may be submitted by mail, fax, e-mail or hand-delivery to the District Title IX Officer, Bruce Hobert, Assistant Superintendent at 9401 Sharon Drive, Everett, WA 98204, (425) 356-1319 and Hobertbl@mukilteo.wednet.edu. Any District employee who receives a complaint that meets these criteria will promptly notify the Office.

Investigation and Response

The Title IX Officer will receive and investigate all formal, written complaints of sexual harassment or information in the officer's possession that they believe requires further investigation. The Officer will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Officer will provide the complainant a copy of this procedure.

Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any District-initiated investigatory activities. The School District and complainant may also agree to resolve the complaint in lieu of an investigation. When the investigation is completed, the

Officer will compile a full written report of the complaint and the results of the investigation.

Superintendent Response

The Superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the District responds to the complainant, the District must send a copy of the response to the Office of the Superintendent of Public Instruction.

The response of the Superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed ; 3) if sexual harassment is found to have occurred, the corrective measures the District deems necessary, including assurance that the District will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the School Board and the necessary filing information; and 5) any corrective measures the District will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support) and notice of potential sanctions for the perpetrator(s) (e.g., discipline).

The Superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the District.

Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the Superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the District is barred by due process considerations or a lawful order from imposing the discipline

until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.

The District will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the District and complainant.

Level Two - Appeal to the Board of Directors

Notice of Appeal and Hearing

In the event a complainant remains aggrieved with the decision of the Superintendent, the complainant may appeal the decision to the Board of Directors by filing a written notice of appeal with the Secretary of the Board on or before the tenth calendar day following the date upon which the complainant received the Superintendent's response.

The Board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the Superintendent or for good cause.

Both parties will be allowed to present such witnesses and testimony as the Board deems relevant and material.

Board Decision

Unless otherwise agreed to by the complainant, the Board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the Board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The District will send a copy of the appeal decision to the Office of the Superintendent of Public Instruction.

Level Three - Complaint to the Superintendent of Public Instruction **Filing of Complaint**

- If a complainant disagrees with the decision of the Board of Directors, or if the District fails to comply with this procedure, the complainant may file a complaint with the Office of the Superintendent of Public Instruction.
- A complaint must be received by the Office of the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the Board of Directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail or hand delivery.
- A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the District subject to the complaint; 4) A copy of the District's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Investigation, Determination and Corrective Action

Upon receipt of a complaint, the Office of the Superintendent of Public Instruction (OSPI) may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the Superintendent or Board.

- Following the investigation, OSPI will make an independent determination as to whether the District has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the District that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the District must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may act

including, but not limited, to referring the District to appropriate State or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the District voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Other Complaint Options

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

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Mediation

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the District may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the District an opportunity to resolve disputes and reach a mutually acceptable agreement using an impartial mediator. Mediation must be

voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the District or charter school or other public or private agency solely because he or she serves as a mediator. If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a District representative who has authority to bind the District.

Training and Orientation

A fixed component of all District orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other District policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

Preservation of Records

The files containing copies of all correspondence relative to each complaint communicated to the District and the disposition, including any corrective measures instituted by the District, shall be retained in the office of the Title IX Compliance Officer for a period of six (6) years. Nothing in Policy 3214 or these procedures should be construed to prevent any individual who believes that he or she has been subjected to harassment from filing a complaint with any other agency or entity with jurisdiction to review such matters.

The complaint and investigation will be handled in a confidential matter to the extent reasonably possible.

Maintaining Professional Staff/Student Boundaries – Board Policy - 5026

This policy provides 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.

The Mukilteo School District expects all staff to maintain the highest professional, moral and ethical standards in their interactions with students. 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 District employees have for students.

The interactions and relationships between staff and students should be based upon mutual respect, trust and commitment to the professional boundaries between staff and students in and outside of the educational setting, and consistent with the educational mission of the schools.

Staff will not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve an educational purpose. An educational purpose is one that relates to the employee's duties in the District. Inappropriate boundary invasions can take various forms. Any type of sexual conduct with a student is an inappropriate boundary invasion.

Staff 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 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 appropriate 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 with students to avoid violating this policy, the appearance of impropriety and the appearance of favoritism. Staff members shall proactively discuss these circumstances with their building administrator or supervisor.

The District supports the use of technology to communicate for educational purposes. However, when the communication is unrelated to schoolwork or other legitimate school business, District staff are

prohibited from communicating with students by phone, e-mail, text, instant messenger or other forms of electronic or written communication. District staff are prohibited from engaging in any conduct on social networking websites that violates the law, District policies or other generally recognized professional standards. This prohibition includes prohibiting staff from "friending," "following" and/or being followed by students on social media.

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.

The Superintendent or designee will develop protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

Maintaining Professional Staff/Student Boundaries – Procedures – 5026-P

Educators, volunteers, students, parents, and other concerned adults are the key to stopping unprofessional conduct against students. The following information serves to protect students.

Reporting Violations

All school staff members or volunteers must promptly notify the supervisor of a staff member or volunteer suspected of engaging in a boundary invasion toward a student.

Staff members should:

- Not wait before reporting suspicious behavior or try to determine whether there is an innocent explanation;
- Not confront or discuss the matter with the staff member at issue or with anyone else, but maintain confidentiality to protect privacy and avoid rumors; and
- Document for their own records, that they notified an administrator, including to whom and what was reported.

Students and their parents/guardians are strongly encouraged to notify the principal (or another administrator) if they believe a staff member or

volunteer may be engaging in inappropriate boundary invasion conduct with a student.

Boundary Invasion

A boundary invasion is an act or pattern of behavior by a staff member or volunteer that does not have a bone fide health, safety, or educational purpose for the student. Such situations are the opposite of maintaining professional boundaries with students. Staff members and volunteers shall not engage in boundary invasions of students, which include, but are not limited to, the following:

- A. Any type of inappropriate physical or sexual conduct with a student or any other conduct that violates the Board’s policies regarding student welfare, the educational environment, or conduct toward current or former students. Inappropriate physical conduct includes hugging, kissing, or being “overly touchy” with students without any legitimate educational or professional purpose;
- B. Showing intimate or unduly revealing photos to a student or asking a student to provide intimate or unduly revealing photos; taking inappropriate photographs of a student, or taking an inordinate number of photographs of a student.
- C. Any kind of flirtatious or sexual communications with a student;
- D. Singling out a particular student or students for personal attention and friendship beyond the professional staff/student relationship. This includes, but is not limited to, favoring one or more students with special privileges, allowing them to remain in the classroom during non-class times, unilaterally removing a student from another class or activity, or engaging in “peer like” behavior with one or more students;
- E. Providing alcohol, drugs, or tobacco to students or failing to report their use of these substances;
- F. For non-guidance/counseling staff, allowing or encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members shall refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student’s school performance;
- G. Sending students on personal errands unrelated to any educational purpose;
- H. Banter, allusions, jokes, or innuendos of a sexual nature with students;

- I. Favorably commenting on a student’s appearance if it is unduly revealing or if the comments have no educational value;
- J. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
- K. Addressing students or permitting students to address staff members or volunteers with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- L. Maintaining personal contact (including “friending,” “following” and/or “being followed”) with a student on any social networking application or device;
- M. Sending phone, email, text, instant messenger, or other forms of written or electronic communication to students when the communication is unrelated to school work or other legitimate school business. If staff members have educational or legitimate school business to conduct, they shall include a parent/guardian and a school administrator on the communication. If staff members receive a student’s communication, the staff member shall reply by including the student’s parent/guardian and an administrator. Staff members should use school email addresses and phone numbers and the parents’ phone numbers for communications with students, except in an emergency situation;
- N. Exchanging or providing personal gifts, cards, or personal letters with an individual student;
- O. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- P. Giving a student a ride alone in a vehicle in a non-emergency situation or failing to timely report that occurrence;
- Q. Providing a student with information or views about other students or staff members without a legitimate professional purpose;
- R. Asking a student to keep a secret or not to disclose any inappropriate communications or conduct;
- S. Unnecessarily invading a student’s privacy, (e.g. walking in on the student in the bathroom or a hotel room on a field trip);
- T. Being alone with an individual student out of the view of others; and/or
- U. Any home visits unless other adults are present, the student(s) are invited for an activity related to school, and the student’s

parent/guardian and an administrator are informed and have consented.

Investigation and Documentation

When an administrator receives information that a boundary invasion has occurred or might have occurred, the administrator must document, in writing, the concern and provide a copy of the documentation to a director of human resources. Upon receipt, the Director will see that the matter is investigated and documented, and if a boundary invasion has occurred without a legitimate educational or safety purpose, that appropriate action is taken and documented. The Director of Human Resources will maintain a file documenting reports, letters of direction, and discipline relating to professional boundary investigations.

Reminder About Reporting Sexual Abuse

In some situations, the person engaging in boundary invasions with a student may also have engaged in child abuse or sexual abuse, which is defined in Board Policy 3421 - Child Abuse and Neglect Prevention. According to law (RCW 26.44.020) and Board Policy 3421, all school personnel who have reasonable cause to believe that a student has experienced sexual abuse by an adult or student are required to make a report to Child Protective Services and/or law enforcement. (See Board Policy 3421.) Reporting suspected abuse to the building principal or supervisor does not relieve professional school personnel from their reporting responsibilities and timelines.

Disciplinary Action

Staff member or volunteer violations of this policy may result in disciplinary action up to and including dismissal. Violations of this policy may occur by ignoring professional boundaries as well as failing to report another staff member or volunteer who is ignoring professional boundaries. In any disciplinary situation, the Superintendent should consider whether the conduct violates the Code of Professional Conduct in WAC 181-87 and whether a report to the Office of Professional Practices is warranted.

Training

All new staff members and volunteers will receive training on appropriate staff/student boundaries within three months of employment or beginning of service. Such initial training may be online training. District administration shall ensure that more detailed, live training

covering this entire procedure shall occur every two years for all schools and work sites. Site administration and classified employee supervisors will also annually address professional boundaries at staff meetings early in each school year.

Dissemination of Policy and Reporting Protocols

This policy and procedure will be included on the District website and in all employee, student, and volunteer handbooks. Annually, all administrators and staff will receive copies of the District's reporting protocol. The District shall also provide a copy of this policy and procedure to students and their parents during each school year.

Transgender Students - Board Policy – 3211

The Board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of sex, sexual orientation, gender identity or gender expression. To that end, the board recognizes the importance of an inclusive approach toward transgender students with regard to official records, confidential health and education information, communication, restroom and locker room accessibility, sports and physical education, dress codes and other school activities, in order to provide these students with an equal opportunity for learning and achievement. This policy and its procedure will support that effort by facilitating District compliance with local, State and federal laws concerning harassment, intimidation, bullying and discrimination.

Service Animals - Board Policy – 3212

The 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. This policy governs the presence of service animals in the schools, on school property, including school buses and at school activities.

A "service animal" means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other

mental disability. The work or tasks performed by the service animal must be directly related to the individual's disability.

Examples of work or tasks include, but are not limited to, the following:

- Assisting individuals who are blind or have low vision with navigation and other tasks;
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds;
- Providing nonviolent protection or rescue work;
- Pulling a wheelchair;
- Assisting an individual during a seizure;
- Alerting an individual to the presence of allergens;
- Retrieving items, such as medicine or phone;
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks.

It is a civil infraction to misrepresent an animal as a service animal. A student's parent/guardian who believes the student needs 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 Education, as appropriate, and consistent with the procedures developed herein, will determine whether or not to permit and/or restrict use of the service animal in school, on school property or at school activities.

The Superintendent shall adopt procedures for implementation of this policy.

Use of Tobacco, Nicotine Products and Delivery Devices on School Property – 4335

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 the use of tobacco and delivery devices on school property at all times. Tobacco products include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, 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 and all use of such products by staff, students, visitors and community members shall be prohibited on School District property. Possession or distribution of such products by minors is prohibited. This prohibition includes all District buildings, grounds and District-owned vehicles. In addition, prohibition of vapor products and devices also applies within 500 feet of schools.

The use of Federal Drug Administration (FDA) approved nicotine replacement therapy is permitted. However, students must have a physician's prescription for the FDA-approved nicotine replacement therapy and must follow applicable policies regarding use of medication by students.

Notices advising students, District employees and community members of this policy shall be posted in appropriate locations in all District buildings and at other District facilities as determined by the Superintendent and shall be included in the student handbooks. Employees and students are subject to discipline for violations of this policy up to and including discharge or suspension. Notices of this policy will be distributed annually and to new staff and students throughout the year.

Use of Video Cameras - Board Policy – 9321

The Board of Directors authorizes the use of video cameras in school buildings and on school grounds and video cameras with audio in school buses for purposes of promoting and maintaining a safe environment, protection of District property and deterrence and prevention of criminal activity and conduct violations.

Video will only be retained if necessary for use for law enforcement purposes, student disciplinary proceeding or other matters as determined

necessary by the administration. Under no circumstances shall video be exploited for purposes of personal gain, profit, or commercial publication. Video shall not be disclosed to parents, students or members of the public except as may be authorized by law.

Co-Curricular/Extra-Curricular Activities

Co-Curricular Program – Board Policy 2150

The Board recognizes that the goals and objectives of the District can best be achieved by providing a broad offering of purposeful learning experiences, some of which are more appropriately conducted outside of the approved curriculum of the District. Such activities will ordinarily be conducted wholly or partly outside the regular school day and will be available to all students who voluntarily elect to participate. The co-curricular program encompasses approved curriculum-related activities.

The District will not exclude any person from participation in the co-curricular program, deny any person the benefits of such a program or otherwise discriminate against any person in any co-curricular program on the basis of the categories identified in the District's Nondiscrimination Policy.

The Board will approve all activities included within the Associated Student Body (ASB) program. The principal is authorized to approve curriculum-related activities that are not part of the ASB program and will make school facilities available for them and designate staff members to support and supervise them.

The criteria to be used by the principal for approving curriculum-related activities are:

- A. the purposes and/or objectives will be part of a specific program or course offering;
- B. The participating students will be currently enrolled in a related course or program or possess the entry level knowledge and/or skills to successfully participate in the activity;
- C. The group will be supervised by a qualified staff member;
- D. The cost of the activity must not be prohibitive to student or District;
- E. The activity must comply with Title IX requirements;

- F. All activity must take place on school premises unless approved in advance by the school principal; and
- G. The activity must not be secretive in nature.

Curriculum-related activities, whether approved by the Board as part of the ASB or by the principal, must meet at least one of the following criteria:

- A. The subject matter of the activity is actually taught or will soon be taught in a regularly offered course;
- B. The subject matter of the activity concerns the body of courses as a whole;
- C. Participation in the activity is required for a particular course; or
- D. Participation in the activity results in academic credit.

The Board directs the Superintendent to develop appropriate procedures for proper planning, funding, approval and implementation of all activities offered within the above guidelines.

The principal will be responsible for administering the co-curricular program in the school. An opportunity will be made available in each school for students, including those with disabilities, to participate in some aspect of the program. A survey will be conducted at least once every three (3) years to assure that the recreational and athletic activities program accurately responds to the needs and desires of students.

Interscholastic Activities – Board Policy 2151

The Board recognizes the value of a program of interscholastic activities as an integral part of the total school experience to all students of the District and to the community. The program of interscholastic activities will include all activities relating to competitive sport contests, games or events, or exhibitions involving individual students or teams of students of this District when such events occur between separate schools within this District or with any schools outside this District.

The Board expects that:

- A. All interscholastic activities and events will comply with the rules and regulations of the Washington Interscholastic Activities Association (WIAA). The schools of the District will not participate in any out-of-season athletics that are not sanctioned by the WIAA.

The District will not be responsible or liable for non-school-sponsored programs or for programs that are organized, promoted or participated in by staff members without school approval. The District will not be responsible for, or control and incur liability for, summer and/or out-of-season activities unless specifically sponsored by the School District. The Superintendent will establish rules defining the circumstances under which school facilities may be used and under which announcements of summer sports leagues and/or clinics may be channeled to students.

- B. An athletic coach must be properly trained and qualified for an assignment as described in the coach's job description.
- C. Each coach will receive a handbook that outlines the skills, techniques and safety measures associated with their coaching assignment. Any deviation from the guidelines within the handbook must be approved in advance by the District Athletic Director or designee.
- D. Coaching stipends and all gifts to a coach that exceed five hundred dollars (\$500) in a season must be approved by the Board of Directors.
- E. Inservice training opportunities will be afforded to each coach so that he or she is trained to attend to the health care needs of participants. Prior to a sports season, the coach will prepare a plan for handling medical emergencies at practice sessions and games (home and away).
- F. Participants will be issued equipment that has been properly maintained and fitted.
- G. All facilities and equipment utilized in the interscholastic activity program will be inspected on a regular basis.
- H. Non-prescribed medications, including such items as analgesic balms, vitamins and salt tablets, must be approved by the Superintendent or designee before they may be available for use by coaches and/or athletic trainers. After athletic training medications have been approved, the coach and/or trainer must secure authorization from the parent and the student's doctor before the

medications may be used during the athletic season. If such release is not on file, the non-prescribed medications may not be used. This provision does not preclude the coach and/or trainer from using approved first aid items.

A sign will be posted that warns students that eligibility to participate may be denied if anabolic steroids are used for the purpose of enhancing athletic ability.

- I. The Board recognizes that certain risks are associated with participation in interscholastic sports. While the District will strive to prevent injuries and accidents to students, each participant and his/her parent(s) or guardian(s) will be required to sign a statement which indicates that the parent(s) and the student acknowledge the risks of injuries resulting from such participation and give assurance that the student will follow the instructions of the coach.
- J. Prior to the first practice for participation in interscholastic athletics, a student shall provide evidence of physical fitness and approval for interscholastic athletic participation by a medical authority licensed to perform a physical examination. A written report will be completed when a student is injured while participating in a school-supervised activity. A participant will be free of injury and will have fully recovered from illness before participating in any activity.
- K. Each student participating in interscholastic athletic activities is required to have or obtain medical insurance for expenses incurred as a result of injuries sustained while participating in the extracurricular activity. Students will provide evidence of coverage with a minimum limit in medical expenses or will obtain such coverage through the insurance plan offered to all students participating in activities in the District. No student will be denied the ability to participate solely because the student's family, by reason of low income, is unable to pay the entire amount of the premium for such insurance. The Superintendent or designee may approve partial or full waiver of premiums to permit all students to obtain the required medical insurance.

The Superintendent or designee will annually prepare, approve and present to the Board for its consideration a program of interscholastic activities for the school year. The Superintendent or designee will

prepare rules for the conduct of student activities including, but not limited to, use of alcoholic beverages; use of tobacco; use or possession of illegal chemical substances (including marijuana/cannabis) or opiates not prescribed by a physician; physical appearance; curfew; unsportsmanlike conduct; absence from practice; gambling; or any infraction of civil law. Notice of rules and disciplinary actions related to rule violations will be distributed to each participant and his/her parents prior to the beginning of an interscholastic activity season.

Nondiscrimination

The District will not exclude any person from participation in the interscholastic program, deny any person the benefits of such a program or otherwise discriminate against any person in any interscholastic program on the basis of the categories identified in the District's Nondiscrimination policy.

The District will provide necessary funds for recreational and athletic activities for all genders, although the aggregate expenditures are not required to be equal for members of each gender, and expenditures for separate gender-based teams are not required to be equal.

When individual students with disabilities are unable to participate in existing activities even when offered reasonable modifications and necessary accommodations, aids or services, the District may offer opportunities for students with disabilities to participate in separate or different recreational or athletic activities.

The District may operate or sponsor separate teams for members of each gender where selection for such teams is based upon competitive skill or the activity involved is a contact sport. However, when the District operates or sponsors a team in a particular sport for members of one each gender but not the other, and athletic opportunities for members of the other each gender have previously been limited, members of the excluded each gender will be allowed to try out for the team offered. For the purposes of this policy, contact sports include boxing, wrestling, rugby, ice hockey, football, basketball, and other sports in which the major activity involves bodily contact.

The District will provide equal athletic opportunities for all genders within each school for interscholastic, club or intramural athletics. In

determining whether equal athletic opportunities for all genders are being provided, the District will consider the following factors:

1. Whether the selection of sports and levels of competition effectively accommodate the interests and abilities of members of all genders;
2. Provision of equipment and supplies;
3. Scheduling of games and practice time, including the use of playfields, courts, gyms and pools;
4. Travel and per diem allowances, if any;
5. Opportunity to receive coaching and academic tutoring;
6. Assignment and compensation of coaches, tutors, and game officials;
7. Provision of locker rooms and practice and competitive facilities;
8. Provision of medical and training facilities and services including the availability of insurance;
9. Provision of housing and dining facilities and services, if any; and
10. Publicity and awards.

Annual Athletic Evaluation

The District will evaluate its intramural and interscholastic program in each school at least once each year to ensure that equal opportunities are available to members of all genders with respect to participation in interscholastic and/or intramural programs. The evaluation will include consideration for the factors listed in the above paragraph about n, Nondiscrimination.

Student Athletic Interest Survey

Every three years, the District will administer to each school that operates interscholastic, intramural and other athletics the survey developed by the office of the Superintendent of Public Instruction to determine male and female student interest in participation in specific sports. The District will consider the survey results when planning and developing recreational and athletic activities offered by the District and when determining whether equal opportunities are available to members of all genders.

Facilities

The District will provide separate facilities (e.g., showers, toilets, training rooms) for male and female students or schedule the facilities equitably for separate use.

Guidelines for Co-Curricular/Extra-Curricular Activities Participation

The Goal of the Mukilteo School District Athletic Department is to continue to develop a comprehensive, 7-12 athletic program that promotes participation, sportsmanship, equitable opportunities, positive recognition and learning experiences for student athletes as a continuation of the classroom which will help to prepare them to be successful in life. The opportunity to participate in an activity program is a privilege granted to all students. Participation is voluntary, yet participants are expected to conform to specific expectations outlined by the program, school and District.

Athletic Eligibility

To be eligible for athletics in the Mukilteo School District a student must:

- ✓ Live within the boundaries of the Mukilteo School District and school of residence and live with parents or guardians. Students residing outside of the District and/or school of residence and have approval to attend the Mukilteo School District may be ineligible for varsity-level participation for one calendar year. See the building athletic director for more information.
- ✓ Be in full attendance in school last semester and have passed 6/6 classes and have a 2.0 GPA.
- ✓ Be a full-time student currently within the Mukilteo School District.
- ✓ Not be over the age of 19 or in the fifth (5th) or more year of high school.
- ✓ Not have transferred to any secondary school(s) for athletic reasons.
- ✓ Have a completed athletic clearance packet on file and hold a current, valid ASB card from the school of attendance.
- ✓ Not be a professional athlete in the sport you are playing.
- ✓ Abide by the current Mukilteo School District athletic code.
- ✓ Meet all Academic Eligibility requirements.
- ✓ Prior to the first practice for participation in interscholastic athletics a student shall undergo a thorough medical examination and be approved for athletic competition by a medical authority licensed to perform a physical examination. The physical examination shall be valid for twenty-four (24) consecutive months.
- ✓ Complete online registration including information on Sport Specific Guidelines.

- ✓ Turn out for at least the minimum required days before competing in the first contest.

Mukilteo School District Academic Standards

1. To be academically eligible, a student must have had a 2.0 GPA, passed all subjects (6 of 6) and met all Washington Interscholastic Activities Association (WIAA) requirements (5 of 6) during the previous semester.
2. Students will be checked four (4) times each school year for *initial* eligibility (start of first semester; end of first quarter; end of first semester; end of third quarter) for Mukilteo School District (MSD) (2.0 GPA, passing 6 of 6 classes) and WIAA academic requirements (5 of 6). Any student not meeting the standards will be placed on academic probation.
 - a. Fall Sports – Initial eligibility is determined by the previous second semester grades.
 - i. Incoming ninth-grade students are not required to meet the previous semester scholarship rule in 18.7.4 provided they have met all other eligibility requirements. The student’s grades will be monitored during the first designated monitoring period established by the school.
 - b. Winter Sports – Initial eligibility is determined by the first quarter MSD and WIAA requirements.
 - c. Spring Sports – Initial eligibility is determined by first semester MSD and WIAA requirements. Students will also be checked at the end of the third quarter for MSD and WIAA Standards.
3. Secondary teachers will update their grades at least at the end of each month. Starting on the first student day in October, student grades will be checked on the first student day of each month to ensure that they are maintaining their grades. Students who are not meeting the academic standards will be placed on academic probation.
4. Summer School Classes – if a student has failed a class during the spring semester, the student may make it up and become eligible for the fall season by passing a summer school class only if the class is comparable to the one the student failed and/or is approved by a building administrator.

5. Incomplete grades will be counted as Fs until officially changed to a passing grade.

WIAA academic requirement – students not meeting WIAA requirements at the end of second semester of the previous school year for Fall Initial Eligibility may practice, but cannot compete in any competitions until the fourth Saturday in September. Students not meeting WIAA requirements at the end of the first semester of the current school year may practice, but cannot compete in any competitions for the first five weeks from the start date of second semester. Students not meeting the WIAA requirement at the end of first and third quarters will be placed on Academic Probation.

Mukilteo School District Academic Probation and Reinstatement – there will be one five (5) week high school probationary period to begin each sports season that starts on the first day of school for fall sports and the first official day of practice for winter and spring sports.

- a. Students who are below a 2.0 GPA during the previous grading period and/or have failed one subject during the previous semester will be placed on academic probation for five (5) weeks to begin the sports season. Students may practice and compete in competitions during this probation.
- b. Students on academic probation may be required to participate in an Academic Support Program.
- c. At the end of the probationary period, a student's GPA will be calculated based on the student's current achievement. If the GPA is 2.0 or higher and the student is not failing any classes, the student will be eligible to continue to participate. If the GPA is below 2.0 and/or if the student is failing one class, the student will continue or become ineligible to compete in any contests until the student can demonstrate to the athletic office that they are meeting all academic eligibility requirements.
- d. After the initial five (5) week probationary period, there is a continuing responsibility to maintain a 2.0 GPA and passing grades in all subjects (no "Fs"). Failure to meet these standards will result in either continued probation or loss of eligibility depending on if the student is ineligible based on the District/school standard or the WIAA standard.

Athletic Training and Conduct Code

Athletic excellence requires the athlete to maintain high personal standards of health, conduct and academics. Because the athlete wants to be a productive team member, bring only honor to themselves, their team, and their school, and because only a healthy mind and body will allow them to do so, the athlete agrees to the following training and conduct rules:

- I will not use, possess, or sell tobacco products or tobacco look-a-likes, e-cigarettes or vaping of any kind.
- I will not use, possess or sell alcoholic beverages or marijuana or look-a-likes of any kind.
- I will not use, possess or sell illegal narcotics or drugs or look-a-likes of any kind.
- I will not attend parties, social gatherings or events where drugs, alcohol or marijuana are present.
- I will leave within five (5) minutes of arrival to a party, social gathering or event at which drugs, alcohol or marijuana are present.
- I will treat my coach, teammates, officials and opposing team members with honesty, respect and courtesy. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice and/or other sporting events.
- I will make a sincere effort in my classes by being prepared, completing assignments on time, attending school regularly and showing good citizenship around school.
- I will not participate in any form of academic dishonesty which may include cheating on tests, quizzes or assignments, the sharing or distributing or receiving assignments/tests, submitting work of others as one's own, using unauthorized sources and/or altering one's grade.
- I will be at all scheduled practices and games for my school team unless excused by the coach.
- I will refrain from any involvement of harassment, intimidation or bullying either directly or indirectly or through the use of social media including, but not limited, to any negative communication, pictures, video and/or endorsements of illegal activity, harassment, intimidation, bullying, sexually explicit or suggestive image or disrespecting opponents or other schools.

- I will refrain from any involvement either directly or indirectly in any initiation or hazing activities of teammates or for other students participating in District athletics/activities. Initiation/hazing shall be considered harassment and may result in immediate disciplinary action.
- I will abide by the rules and expectations of all student athletes as outlined in the Mukilteo School District Eligibility packet, each individual high school's Handbook, each individual team's rules and as prescribed in the Mukilteo School District's Student Rights and Responsibilities Handbook.
- I understand that violations of this code may result in disciplinary action which may be imposed by the coach and/or building athletic director. Disciplinary actions may include, but are not limited to, suspension from team activities, contests and/or removal from the team.

Athletic Discipline

Probation: Students placed on athletic probation must turn out, but cannot participate in, any scheduled event. Failure to turn out may result in a season suspension from that activity.

Suspension: Student placed on an athletic suspension may not turn out or participate in any scheduled event while on suspension.

Individual coaches/advisors have the right to administer additional consequences for violation team rules, school and District policies, which may include removal from the program.

Disciplinary consequences will be imposed if a co-curricular or extra-curricular participant violates this policy. **This policy shall govern twenty-four (24) hours per day from the first day of fall practice to the last day of the school year for all co-curricular and extra-curricular activities.** We expect that all students will abide by all laws relating to drugs, alcohol, marijuana and tobacco and that all students will remain drug, alcohol, marijuana and tobacco free 365 days of the year. We expect that all students shall refrain from being under the influence of, or showing evidence of having used any substances capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior or judgment, other than properly used over-the-counter pain relievers and medications prescribed by a licensed health care provider for an individual student. We expect

students to leave within five minutes of arriving at a party, social gathering or event where alcohol, marijuana and/or drugs are present.

Mukilteo School District holds the following as grounds for denial of participation and/or dismissal from co-curricular and extra-curricular activities;

Tobacco, Vaping, Juuling or look-a-like in any form

First offense	Probation - must turn out, but cannot participate in any scheduled event for five school days, maximum two games/events. Successful completion of tobacco cessation class.
Second offense	Season Suspension in which the offense occurred. Successful completion of tobacco cessation class.
Third offense	Calendar year suspension – immediately ineligible for participation for one calendar year from date of violation.

Alcohol (consumption, possession or sale of alcoholic beverages and/or look-a-likes)

First offense	Suspension for 20 days from all activities. Suspension will carry over into the next season for the athlete when the violation occurs late in the season and fulfillment of the suspension cannot be completed. The 20-day suspension may be reduced to 10 days (two-game minimum) if the student has a drug/alcohol assessment and complies with the recommendations.
Second offense	Calendar year suspension – immediately ineligible for participation for one calendar year from date of violation.
Third offense	Permanent suspension – prohibited from participation in any WIAA sanctioned activity.

Drugs (including marijuana), Legend drugs (including anabolic steroids) and controlled substances (RCW 69.41.020-050; RCW 69-50; Consumption, possession or sale of legend drug, including marijuana, controlled substance and/or any look-a-likes)

First offense	Suspension: Student shall be immediately ineligible for the remainder of the season. Ineligibility shall continue until the next sports season in which the participant wishes to participate unless the student accesses the assistance program outlined in B (below.) An athlete who is found to be in violation have two options:
	<p>A. The athlete will be ineligible for participation in contests for the remainder of that interscholastic sports season and must meet the school's requirements in order to be eligible to compete in the next interscholastic sports season. The school principal will have the final authority regarding the student's participation in further interscholastic sports programs.</p> <p>B. The athlete may choose to seek and receive help for a problem with use of legend drugs or controlled substances. Successful utilization of school and or community assistance programs may allow him/her to have eligibility re-instated in that athletic season, pending recommendation by the school. Minimum suspension is 30 calendar days with successful completion of drug/alcohol assessment and compliance with the recommendations.</p>
Second offense	Calendar year suspension – immediately ineligible for participation for one calendar year from date of violation.
Third offense	Permanent suspension – prohibited from participation in any WIAA sanctioned activity.

Inappropriate Behavior (Examples include, but are not limited to: academic dishonesty; truancy, harassment, intimidation, bullying; initiation/hazing; theft; vandalism; fight/assault; gang related activities; inappropriate use of technology including use of varied forms of social media; threats; insubordination; illegal activities; being at a party and not leaving activities as described above.

First Offense	Probation - must turnout, but cannot participate in any scheduled event for five school days, maximum two games/events.
Second Offense	Season Suspension in which the offense occurred.

Other	Any violation of school rules that would result in a long-term suspension or expulsion from school will result in the removal from any activity for an equivalent time period.
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Guidelines for Team and Group “Bonding” Events

The primary purpose of all team bonding activities needs to be either for teambuilding, or to honor and recognize the group members for a new year. Groups must obtain prior permission from the building Athletic Director and/or ASB/Activities Director prior to any teambuilding and/or group bonding activities. All group members must have the opportunity (without consequence) to opt out of any or all of the activities.

Guidelines for acceptable honoring:

- Activities need to have a meaningful, positive purpose that aligns with the team, athletic department, school and District Goals.
- Activities must create a positive team feeling, bonding and atmosphere.
- Activities cannot be disruptive to the school or educational process.
- Activities should be carried out only with consent of member and with adult/coach supervision.
- Activities cannot involve hazing:
 - Hazing is defined as any method of initiation into a student organization or group that causes or is likely to cause bodily danger or physical harm, or serious mental or emotional harm to any student or other person. Hazing includes, but is not limited to:
 - Acts that tend to injure, degrade or disgrace individuals;
 - Acts that single out individuals in a negative, mocking or humiliating manner;
 - Forcing students to do distasteful things;
 - Having students represent themselves in a vulgar or sexual way; or
 - Applying peer pressure to force students to do something that they are not comfortable doing.

Consequences for Violations of Guidelines:

All team, school and District rules apply, including Mukilteo School District Board Policy 3216 regarding Harassment, Intimidation and

Bullying. If a group conducts bonding activities in violation of these guidelines, one or more of the following consequences may be imposed on the students involved:

Team and/or school discipline may occur if these guidelines are not followed including, but not limited to, removal from the team for a period of team or remainder of the season; suspension from school and/or the team; loss of leadership/captain position; other consequences deemed appropriate by school administration.

A member of the coaching staff must be present and involved in all team building/bonding events. Any inappropriate team/group event where a coach is not present and involved my subject members of the team/group to school discipline regardless of the time or location of the event. Any team/group event that is kept secret from coaching or school staff may be regarded as an inappropriate event and participants may be subject to discipline.

Appeal Procedure

Students who violate established District and/or co/extra-curricular rules and are subjected to adverse action may appeal the decision to the school Assistant Principal/Athletic Director within three school days.

1. The Assistant Principal/Athletic Director must have a conference with the student and parent to discuss the nature and severity of the violation of established rules in an attempt to resolve the issue.
2. If the student or parent chooses to appeal the Assistant Principal/Athletic Director's decision, the student or parent may appeal the ruling to the Building Principal. The appeal must be filed within three days of the Assistant Principal/Athletic Director's decision.
4. If the student/parent chooses to appeal the Principal's recommendation, the student or parent may appeal the ruling to the Director of Student Services and Athletics or the Superintendent's designee. The Director of Student Services and Athletics shall schedule a conference with the student and the parent at the earliest possible time as mutually agreed and, when possible, prior to the next scheduled event or activity. During this conference, the Director of Student Services and Athletics shall review the nature and severity

of the violation and shall rule upon the recommended action within three school days.

5. If the student/parent is not satisfied with the disposition of the grievance, the student may appeal in writing within three days to the Board through the Superintendent. The Superintendent shall place the grievance on the agenda of the next regularly scheduled Board meeting. The student/parent has the right to choose a representative to assist in the grievance process and to call any witnesses the student deems necessary to develop facts pertinent to the grievance. The hearing shall be closed if either the Board or the grievant chooses. The decision by the Board within 10 days shall be final.