

Northwest
Career & Technical
Academy

# 2025-26 STUDENT HANDBOOK

**MOUNT VERNON CAMPUS** 360 848-0706 2205 West Campus Place Mount Vernon, WA 98273 (Sessions 1, 2 and 3)
**ANACORTES MARINE TECHNOLOGY CENTER** 360 766-6282 1606 R Avenue Anacortes, WA 98221 (Sessions 1 and 2)
**SEDRO-WOOLLEY HIGH SCHOOL CAMPUS** 1235 Third Street Sedro-Woolley, WA 98284 (Session 3)
**WHATCOM CAMPUS – MERIDIAN HIGH SCHOOL** 214 West Laurel Road Bellingham, WA 98226 (Sessions 1 and 2)

nwtech.k12.wa.us

Dear Students and Families,

Welcome to the Northwest Career & Technical Academy (NCTA)! We are excited that you have chosen to join our learning community. At NCTA, we believe in the power of hands-on, real-world learning experiences that prepare students for success beyond high school. Whether you are preparing for college, apprenticeship, the military, or entering the workforce, our programs are designed to help you explore your passions and build skills that will serve you for a lifetime.

We are proud to serve students from across the region, bringing together diverse communities in a shared environment of respect, collaboration, and excellence. At NCTA, every student matters, and every program is built with the goal of preparing you for your future.

As you begin or continue your journey with us, I encourage you to take advantage of every opportunity available—engage with your instructors, collaborate with your peers, and challenge yourself to grow. We are here to support you every step of the way.

Together, we can create a safe, respectful, and inspiring programs where learning thrives and futures are shaped.

Sincerely,

Lynette Brower
Director, Northwest Career & Technical Academy

---

**MVSD District Vision:** Our graduates are extraordinary people who embrace diversity. They are critical and inspired thinkers. They are passionate in pursuit of their goals and aspirations, and they are committed to their communities and to the betterment of society.

**MVSD District Mission:** To expect, encourage and facilitate the pursuit of excellence in our students, preparing them for a global environment in which life-long learning is critical to their success and happiness.

**NCTA Educational Philosophy**
We believe:

- NCTA is a place for all students.
- Students learn best when they are welcomed and known.
- Active learning is the most effective learning.
- Each student brings unique talents and perspective which must be recognized, honored and used as vehicles for success in learning.
- instruction, activities and assessments must represent real-world expectations for skills and knowledge.
- “Soft skills” of work ethic, perseverance, problem solving, positive attitude, teamwork and commitment are critical to success, so we must teach, practice, and require these of our students.
- NCTA provides a pathway for students to go beyond barriers to their success, to enter into high-demand, high-wage careers.

Northwest Career & Technical Academy promotes an atmosphere that welcomes students to actively participate in a positive career education path. Part of this welcoming atmosphere acknowledges the collaboration with and contribution of our stakeholders including: business, industry, parents, students, and staff.

## 2025 – 2026 NORTHWEST CAREER & TECHNICAL ACADEMY STAFF DIRECTORY

MAIN OFFICE AND SUPPORT STAFF:

| | |
|---|---|
| Lynette Brower, Director | lbrower@nwtech.k12.wa.us |
| Aaron Smith, Assistant Director with Open Doors with Open Doors | asmith@nwtech.k12.wa.us |
| Jerry Grisham, Assistant Director with Business & Industry Partnerships | jgrisham@nwtech.k12.wa.us |
| Flora Cruz, Secretary | fcruz@nwtech.k12.wa.us |
| Andrea Dana, Registrar | adana@nwtech.k12.wa.us |
| Sherrie Green, Special Education | sgreen@nwtech.k12.wa.us |
| Carlos Alanso, Custodian | calanso@nwtech.k12.wa.us |
| Tracy Luepnitz, Facilities Rental & Deli | tluepnitz@nwtech.k12.wa.us |
| Misty Rydberg, Anacortes Support and Social Media | Misty.Rydberg@skagit.edu |
| Greg Sherman, Project Manager and NCTA Open Doors @ Whatcom | gsherman@nwtech.k12.wa.us |

PROGRAM STAFF: Programs located at the Mount Vernon Campus unless otherwise noted)
Aerospace Manufacturing (Anacortes Campus), Jason Leander
Allied Health (Whatcom & Mount Vernon), Mari Schramm
Animation & Graphic Design, Linton Porteous
Applied Medical Sciences, Rebecca Martinson
Automotive Services (Sedro-Woolley Campus), Zach Frank
Baking & Pastry, Glenn Goodfellow
Criminal Justice & Public Safety, Karissa Serna
Culinary Arts, Mary Rawlins
Dental Technology, Karha Cramer
Fire Science & EMS, Elly Pederson (Mount Vernon)
Fire Science & EMS, Mark Wohlrab (Whatcom)
Maritime (Anacortes Campus), C. Brent Moore
Money & Business, Liam Cary-Eaves
Construction (Anacortes Campus), Daniel Castillo
Teacher Academy, Jason Pasimio
Video Game Development, Jason Pasimio
Veterinary Assisting, Laurie Barrett
Welding (Whatcom), Nolan McNally
Welding (Sedro-Woolley), Kris Myrseth-Barrea

NCTA Open Doors

| | |
|---|---|
| Aaron Smith, Lead Administrator | amith@nwtech.k12.wa.us |
| A. Scot Wattawa, Instructor Mount Vernon | awattawa@nwtech.k12.wa.us |
| Greg Sherman, Instructor Whatcom | gsherman@nwtech.k12.wa.us |

**Administrative Council**

The NCTA "School Board" is the Administrative Council, which is made up of the Superintendents and College President from the Consortium Member Districts.

| Participating Districts | Superintendent |
|---|---|
| Anacortes School District | Dr. Carl Bruner, Interim |
| Bellingham School District | Dr. Greg Baker |
| Burlington-Edison School District | Dr. Chris Pearson |
| Concrete School District | Ms. Carrie Crickmore |
| La Conner School District | Mr. Dave Cram |
| Meridian School District - Council Chair | Dr. James Everett |
| Mount Vernon School District, Host District | Dr. Victor Vergara |
| Sedro-Woolley School District | Mr. Brian Isakson |
| Skagit Valley College | Dr. Chris Villa |

## *NCTA Program times and Calendar*

At NCTA, we believe students are preparing to enter both college and careers. Expectations on campus are designed to create a safe, professional, and respectful learning environment.

**Session Schedule**

NCTA operates on a session model:

- **1st Session:** 8:00 a.m. – 10:30 a.m.
- **2nd Session:** 11:30 a.m. – 2:00 p.m.
- **3rd Session:** 3:00 p.m. – 5:30 p.m.

Students are expected to arrive on time, using transportation by their home high school when possible. Students should also remain for the full session, and be prepared for active participation.

**NCTA Calendar**

NCTA *generally* follows the breaks of the Mount Vernon School District, though there are a few reasons to make slight alterations. Please check our website for our most current and up to date calendar.

## *Professional Standards for Attendance*

The Northwest Career & Technical Academy (NCTA) views attendance much like business and industry: students are considered professionals-in-training and are expected to attend fully each day to maximize learning and productivity.

While occasional absences are inevitable, please prioritize regular attendance. Missing more than 10% of the school year or 18 days of school can impact your child's social development, academic learning, and path toward high school graduation. If a problem arises with health, food, transportation, housing, or anything else, please call your child's school or the district office so we can assist.

Instructors maintain attendance expectations that reflect real workplace practices. Students are learning what all employers expect:

- Dependability – Be present every day.
- Punctuality – Arrive on time, prepared to begin.
- Commitment to the full day's work – Stay engaged, complete tasks, and put away materials before leaving.

**Attendance Procedures**

- Reporting Absences: All absences must be excused within 48 hours of the initial absence. Parents/guardians should call 360-848-0706 or email attendance@nwtech.k12.wa.us and include the student's name, parent's name, a contact phone number, and the reason for the absence.
- Acceptable Reasons for Absence include: transportation problems, family emergencies, funerals, field trips, illness, medical appointments, missed bus, religious observances, running late, sending high school activities, vacations, and adverse weather.
- Direct Communication Required: Absences reported only to the student's sending high school will not be relayed to NCTA. Parents/guardians must notify both schools separately.
- Planned Absences: For known absences (e.g., legal appointments, sending school activities), parents/guardians must prearrange directly with the NCTA office.
- Early Dismissal: To leave before dismissal, students must provide verifiable parent/guardian permission (note or phone call) and sign out at the Administration Office. Students—even those 18 or older—must follow this process. Leaving without permission may result in disciplinary action.

**State Truancy Law**

NCTA follows Washington State Truancy Legislation (RCW 28A.225). This law applies to all students under 18.

- Parents/guardians receive an automated call for unexcused absences.
- At five or more unexcused absences, students are referred to an administrator.
- At seven unexcused absences in a month or ten in a year, NCTA must refer the case to juvenile court, as required by state law.
- Students with poor attendance may face additional disciplinary action, including possible removal from their program.

**Tardy & Late Definitions**

- T (Tardy): Arrived late, within the first 5 minutes.
- 5 (Tardy): Arrived between 5 minutes and halfway through the period.
- L (Late): Arrived more than halfway through the period — counts as an absence.

## *Communication with Families*

At the Northwest Career & Technical Academy (NCTA), we know that family partnership is essential to student success. Families bring valuable knowledge and experiences that strengthen both student learning and our community. To support this, NCTA is committed to clear, timely, and equitable communication with parents and guardians.

**Skyward Family Access**

Skyward is the Student Information System used by NCTA and our partner districts. It provides important information about student attendance, grades, and demographics. Parents/guardians can also manage how the district and NCTA contact them for emergencies, attendance notifications, nutrition services, and other updates. Please contact the NCTA office if your contact information needs to be updated.

**ParentSquare**

NCTA uses **ParentSquare** as our unified communication platform. ParentSquare allows us to send important updates through email, text, and phone calls in one consistent system. Families can download the ParentSquare app or use the web-based platform to:

- Receive timely school and program announcements
- Communicate directly with teachers and staff
- Manage notification preferences
- Stay connected to campus events and resources

**Commitment to Two-Way Communication**
NCTA values open dialogue. We encourage families to reach out with questions, concerns, or ideas. Together, we can ensure that students are supported both in the classroom and at home.

## *Medication at School*

Medication Requirements for School

- Approval: All medications, including over-the-counter (e.g., ibuprofen, Tylenol), must be approved annually by a licensed healthcare provider, a parent/guardian, and the school nurse.
- Delivery: Medications must be in the original labeled container and delivered to the school. Do not send medications in pockets or backpacks; unapproved medications will be confiscated.
- Storage: Medications are kept in the health room, except for approved inhalers and EpiPens.
- Processing Time: Allow a few days for the school nurse to review and approve medication requests.

Medications to Provide Annually

- Emergency Medications: EpiPens, inhalers, diabetes supplies, seizure rescue medications.
- Disaster Medications: A 72-hour supply of essential medications (e.g., seizure prevention, insulin).
- Daily Medications: Medications required during the school day.
- As-Needed Medications: For frequent health issues like headaches, cramps, allergies.

Dose Changes and Refills

- Medication/Dose Changes: Provide new paperwork and the updated medication to the school nurse.
- Refills: Health staff will notify you before the medication runs out.
- Unused Medications: Collect from the health room anytime during the school day.
- Unclaimed medications will be destroyed at the end of the year.

Common Medications at School

- Families must supply and approve medications for specific students; the school does not stock general medications.

Life-Threatening Health Conditions

- Definition: Conditions that could result in death during the school day without proper medication or treatment.
- Common Conditions: Severe allergies (anaphylaxis), diabetes, severe seizures.
- Action: Contact the school nurse immediately to complete the necessary paperwork and develop a health plan.

Annual Checklist for Parents

- Before School Starts: Submit doctor's orders, rescue medications (e.g., Epinephrine, Glucagon), and all required paperwork at least two weeks before the first day of school.
- Legal Requirement: Students cannot start school until all requirements are met (RCW 28A.210.320).

**Students with Life-Threatening Health Conditions**
A life-threatening health condition is defined as a condition that could put a child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place. Common conditions include severe allergies (anaphylaxis), diabetes, and severe seizures that do not stop without medication. If your child has a life-threatening health condition, contact the school nurse immediately. The nurse will assist with necessary paperwork, supplies, and the development of a school health plan.

Each year, before your child is allowed to start school, you must submit the required documentation and medications. This includes a doctor's orders for emergency care and signed rescue medications such as Epinephrine for severe allergies, Glucagon for diabetes, and Diastat or midazolam for severe seizures. All paperwork and supplies must be submitted at least two weeks before the first day of school to avoid delays. According to Washington State Law (RCW 28A.210.320), students cannot start school until all requirements are met.

## *Progress Reporting*

We believe that working together as a team—school and home—is essential for your child's growth and education. We're committed to keeping you informed about your child's well-being and progress at school. We do this by providing regular grades, progress reports, and opportunities for parent-teacher conferences. These updates are designed to give useful insights for you, your child, and the school staff.

We follow the state's standardized grading system, and your child's grades will be reported each term, both individually and as part of their overall progress. Please refer to policy 2420 for more information.

## *Volunteers*

Volunteer service is vital to the success of our schools. Whether you are looking for approval to attend a field trip or approval to be in the school or classroom daily, we would love to have you participate. Studies have shown that interest and support of our learners demonstrates the importance of education. We encourage parents and community members to volunteer by working in classrooms, through assistance with activities, and by chaperoning on field trips. Parents, grandparents, students and community members are all invited to help make a difference in our schools.

Mount Vernon School District policy requires that all volunteers complete a Volunteer Application prior to volunteering in the schools. Applications need to be completed at least two weeks prior to volunteering. This is particularly important for field trip requests as the volume may cause delays in processing. Get your applications completed early! Please email volunteer@mvsd320.org and info@nwtech.k12.wa.us if you have questions.

## *Non-Discrimination*

Mount Vernon 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.

## *Student Rights*

This responsibility includes the freedom to exercise individual rights in a manner that is not offensive to the recipient. We trust that students will respectfully accept and adhere to the following:

- Students have the right to equal educational opportunity with freedom from discrimination because of national origin, race, religion, economic status, sex, pregnancy, marital status, previous arrest, previous incarceration, or a physical, mental or sensory handicap
- Students have the right to a safe environment free from intimidation, sexual harassment, and assault.
- Students have the right to receive a curriculum where their identity is positively represented.

- Students have the right to receive an engaging lesson every day leading to a productive learning environment.
- Students have the right to clean and safe classrooms, hallways, and lunchrooms.
- Students have the right to safe passage to and from school and while on campus.
- Students have the right to engage in the grievance process. Disagreements with adults or other students should be dealt with privately and with support of a parent/guardian, counselor or administrator when necessary.
- Students have the right to remain anonymous when reporting a violation of school rules.
- Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.
- Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.
- Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.
- Students have a right to access district resources (social workers, liaisons, nurse, counselors) that offset homelessness and health and mental wellness concerns in collaboration with their home high school.
- Students who qualify have a right to Special Education services that follow IDEA procedure safeguards.
- Students have a right to behavioral interventions and reengagement meetings after returning from a suspension.

*For more information see Mount Vernon School District Policy and Procedure 3200*

**Student Privacy**
Students are free from searches of clothing and personal property by school officials unless there are reasonable grounds to believe that the search is necessary to maintain a safe and orderly school and school discipline. Student lockers, desks, and other storage areas, both physical and digital, are district property and school officials retain the right to inspect these areas assigned to students. No right or expectation of privacy exists for any students concerning these areas, which may be inspected or searched by school authorities at any time without prior notice and without reasonable suspicion that the search will yield evidence of a student's violation of the law or a school rule.

Any containers found as a result may be searched if there is reasonable suspicion that they contain evidence of a student's violation of the law or school rules. Such searchers should take place in the presence of the student. The methods used must be reasonably related to the objectives intrusive for the age and gender of the student, and the nature of the suspected infraction. School authorities may seize illegal items or possessions reasonably determined as a safety threat. Items that are used to disrupt or interfere with the educational process may be temporary removed from student possession. These procedures are in accordance with the state laws RCW 28A.600.230 and RCW 9.41.280 as well as district policy.

For more information see Mount Vernon School District Policy and Procedure 3230 and 3230P

**Student Dress**
Mount Vernon School District respects students' rights to express themselves in the way they dress. Students are also expected to respect the school community by dressing in a way that contributes to a positive school environment, facilitates participation in learning, and protects the health and safety of students and adults at school. This policy is intended to provide guidance to students, staff, and parents and applies to all school functions, including after-school, extra-curricular events, and field trips.

This policy is based on the following values:
- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase the marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or

religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

Students must wear:
- Their school/program uniform.
- Other times, student need to wear a top with fabric in the front and on the sides (shirt, blouse, sweater, sweatshirt, etc.); Bottom covering undergarments (pants, shorts, skirt, dress, etc.); and Footwear

**Additional Requirements for Student Dress**
This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science, or CTE courses). Additionally, this policy allows for reasonable variation in required student attire for participation in activities such as swimming.

Students may not wear clothing, jewelry, or personal items that:
- Are pornographic, contain threats, or promote illegal or violent conduct such as the depiction of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material;
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose); or
- Demonstrate gang association/affiliation. This includes, but is not limited to: bandanas, hanging belts, gloves, mittens, numbered sports jerseys, clothing of one color, or groups of students (3 or more) wearing the same color/clothing for the purpose of intimidation.

Typical consequences for a violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes. Parents will be informed of the response to violations of the student dress policy.

*For more information see Mount Vernon School District policy # 3224*

**Personal Property Disclaimer**
Students are responsible for personal items. NCTA is NOT responsible for personal items that are lost or stolen while on campus. PLEASE DO NOT BRING VALUABLES TO SCHOOL.

**Behavior Expectations**
Students are expected to follow the laws of the United States, Washington State, and local communities. The school district believes that behavior is associated with learning. To ensure students have the best learning experience, a safe and orderly environment is necessary.
Students must adhere to the behavior expectations set by the school district, individual schools, and specific programs. If students do not follow these rules, they must accept the consequences. These expectations apply during school hours, at any school activity (on or off campus), and even off school grounds if a student's behavior disrupts the educational process or affects school operations. There are also special behavior expectations for students when riding the school bus.
**Key Behavior Expectations**
- Act Appropriately: Students should demonstrate socially acceptable behavior.
- Show Respect: Students must respect the rights, personal space, and property of others.
- Stay Focused on Learning: Students should engage fully in their required courses of study.

- Contribute to a Positive Environment: Students should help maintain a positive, orderly atmosphere that is conducive to learning.
- Follow School Rules: Students must comply with all school and district behavior expectations.
- Respect School Staff: Students should respect and follow the directions of school staff and accept reasonable corrective actions when necessary.
- Supporting Students Who Struggle with Behavior
- The school district is committed to helping students stay engaged in their education, even if they face disciplinary actions. The goal is to ensure that students who need corrective actions are supported in continuing their education and are given opportunities to reengage effectively in their learning.

The Superintendent will create written rules of conduct to help implement this policy and establish the necessary procedures. Additionally, individual schools may create their own specific conduct rules, but these must align with the district-wide guidelines. Please refer to policy 3240 for more information.

## *Student Safety and Discipline*

At NCTA, student safety is our highest priority. We are committed to providing a respectful, inclusive, and professional learning environment where all students can focus on developing their skills and preparing for future careers. Clear expectations for behavior and discipline mirror those found in the workplace, ensuring that students learn responsibility, accountability, and teamwork. By following safety procedures and upholding high standards of conduct, students contribute to a positive environment that supports both individual growth and the success of the entire learning community.

**SCHOOL DISCIPLINE OFFENSES**

We are committed to providing a school climate that emphasizes student safety, health and well being, and respect for all members of the school community. Students who violate the codes of conduct described herein shall be subject to appropriate disciplinary action, up to and including suspension, removal and/or police action as per school procedures and policies.

In the Exceptional Misconduct and Other Misconduct Codes, consequences are divided into three categories:

- Minor/Initial – The infraction is a minor misbehavior that staff corrects at the time and in the environment in which they occur.
- Moderate/Repeated – The infraction is a moderate misbehavior that the staff corrects at the time, but does not require immediate administrative involvement. The student may remain in the classroom depending on the type of infraction.
- Severe/Persistent – The infraction is a serious misbehavior that requires immediate administrative involvement.

While administrators normally apply the concept of progressive discipline in working with students to bring about changes in inappropriate/unacceptable behavior, there may be situations where progressive discipline is not appropriate and prudent. In such cases, Mount Vernon School District reserves the right to immediately suspend or expel where exceptional misconduct is involved (i.e. conduct that is so frequent or serious in nature, in terms of the disruptive effect upon the operation of the school, as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a threat or disruption to other students at school.

The school's jurisdiction and authority include student conduct to and from school, at bus stops, on buses, at school, or at any school sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity which school authorities have reason to believe will interfere with the learning environment of the school or impinge on the rights of other students or staff at school.

**CODE OF CONDUCT**

Exceptional Misconduct: Any conduct which materially and substantially interferes with the educational process is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school(s) that students may be subject to an emergency expulsion and/or suspension (short term or long term) for a first-time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss, and /or restitution to victims, if appropriate. All of the following acts listed below in the summary chart are specifically prohibited on school grounds, on school-sponsored transportation (including authorized school bus stops), at school events off school grounds or off-campus, if such conduct causes disruption at school. In many of these cases, law enforcement may be informed.

| **Codes: Discipline (D), Restorative Contract/Conference (RC), Restitution (R), Restriction/Loss of Privileges (LP), Police Contact (PC), Substance/Risk Assessment (A), Short-term Suspension (STS), Long-term Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)** | | | |
|---|---|---|---|
| Violation | Definition | Severity/Frequency | Consequence |
| Arson | Lighting a fire on purpose, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm. | Severe/Persistent | EE/E/LTS/PC/R |
| Assault | Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault. | Severe/Persistent | EE/E/STS/LTS/ PC |
| Dangerous Weapons and Other Unsafe Items | Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | EE/D/STS/PC<br>EE/STS/LTS/PC<br>EE/E/LTS/PC |
| Drugs/Alcohol Possession Use Paraphernalia | Possessing, using, or being under the influence of drugs/alcohol before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus. This includes inhalants, prescription drugs beyond a daily dose, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs or alcohol. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | EE/STS/A/PC<br>EE/STS/LTS/A/ PC<br>EE/LTS/RA/PC |

| | | | |
|---|---|---|---|
| Drugs/Alcohol<br>Sell<br>Buy Transfer | Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. | Severe/Persistent | EE/LTS/RA/PC |
| Firearms | Possessing, threatening to use, or using a firearm on school property, school-provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device. | Severe/Persistent | EE/E/P<br>C |
| Harassment, Intimidation, Bullying | Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics. Intentional communication, whether electronic, written, verbal, or a physical 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. Washington anti-bullying laws require districts to adopt or amend harassment, intimidation, and bullying policies through a process that includes representation of parents or guardians. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC<br>EE/ST<br>S<br>EE/LTS |
| Illegal Acts | An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | EE/STS/PC/R<br>EE/STS/LTS/PC<br>/R<br>EE/E/LTS/PC/R |
| Sexual Harassment | Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including, offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC<br>EE/STS/PC<br>EE/LTS/PC |

| | | | |
|---|---|---|---|
| | physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. | | |
| Threats | Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC<br>EE/STS/A/ PC<br>EE/LTS/A/ PC |

**Other Forms of Misconduct**

Other forms of misconduct including but not limited to those listed below may result in corrective action ranging from possible suspension, expulsion, restitution, or referral to law enforcement authorities or other agencies depending on the severity of the offense.

| **Codes: Discipline (D), Restorative Contract/Conference (RC), Restitution (R), Restriction/Loss of Privileges (LP), Police Contact (PC), Substance/Risk Assessment (A), Short-term Suspension (STS), Long-term Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)** | | | |
|---|---|---|---|
| Violation | Definition | Severity/Frequency | Consequence |
| Academic Dishonesty | All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC/LOSS OF CREDIT ON ASSIGNMENT<br><br>D/RC/LOSS OF CREDIT ON ASSIGNMENT<br>STS/LTS/LOSS OF CREDIT ON ASSIGNMENT |
| Alteration of Records | Falsifying, altering, or destroying a school record or any communication between home and school. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D<br>EE/LTS<br>EE/LTS |
| Attendance/ Truancy | Being absent or tardy from classes without an approved excuse. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/R<br>D/RC/LP |
| Disruptive Conduct/ Behavior | Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC<br>EE/STS/PC<br>EE/LTS/PC |
| Dress Code | Dressing in a manner that violates the aforementioned dress code policy. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | CHANGE CLOTHES<br>D/RC + CHANGE CLOTHES<br>EE/STS/LTS |
| Endangerment of Others | Acting in a manner that endangers students, staff, or community members. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC<br>EE/STS/PC<br>EE/LTS/PC |
| Extortion/ Blackmail and | Extorting or attempting to extort any item, information, or money. | Minor/Initial<br>Moderate/Repeated | D/RC<br>EE/STS |

| | | | |
|---|---|---|---|
| Coercion | | Severe/Persistent | EE/LTS |
| Fighting | Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | STS/RC<br>EE/STS<br>EE/LTS |
| Forgery | Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC<br>EE/STS<br>EE/LTS |
| Gambling | Engaging in games of chance which involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC/CD<br>EE/STS/CP<br>EE/LTS/CP |
| Gang Activity | Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes. RCW 28A.600.455 | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | EE/D/PC<br>EE/STS/PC<br>EE/LTS/E/PC |
| Hazing | Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | EE/STS<br>EE/LTS<br>EE/LTS/E |
| Immediate Danger and Disruption | Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student (including harm to self/suicidal ideation), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent<br>SELF HARM | EE/STS/PC<br>EE/LTS/A/PC<br>EE/LTS/E/A/PC<br>A/PC + EMERGENCY REMOVAL |
| Interfering with School Investigation | Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC<br>EE/STS<br>EE/LTS |
| Lying | Telling or writing untruths. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC<br>STS<br>STS/LTS |
| Negative Community Action | Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, which may negatively impact the school environment. Examples include, but are not limited to, acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other Internet or electronic | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC/R<br>EE/STS/PC<br>EE/LTS/PC |

| | | | |
|---|---|---|---|
| | communications used to harass or harm others. | | |
| Physical Aggression | Threatening injury or attempting to cause physical injury or intentionally behaving in such a way as could reasonably be expected to cause physical injury to any person. This includes sexual misconduct (i.e. unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct) and intentional spitting or hitting | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/RC<br>EE/STS/PC<br>EE/LTS/PC |
| Prohibited Use of District Network and Digital Resources | Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the *Student Acceptable Use Procedures (AUP).* This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content). | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/R/LP<br>EE/STS/PC/R/LP<br>EE/LTS/PC/R/LP |
| Theft/Robbery | Stealing school district property or the property of a staff member, student, or school visitor. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/R/RC<br>EE/STS/R/PC<br>EE/LTS/R/PC |
| Tobacco and Smoking Paraphernalia | Possessing, using, or distributing of any tobacco product, or chemicals, devices (e.g. e- cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | STS<br>STS<br>STS/A |
| Trespass/ Loitering/ Unauthorized Entrance | Entering or being present on school property without permission. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D<br>EE/STS<br>EE/LTS |
| Unauthorized Use of Cell Phones or other Electronic Devices | Using cell phones and other personal electronic devices in classrooms/during the school day without authorization. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | CD/CP<br>CP<br>D/CP |
| Unauthorized Use of Equipment | Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video, and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | CD/CP<br>STS/CP/LP<br>LTS/CP/LP |
| Vandalism/ Destruction of Property | Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | RC/R/D<br>EE/STS/R/PC<br>EE/LTS/R/E/PC |
| Vulgar or Lewd Conduct/ Profanity | Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/R<br>EE/STS<br>EE/LTS |

| | | | |
|---|---|---|---|
| | drawings, including electronic communication. | | |
| Willful Disobedience, Failure to Cooperate, and Disrespect | Repeatedly failing to comply with or follow reasonable, lawful, directions or requests of teachers or staff. This includes non-compliance, defiance, and disrespect. | Minor/Initial<br>Moderate/Repeated<br>Severe/Persistent | D/R<br>EE/STS<br>EE/LTS |

**CONTROLLED SUBSTANCES AND DRUG PARAPHERNALIA: ALCOHOL, DRUGS, NARCOTICS:**
Possessing, using, or being under the influence of illegal drugs, controlled substances, food items containing illegal drugs, and/or possessing drug paraphernalia is a violation of student conduct.

Students may be disciplined for being under the influence of a controlled substance based on their behavior or appearance as determined by an administrator, Police Officer, or other properly trained official regardless of whether they have a controlled substance or drug paraphernalia in their possession. Coming "high" to school or a school related event is not allowed.

The school will provide information about District-approved substance abuse treatment agencies. The school may provide an initial, school-based intervention in addition to a referral to a District-approved substance abuse treatment program.

**Selling Illegal Drugs, Controlled Substances, Alcohol and Drug Paraphernalia:**
Selling, or intending to sell, drugs or controlled substances, including prescription or over-the-counter drugs and any food item with illegal drugs in it.

Students engaging in this activity will be removed pending a risk assessment.

**WEAPONS**
**This policy mirrors RCW 28A.600.420**: *Firearms on school premises, transportation, or facilities:*
*Any elementary or secondary school student who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school provided transportation, or areas of facilities while being used exclusively by public schools,* ***shall be expelled*** *from school for not less than one year under* ***RCW 28A.600.010.*** *The superintendent of the school district . . . may modify the expulsion of a student on a case-by-case basis.*

A dangerous weapon may also be defined as any instrument or weapon of the kind usually known as slingshot, sand club, metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any sharp object that could be used as a weapon.

**RCW 9.41.280** provides: *Possessing dangerous weapons on school facilities*

*(1) It is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:*

(a) Any firearm;
(b) Any other dangerous weapon as defined in **RCW 9.41.250**;
(c) Any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
(d) Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect; or
(e) Any air gun, including any air pistol/blow gun or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.

**SEARCH AND SEIZURE**
To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel,

school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

- Personal Searches A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe the individual student is in possession of illegal or unauthorized materials (e.g., cigarettes, drugs, stolen items) or has violated or is violating a law or school rules. RCW. 28A.600.230
- Locker Searches: Student lockers are the property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for health and safety reasons at any time without notice, without student consent, and without a search warrant. RCW 28A.600.240
- Automobile Searches: Students are permitted to park on school premises as a matter of privilege, not of right. Parking lots are subject to the same safety-related rules to which the buildings can be subjected, including reasonable searches. The school retains authority to conduct routine patrols of student parking lots and inspections of exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. School searches of vehicles driven by students must be: related to an actual safety-related problem, be reasonable in its approach to the problem, be uniform in its application, non-discriminatory, be published or announced in such a fashion that a person wishing to avoid its impact may take alternative action.
- Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be properly disposed of by administration, or reported and turned over to the proper authorities.

**DUE PROCESS**

Parents and students have the right to appeal disciplinary decisions. The discipline action will continue during the appeal procedure unless the principal or his/her designee elects to postpone such action. The appeal process must take place in the following order:

1. **Building Level** - All appeals initially take place at the high school with the building principal or his/her designee.
2. **District Level** - If the differences are not resolved at the building level, then parents and students have the right to present their appeal orally or in writing to the assistant superintendent upon two school business days' prior notice if short term suspension of 10 days or less and three school business days' prior notice if long term suspension of 11 days or more.
3. **Board of Directors** - If the differences are not resolved at the district level, then upon two school business days' prior notice, parents have the right to appeal to the Board of Directors and these procedures are provided for parents to do so. In general, the law provides for:
   A. A written notice relating to an opportunity for a hearing will be delivered in person or by certified mail (within 24 hours in the case of emergency expulsion). The notice will:
      a. Be in the predominant language of the family
      b. State the alleged misconduct and the rules violated
      c. State the corrective action proposed
      d. State the right of the student to a hearing and the time limit within which parents must reply.
   B. A request for a hearing will be accepted in writing (or orally in cases of physical handicap or language difference) within three school business days (ten days in cases of emergency expulsion). If the request is not received within three days (ten days - emergency expulsion), the student waives his or her right to a hearing and the corrective action will be imposed.

C. If a request is received, the hearing will be scheduled as soon as possible and no later than three (3) school business days.
D. Students have a right to:
    a. Inspect any evidence in advance of the hearing.
    b. Be represented by legal counsel.
    c. Question and confront witnesses, unless excused for safety reasons.
    d. Give their explanation of the alleged misconduct.
    e. Present relevant evidence and witnesses.
E. A written decision stating the hearing officer's conclusions and the form of corrective action to be imposed will be provided to the parents and student. (A decision will be given within one (1) school business day in cases of emergency expulsion).
F. Appeals may be made to the Board of Directors within three (3) school business days after the date of the hearing decision. The Board will schedule and hold an informal conference to review the matter.
G. Any appeal of the Board's decision must be to the courts.

**Note: An emergency removal may be continued during the hearing if the emergency situation still exists or there is a safety concern with bringing the student back to campus.**

**Reporting Concerns**

You can 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. 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. For more information, please refer to procedure 3210P.

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

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

**What is HIB?**

State law defines HIB in RCW 28A.600.477(5)(b)(i) as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:
(A) Physically harms a student or damages the student's property;
(B) Has the effect of substantially interfering with a student's education;
(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
(D) Has the effect of substantially disrupting the orderly operation of the school"

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

**How can I make a report or complaint about HIB?**

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (HIB Reporting Form) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if

you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.
If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Jon Ronngren, Executive Director of Personnel and Human Resources) that supports prevention and response to HIB.

**What happens after I make a report about HIB?**
If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation. Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

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

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

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

**What are the next steps if I disagree with the outcome?**
For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

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

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

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

**What is discriminatory harassment?**
Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities. To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, or visit MVSD website.

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

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

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

To review the district's Sexual Harassment Policy 3206 and Procedure 3206P, or visit MVSD.

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

**What can I do if I'm concerned about discrimination or harassment?**
Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

> Concerns about discrimination:
> Civil Rights Coordinator: Dr. Mayra Gomez, Coordinator, 124 E. Lawrence Street, Mount Vernon, WA 98273, mgomez@mvsd320.org, (360) 428-6110
>
> Concerns about sex discrimination, including sexual harassment:
> Title IX Coordinator: Jon Ronngren, Executive Director of Personnel and Human Resources, 124 E. Lawrence Street, Mount Vernon, WA 98273, jronngren@mvsd320.org, (360) 428-6110
>
> Concerns about disability discrimination:
> Section 504 Coordinator: Clint Carlton, Executive Director of Student Support Services, 1005 S 11th Street, Mount Vernon, WA 98274, ccarlton@mvsd320.org, (360) 428-6141
>
> Concerns about discrimination based on gender identity:
> Gender-Inclusive Schools Coordinator: Jon Ronngren, Executive Director of Personnel and Human Resources, 124 E. Lawrence Street, Mount Vernon, WA 98273, jronngren@mvsd320.org, (360) 428-6110

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

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

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

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

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

If you do not agree with the outcome of your complaint, you may appeal the decision to the Mount Vernon School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3206P.

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

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

**Who else can help with HIB or Discrimination Concerns?**

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

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

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

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

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

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

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

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

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

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

- Website: https://www.ed.gov/
- Email: ocr@ed.gov

- Phone: 800-421-3481

**Our School is Gender-Inclusive**
In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

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

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, or visit MVSD. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:
Jon Ronngren, Executive Director of Personnel and Human Resources, 124 E. Lawrence Street, Mount Vernon, WA 98273, jronngren@mvsd320.org, (360) 428-6110.

## *Federal Requirements*

**Annual LEA Report Card**
You may access the Mount Vernon School Districts report card that includes student achievement disaggregated by category-graduation rates, LEA performance, and other required information outlined in ESSA Section 111(h)(2). For a paper copy or for assistance, please contact your child's school office. You may also access online at http://reportcard.ospi.k12.wa.us

**Complaint**
Citizen Complaint Against a School District or Other School Service Provider.
You have the right to submit a citizen complaint that is a written statement that alleges a violation of a federal rule, law or regulation, or state regulation that applies to a federal program. Anyone can file a citizen complaint. There is no special form. There is no need to know the law that governs a federal program to file a complaint. Please contact Mount Vernon School District with questions at 360-428-6110 for the information you need to move forward. You may also access this online at https://www.k12.wa.us/about-ospi/contact-us/how-file-complaint

**Written Parent and Family Engagement Policy**
We have a written parent involvement policy outlining how we work together as a school community to support all of our students, staff, and families. The current Parent Involvement Policy can be requested at your school, Also, you may view it on our School Webpage.

**Parents' Right-to-Know — Student Achievement**
We provide every parent with information that describes the level of academic achievement reached by their child. This information provides the child's achievement on state and district assessments and is sent home formally in June. We strive to communicate throughout the school year in multiple ways regarding student achievement and learning progress.

**Consent to Share**
The 2020 Washington state legislature passed House Bill 1660. The goal of the new law is that every student can participate in extracurricular activities and that cost should not be a barrier to inclusion. In addition to data collection requirements, the existing law was updated to reduce barriers for students. School districts who charge a fee for

attendance at, or participation in any optional, noncredit extracurricular events must adopt a policy for waiving fees for students in grades 9 - 12 who are eligible for free or reduced-price school meals.