

2019-2020
Student & Athletic Handbook



In Pursuit of Excellence!

Montesano
Junior-Senior High School

Public Notice

The Montesano School District No. 66 does not discriminate in any programs or activities on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, 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. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination:

Title IX and Compliance Officer
Pam Banks
360-249-3942
pbanks@monteschools.org

Section 504/ADA Compliance Officer
Shawn Brown - Director of Teaching and Learning
360-249-3942
sbrown@monteschools.org

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Designated District Contact(s):

Title IX and Compliance Coordinator:
Pam Banks
502 E. Spruce Ave, Montesano, WA 98563
Phone #360-249-3942
Fax #360-841-7198
Email: pbanks@monteschools.org

504/ADA Compliance Officer:
Shawn Brown
502 E. Spruce Ave, Montesano, WA 98563
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Email: sbrown@monteschools.org

Esta notificación está disponible en otros idiomas bajo petición.

Table of Contents

<i>Content</i>	<i>Page</i>
Goals & Mission statement.....	4
Class Schedules.....	5
Drug Free Policy and Student Resources.....	6
Staff Classroom Assignments.....	7
Graduation Requirements/Credit Information.....	8-9
Home School/Foreign Exchange Policy.....	10
High School 4-Year Plan.....	13
Running Start Information.....	14
Club Membership & Requirements.....	15
Standards of Student Conduct & Definition of Terms.....	17-24
Attendance Policy.....	25-28
General Information.....	29-34
Policies & Procedures.....	35-37
Offenses & Suggested Penalties.....	38
Range of Penalties.....	39
FERPA Notification.....	40
School Bus Regulations.....	41
Internet Usage & Agreement.....	42-46
Board Policies.....	47-79
Co-Curricular Handbook.....	80
Activities Code of Conduct.....	81
Activities Code of Conduct Violations.....	83-86
General Athletic Information.....	86
Letter Award Criteria.....	89
NCAA Division I Eligibility Requirements.....	90

Montesano Junior-Senior High School

Mission Statement

Our mission at Montesano Junior-Senior High School is to provide students the opportunity to maximize their potential to cope with life's challenges.

Our efforts, curricular and extracurricular, place emphasis on attainment and expectation in the following areas:

reading, writing, computing, problem solving, communication, decision making, physical development, people skills and a positive attitude toward learning for tomorrow.

Goals

1. To provide a safe and orderly environment which enhances student learning.
2. To provide staff who are continually committed to improving the quality of their instruction.
3. To respect individual differences and provide appropriate learning opportunities.
4. To provide a challenging curricular and extracurricular course of study to maximize our students' potential.
5. To develop student work habits, study skills, and accountability in all areas of the program.

Alma Mater

*From the halls of Monte High School
Waves Maroon and Gray;
Love and Honor we do give thee,
Serve thee every day.
Loyal to our Alma Mater,
Proud of deeds gone by.
We will cherish thee forever,
Dear Old Monte High.*

Class Schedules

REGULAR SCHEDULE

Junior High		High School	
Period 1	8:20 – 9:20	Period 1	8:20 – 9:20
Period 2	9:25 – 10:20	Period 2	9:25 – 10:20
Period 3	10:25 – 11:20	Period 3	10:25 – 11:20
Lunch	11:20 – 11:50	Period 4	11:25 – 12:20
Period 4	11:55 – 12:50	Lunch	12:20 – 12:50
Period 5	12:55 – 1:50	Period 5	12:55 – 1:50
Period 6	1:55 – 2:50	Period 6	1:55 – 2:50

2 HOUR LATE START SCHEDULE

Junior High		High School	
Period 1	10:20 – 11:00	Period 1	10:20 – 11:00
Period 2	11:05 – 11:40	Period 2	11:05 – 11:40
Lunch	11:40 – 12:10	Period 3	11:45 – 12:20
Period 3	12:15 – 12:50	Lunch	12:20 – 12:50
Period 4	12:55 – 1:30	Period 4	12:55 – 1:30
Period 5	1:35 – 2:10	Period 5	1:35 – 2:10
Period 6	2:15 – 2:50	Period 6	2:15 – 2:50

EARLY RELEASE SCHEDULE

Junior High		High School	
Period 1	8:20 – 8:55	Period 1	8:20 – 8:55
Period 2	9:00 – 9:30	Period 2	9:00 – 9:30
Period 3	9:35 – 10:05	Period 3	9:35 – 10:05
Lunch	10:05 – 10:35	Period 4	10:10 – 10:40
Period 4	10:40 – 11:10	Lunch	10:40 – 11:10
Period 5	11:15 – 11:45	Period 5	11:15 – 11:45
Period 6	11:50 – 12:20	Period 6	11:50 – 12:20

1ST PERIOD ASSEMBLY SCHEDULE

Junior High		High School	
Period 1	8:20 – 9:10	Period 1	8:20 – 9:10
Assembly	9:15 – 9:45	Assembly	9:15 – 9:45
Period 2	9:50 – 10:40	Period 2	9:50 – 10:40
Period 3	10:45 – 11:35	Period 3	10:45 – 11:35
Lunch	11:35 – 12:05	Period 4	11:40 – 12:30
Period 4	12:10 – 1:00	Lunch	12:30 – 1:00
Period 5	1:05 – 1:55	Period 5	1:05 – 1:55
Period 6	2:00 – 2:50	Period 6	2:00 – 2:50

TESTING SCHEDULE

Junior High		High School	
Period 1	8:20 – 9:30	Period 1	8:20 – 9:30
Period 2	9:35 – 10:40	Period 2	9:35 – 10:40
Period 3	10:45 – 11:35	Period 3	10:45 – 11:35
Lunch	11:35 – 12:05	Period 4	11:40 – 12:30
Period 4	12:10 – 1:00	Lunch	12:30 – 1:00
Period 5	1:05 – 1:55	Period 5	1:05 – 1:55
Period 6	2:00 – 2:50	Period 6	2:00 – 2:50

6TH PERIOD ASSEMBLY SCHEDULE

Junior High		High School	
Period 1	8:20 – 9:10	Period 1	8:20 – 9:10
Period 2	9:15 – 10:05	Period 2	9:15 – 10:05
Period 3	10:10 – 11:00	Period 3	10:10 – 11:00
Lunch	11:00 – 11:30	Period 4	11:05 – 11:55
Period 4	11:35 – 12:25	Lunch	11:55 – 12:25
Period 5	12:30 – 1:20	Period 5	12:30 – 1:20
Period 6	1:25 – 2:15	Period 6	1:25 – 2:15
Assembly	2:20 – 2:50	Assembly	2:20 – 2:50

ADVISORY SCHEDULE

Junior High		High School	
Period 1	8:20 – 9:10	Period 1	8:20 – 9:10
Period 2	9:15 – 10:05	Period 2	9:15 – 10:05
Advisory	10:10 – 10:40	Advisory	10:10 – 10:40
Period 3	10:45 – 11:35	Period 3	10:45 – 11:35
Lunch	11:35 – 12:05	Period 4	11:40 – 12:30
Period 4	12:10 – 1:00	Lunch	12:30 – 1:00
Period 5	1:05 – 1:55	Period 5	1:05 – 1:55
Period 6	2:00 – 2:50	Period 6	2:00 – 2:50

Drug Free School District

The Montesano School District is committed to maintaining a Drug Free environment. In order to maintain compliance with the Washington state requirement for continued funding of our Drug Free Schools and Communities Grant, we are including the following policy information in this year's Student Handbook:

- All facilities and activities of the Montesano School District shall be drug, alcohol, and tobacco free.
- No student shall possess, use, be under the influence of or attempt to use or be under the influence of any illegal substance, narcotic or hallucinogenic drug, noxious inhalant, alcoholic beverage or other intoxicant, drug paraphernalia, prescription drug prescribed to another or any item purported to be such or knowingly remain in any area where such activity is taking place.
- No student shall possess or use any kind of pipe, cigar, cigarette, vape, or other lighted smoking equipment or tobacco product.

Students who are in violation of the above policies will be subject to the actions, which are outlined in detail in the Standards of Student Conduct section of the Student Handbook.

Resources Available to Montesano Students and Families

District Substance Abuse Prevention Coordinator	
Tami Herzog (High School)	249-1638
School Counselors	
Pat Pace (Montesano Jr-Sr High School) – Students A - K	249-1637
Tami Herzog (Montesano Jr-Sr High School) – Students L - Z	249-1638
ESD Chemical Dependency	533-9749
Department of Health	532-8631
24-Hour Crisis Line	1-(800) 685-6556 532-4357
A Friend Cares Crisis Line	1- (425) 258-HELP
Alcohol/Drug 24-Hour Help Line	1-(800) 562-1240 1-(206) 722-4222 Teen
Boys' Town (Alcohol and Other Drugs)	1-(800) 448-3000
Cocaine Anonymous	1-(800) COCAINE
Domestic Violence Hotline	1-(800) 562-6025
Information and Referral Service	1-(800) 752-9422
National Association for Native American COA	1-(206) 467-7686
YWCA (Rape/Sexual Assault)	1-(800) 695-0167
Washington State HIV/AIDS Hotline	1-(800) 272-AIDS
Washington State Substance Abuse Coalition	1-(800) 662-9111
Office of Superintendent of Public Instruction	1-(360) 753-5595
Division of Alcohol and Substance Abuse	1-(360) 438-8200
True North Assessment Line (Drug & Alcohol)	1-(360) 464-6867

MONTESANO JUNIOR/SENIOR HIGH SCHOOL

Classroom Assignments for Staff

2019-2020

	Superintendent:		Dan Winter	
	Principal:		Alec Pugh	
	Assistant Principal:		AnnMarie Greene	
	Athletic Director:		Tim Trimble	
	Counselors:		Tami Herzog	
			Pat Pace	
	Nurse:			
	Speech:		Melissa Barnes	
Teachers			Athletic Trainer	
Aldrich, Lloyd	Math	412	Hendrix, Ireland	HS Gym/Sports Medicine
Bates, Tim	Math	405		
Bialkowsky, Lori	CTE	508	Para Educators	
Briese, Joanna	English	403	Barre, Linda	Library
Diaz, Barb	History	201	Bates, Allison	Classrooms
Donnelly, Shawn	Photography/Yearbook	401	Bolam, Marla	Classrooms
Drake, Michele	English	206	Carpenter, Francine	105
Elway, Megan	JH Resource	105	Coleman, Cindy	Classrooms
Galloway, Doug	Health/P.E.	204/JH.Gym	Hernandez, Gigi	Classrooms
Graves, Julie	Math	204	Moye, Catherine	Classrooms
Hoffman, Maria	Band	Band Room	Rose, Joanne	Classrooms
Hollatz, Brian	History	409	Salazar, Heather	Classrooms
Jensen, Terry	P.E.	Gyms	Thoemmes, Jennifer	Classrooms
Klinger, Jeff	History	408	Utheim, Sharon	In-House – 209
Martin, Sylvia	English	207	Wilson, Jennifer	Classrooms
McDougall, Molly	English	404	Wood, Lise	Cashier/Band
McElliott, Mindy	Math	413	Woodruff, James	Classrooms
Miller, Taimi	English	407	Custodial	
Mitchell, Marie	American Sign Language	203	Martin, Scott	Supervisor
Morita, Jeremy	Choir	Choir Room	Randleas, Mike	Custodian
Parkin, Dawn	Math	205	Reino, Frank	Custodian
Parson, Crystal	HS Resource	102/104	Robecker, Norma	Custodian
Pattison, Carmen	HS Resource	402	Maintenance	
Pocklington, April	Media/Library/ASB	Library	Barnes, Michael	Maintenance/Grounds
Pocklington, Brad	Science	101	Cokeley, Chad	Maintenance/Grounds
Raines, Justin	History	406	Kitchen	
Ray, Gretchen	Art/Graphic Design	304/401	Reynolds, Rickene	Kitchen
Rossmailer, Dorrie	P.E.	Gyms	Dillard, Denise	Cook
Rowekamp, Dale	Science	314	Jones, Sheri	Cook
Sadler, Dave	Teacher	Classrooms	Warne, Kim	Cook
Sanchez, Fidel	Spanish	410		
Schrader, Jill	CTE/Project Mgmt.	307	Offices/Bookkeeper	
Schupbach, Doug	Science	306/411	Bruiland, Heather	ASB Bookkeeper
Stanfield, Eric	P.E.	Gyms	Holmstrom, Jamie	Office Manager/Secretary
Waber, Ken	Science	310	Kersker, Krista	Registrar/Counseling Sec.
Wetzel, Jeff	CTE	502 / 506	Morrison, Angie	Attendance Secretary
Zillyett, Teri	APEX	309	Vandinter, Judy	Athletic Secretary

Montesano High School Minimum High School Graduation Requirements

Subject	2019 & Beyond
English	4.0 Credits
Social Studies	3.5 Credits
· WA State History*	.50
· World History/AP Psychology	1.0
· US History	1.0
· Civics/Contemporary World Problems/ AP Government	1.0
Math	3.0 Credits
· Algebra	1.0
· Geometry	1.0
· Advanced Algebra/ or career pathway**	1.0
Science	3.0 Credits
· Two Lab Sciences Required	*two lab sciences
P.E./Weights	1.5 Credits
Health	.50 Credit
Fine Art	2.0 Credits
	*One can be Personal Pathway Requirement
Practical Art	1.0 Credits
Digi-Tools	.5 Credits
World Language,	2.0 Credits
*both can be Personal Pathway Requirement	
Electives	3.0 Credits
Total:	24.0 Credits***

High School Completion: Each student is to develop, have on file, and update as necessary a high school completion plan approved by a parent. Counselors will provide assistance to incoming ninth graders and their families in developing educational plans. Four year plans can be found in Skyward and will be open during scheduling. Changes in plans should normally reflect parent consent and should be submitted to the appropriate counselor. At the conclusion of each year, the school will provide the student and his/her parents or guardians with a report which reflects the progress that has been made toward satisfying the graduation requirements. If progress is not adequate the school will identify alternative courses that can be taken to correct the deficiencies.

Washington State History: 11th or 12th grade transfer students from another state having already passed that state's history will not be required to complete Washington State History. A student may complete Washington State History in 7th or 8th grade to meet the requirement but will not receive the 0.5 high school credit.

Math: Students will earn 3 credits in math through Algebra, Geometry, and Advanced Algebra. With approval of the counselor and parent, students may develop an alternate math plan for their third credit.

Personalized Pathway Requirements: Up to 3 credits chosen by a student, that are included in a student's High School and Beyond Plan, and that prepare the student to meet specific post-secondary career or educational goals.

Project M.E.: all students will complete the Project M.E. to graduate.

Credits: Students are required to take six classes each year, with .50 credit awarded for each class passed each semester. Students are expected to earn a total of 24 credits in order to complete graduation requirements. For credit purposes, a class must meet for a total of 150 hours of planned instruction. Students with special scheduling circumstances are required to meet with the principal.

The principal or designee is responsible for determining which credits will be recognized by the district for students enrolling from another state approved learning program (public school, approved private school, or home school), or out-of-state, or out-of-country. Credits from another Washington public school or accredited state private school or accredited out-of-state public or private school will be accepted to the extent the credit matches a district graduation requirement, or may be counted as an elective credit. Credits from uncredited programs or home schools will be evaluated as described in the home school section. Decisions of the principal or designee may be appealed to the superintendent within fifteen school days of the initial decision.

Waiver of Graduation Requirements: All state requirements must be satisfied except that Washington history and government may be waived for students who have completed and passed a state history or government course in another state during grades seven through twelve and who have fulfilled study of the Washington state constitution through an alternative learning experience approved by the principal. Additionally, physical education, pursuant to RCW 28A.230.050, may be waived upon written request of a parent or guardian on account of physical disability, employment or religious belief, or because of participation in directed athletics or military science and tactics. This will not alter the credit requirements established by the board. Waiver of graduation requirements is determined by the principal.

Dropped Class: If a student drops a class mid-term, he/she may receive an “F” for that semester.

Grades: Grades in all classes are reported online and it is the parent’s and student’s responsibility to monitor progress in all classes. The grades issued at the end of the semester are used to determine credit in the course and grade point average. Two quarter grades are used to determine the semester grade.

Grading standards are the responsibility of the classroom teacher. Individual teachers will review their grading policies and course requirements at the beginning of the term.

Incomplete grades are given when the student has not completed all assigned course work. There must be a legitimate reason (usually as the result of excused absences) for the incomplete work. The student has five school days from the end of the semester to complete the unfinished assignments. It is the responsibility of the student to contact the teacher and make arrangements to make up the incomplete work. Incomplete grades will be remedied by the end of the five day period.

Credits: for the graduating classes of 2019 and Beyond

To be considered a	Sophomore	6
	Junior	12
	Senior	18

Pass/Fail: Students wishing to take a class for a pass/fail grade must have a conference with the teacher, parent and administrator. The student’s request for pass/fail must be in writing, including the reason for the request. Arrangements must be made within one week of the beginning of the grading period with the teacher’s written approval. Students may take one pass/fail class per semester.

Cumulative GPA: The grades issued at the end of the semester are used to determine credit in the course and cumulative grade-point average. In some instances, two-quarter grades are used to determine the semester grade.

Honor Graduates will be determined by the end of the seventh semester for Montesano Junior-Senior High School and fall quarter for the community college (running start) students. Students shall have a 3.5 or better on a 4.0 scale to be considered an honor graduate.

Foreign Exchange Student Policy: Montesano High School has the following policy in regard to the admission and requirements of foreign exchange students at Montesano: Foreign exchange students are required to have obtained a score of 500 on the TOEFL for admission. Once admitted, students are required to take U.S. History and all other current senior requirements, with appropriate placement in English, in order to receive a certificate of attendance and participate in the graduation ceremony. Exchange students will not participate in class ranking with their class **nor** receive a regular Montesano High School diploma.

Home School: In order for home school classes to be used to meet Montesano High School graduation requirements, the credits must have been awarded by an accredited educational institution or an accredited home school program.

Guidelines for granting high school credit for home schooling are as follows:

A. To gain credit for a course of study, the student will provide:

1. A journal which reflects the actual work completed during a home-study course.
2. Exhibit(s) of any specific projects completed (thematic units, research papers, art and/or shop projects); and/or
3. Any such other performance-based exhibits of specific course-related accomplishments.

B. To gain credit for a course of study, the student will demonstrate proficiency at a minimum of 80 percent of the objectives of the course. Such testing will be available as an ancillary service of the district if it is regularly available to all students. If not, the parent may engage district-approved personnel to conduct such an assessment at a cost to be determined by such personnel.

C. Credit is granted for the following approved schools:

1. Community colleges, vocational-technical institutes, four-year colleges and universities and approved private schools in the state of Washington, and
2. Other schools or institutions which are approved by the district after evaluation for a particular course offering.

Credit Deficiency: Students failing to meet minimum graduation requirements will have one year to complete the requirements to receive a Montesano High School diploma.

APEX Courses: Students taking APEX online classes for credit retrieval are able to earn a certain number of credits per school year (determined by course).

Work Experience: The use of work experience as a part of the educational program of students should be regarded as part of the secondary school curriculum rather than just a device to relieve a staffing shortage. The following are the bases upon which credit may be granted for work experience.

- A. The work program will be supervised by the school.
- B. The work experience will be specifically related to the school program of the student.
- C. Credit given for work experience will represent growth in the student, and the type of work done should have definite educational value.
- D. The job in which the experiences are gained will provide a varied experience.

- E. A work experience program will be supplemented by an adequate program of guidance, placement, follow-up and coordination between job and school by the career placement counselor.
- F. Grades for work experience will be a Pass/Fail grade.
- G. Work experience as a planned part of a school subject may be included in the credit given for that subject (ie: sales training class).
- H. One credit may be granted for not less than one hundred eighty hours for instructional work based learning experience, and not less than three hundred sixty hours of cooperative work based learning experience related to a student's school program.
- I. A student participating will be legally employed and must have passed his/her sixteenth birthday.
- J. An employer's report of the student's work record indicating satisfactory progress on the job will be filed with the school.
- K. The regular state apprenticeship program where the training is worked out cooperatively with the school and meets the standards for graduation requirements is acceptable.

Running Start: Senior Running Start students must verify a passing grade in the spring quarter classes. (Verification form must be completed and returned to Counseling Center).

Jump Start: Pursuant to RCW 28A.230.090 of the laws of Washington State, students may be eligible to receive "Jump Start" credit for courses taken as eighth grade students, or in some cases, as seventh grade students. Semester and full-year courses can be counted toward high school graduation requirements. While "Jump Start" credits can be used in the State of Washington, not all states will accept these credits for their specific graduation requirements. Jump State courses from 8th grade MAY count toward the core course requirements for NCAA. A student and his or her parent may request to have a qualifying course added to their child's transcript for "Jump Start" credit. Interested parents will request and complete a form in the counseling office. A request must include whether the student is choosing to take the grade received in the course or a PASS. Students and parents should consider carefully whether taking the P grade or the course grade. Once entered, Jump Start courses and grades earned cannot be removed from the transcript, and the student's grade point average will be affected.

PE Grades ~ Students at Montesano High School must complete their 9th grade year of freshmen PE/health. Students may apply at the end of their junior year for one of two options to complete their 2nd year PE requirement. Students must obtain written approval from their counselor before starting either option.

Option 1- Independent Contracted PE - An independent PE contract supervised by a certificated MHS instructor. Students may access independent PE for the following academic reasons: A. Student cannot fit additional PE credit into their academic schedule due to commitments to the band and/or choir programs. B. Student is credit deficient and needs additional PE credits outside of the 6 period day. C. 150 hours = 1 credit or 2 semesters and 75 hours = .5 credit or 1 semester D. To access this option students cannot have TA's, in their schedules & must have been continually enrolled in six subject matter classes each semester during grades 10-12.

Option 2- Sports Exchange A. Students competing in school athletics and/or directed community based sports programs may use their participation for PE credit. B. Students must log their sport participation and have it signed off by a coach/director. C. 150 hours =1.0 credit/2 semesters and 75 hours = .5 credit/1 semester. D. To access this option students cannot have TA's, peer tutors, or home periods in their schedules & must have been continually enrolled in six subject

matter classes each semester during grades 10-12. Permission to access these options is granted on a case by case basis. Students need to make an appointment with their counselor and decide which option is best for them.

National Guard High School Career Training: Credit may be granted for National Guard high school training in lieu of either required or elective high school credits. Approval by the district will be obtained prior to a student’s participation in a National Guard training program as follows:

- A. MIL Form 115 or an equivalent form provided by the national guard will be completed and filed with the school district; and
- B. The number of credits toward high school graduation to be granted will be calculated, agreed upon by the student and an authorized representative of the school district, and such agreement noted on MIL Form 115 or such equivalent form.

Montesano Junior High Retention Policy

- If a student fails more than two semesters of the core classes or two semesters of the non-core classes, he or she may be retained.
- The attendance policy states that a student may lose credit if he or she has more than 10 absences in a semester.

Core Classes: English, Social Studies, Math and Science

Non-Core Classes: Electives, Band, Choir and P.E.

7th Grade Course Offerings

English
 Social Studies
 Math
 Science
 P.E.
 Elective/Band/Choir

8th Grade Course Offerings

English
 Social Studies
 Math
 Science
 P.E.
 Elective/Band/Choir

**Montesano Junior-Senior High School
 Computation of Grade Point Average**

Student GPA (Grade Point Average) will be computed using the following system:

A	=	4.0	C	=	2.0
A-	=	3.7	C-	=	1.7
B+	=	3.3	D+	=	1.3
B	=	3.0	D	=	1.0
B-	=	2.7	F	=	0.0
C+	=	2.3			

Montesano High School

Four Year Plan

Student Name _____ Class of _____

9

10

11

12

First Semester

First Semester

First Semester

First Semester

- | | | | |
|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| 1. <u>9th English</u> | 1. <u>10th English</u> | 1. <u>11th English</u> | 1. <u>12th English</u> |
| 2. <u>Math</u> | 2. <u>Math</u> | 2. <u>Math</u> | 2. <u>Math</u> |
| 3. <u>Science</u> | 3. <u>World History</u> | 3. <u>U.S. History</u> | 3. <u>Civics</u> |
| 4. <u>Phys. Ed/Health</u> | 4. <u>Science</u> | 4. <u>Science</u> | 4. <u>Foreign Language</u> |
| 5. <u>Elective</u> | 5. <u>Phys. Ed</u> | 5. <u>Foreign Language</u> | 5. _____ |
| 6. _____ | 6. _____ | 6. _____ | 6. _____ |

Second Semester

Second Semester

Second Semester

Second Semester

- | | | | |
|----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| 1. <u>9th English</u> | 1. <u>10th English</u> | 1. <u>11th English</u> | 1. <u>12th English</u> |
| 2. <u>Math</u> | 2. <u>Math</u> | 2. <u>Math</u> | 2. <u>Math</u> |
| 3. <u>Science</u> | 3. <u>World History</u> | 3. <u>U.S. History</u> | 3. <u>CWP</u> |
| 4. <u>Phys. Ed/Health</u> | 4. <u>Science</u> | 4. <u>Science</u> | 4. <u>Foreign Language</u> |
| 5. <u>Elective</u> | 5. <u>Phys. Ed</u> | 5. <u>Foreign Language</u> | 5. _____ |
| 6. _____ | 6. _____ | 6. _____ | 6. _____ |

Four-year College Requirements

English	4 credits
Mathematics (algebra, geometry, adv. Algebra)	3 credits
Social Studies	3 credits
Science (physics or chemistry)	2 credits
Foreign Language (same language)	2 credits
Fine, Visual or Performing Arts	1 credit

GPA demonstrating his/her ability to accomplish quality work.

SAT/ACT Scores

Participation in extra-curricular activities, clubs, student government, community service and athletics.

Recommendations from Teachers, Counselors, and/or Administrators.



Each College/University will have their own set of admission guidelines.

Running Start

Montesano Jr-Sr High School Graduation Requirements
Class of 2019-and Beyond

MHS Graduation Requirements:

Running Start is intended to provide students a program option consisting of attending institutions of higher education and simultaneously earning high school and college/university credits.

Minimum Number of Courses	
College	High School
1 (5 Credit class)	4 Classes
2 (5 Credit Classes)	2 Classes
3 (5 Credit Classes)	0 Classes
Maximum Number of Courses	
1 (3 Credit Class)	6 Classes
3 (5 Credit Classes)	3 Classes
3 (5 Credit Classes)	1 Class

Subject	2019 & Beyond
English	4.0 Credits
History	3.5 Credits *WA State History
Math	3.0 Credits Algebra (1) Geometry (1) Adv. Algebra/Career Pathway**
Science	3.0 Credits
P.E./Health	1.5 Credits Physical Education .50 Health
Fine Art	2.0 Credits
Career & Technical Education	1.0 Credit
Digi-Tools	.50 Credits
World Language or Personal Career Pathway	2.0 Credits
Electives	3.0 Credits
Total	24 Credits

Montesano Graduation Equivalencies With Grays Harbor College

English 101	Core English 11 or 12
English 102	Core English 11 or 12
1 English Literature Course *Contact counselors if you have questions on a course	Core English 11 or 12
History 147 or 148	US History II
Sociology 101 or 201	CWP
Political Science 110, 202, 102	Civics

*Department chairs decide on courses based on the course syllabus to see if it covers what is required.

*Please Note: To complete English requirements at Montesano, students need to complete the writing sequence of courses, which includes one literature course which is required for all of our students to graduate from MHS

Practical Art/Career & Technical Education- Any 5 credit Vocational class at GHC above 100 level that the counselors approve. This includes Economics and Business courses.

Fine Art- Any 5 credit art or music course above the 100 level that the counselors approve.

**For other courses that are added by the college, the counselors are able to talk with the department chairs at the high school to see if the specific course will meet the requirements.

Project ME:

Project M.E is a state mandated graduation requirement. ALL students, including Running Start students, are required to complete a portfolio every year. In addition, ALL seniors along with Grays Harbor College-Montesano Equivalencies, must complete the MHS Senior Presentation. For more information on Project M.E. visit:
<http://www.monteschools.org>

I plan on receiving my High School Diploma with MHS.

Sign:

Date:

I plan to receive the WA State Diploma through College.

Sign:

Date:

Montesano Jr-Sr High School 2019-2020 Associated Student Body Officers			
HS ASB Officers		JH ASB Officers	
President:	Ben Royer	President:	<i>elected in Fall</i>
Vice President:	Janessa Johnson	Vice President:	
Treasurer:	Jason Freshour	Treasurer:	
Secretary:	Landry Dohrmann	Secretary:	
Business Manager:	Cassadie Golding	Historian:	
Communications:	Braden Dohrmann	Sgt. Of Arms:	
Parliamentarian:	Sam Winter		
Historian:	All Officers	Advisors:	Mrs. Martin
Advisor:	April Pocklington		
Senior Class Officers		Sophomore Class Officers	
President:	Ashlyn Peterson	President:	Nayla Sengchan
Vice President:	Tanner Nicklas	Vice President:	Olivia Young
Treasurer:	Eli Wilson	Treasurer:	Emmagin Salazar
Secretary:	Payton Kersker	Secretary:	Sophie Kupka
ASB Rep.:	Abigail Parkin	ASB Rep:	Konnor Odekirk
Sgt. Of Arms:	Kenny Cornwell	Sgt. Of Arms:	Taylor Daniels
Advisors:	Mrs. Diaz	Advisors:	Ms. Drake
	Mrs. Parkin		Mr. Raines
Junior Class Officers		Freshmen Class Officer	
President:	Shelby Dilley	President:	<i>elected in Fall</i>
Vice President:	Brooke Streeter	Vice President:	
Treasurer:	Alma Muro	Treasurer:	
Secretary:	Cassadie Golding	Secretary:	
ASB Rep.:	Trace Ridgway	ASB Rep:	
Sgt. Of Arms:	Cooper Johansson	Sgt. Of Arms:	
Advisors:	Mrs. Herzog	Advisor:	Mr. Klinger
	Mr. Raines		

Montesano Jr-Sr High School Club Membership Requirements

Club Name	Membership Requirements	Club Advisor
<u>A.S.B.</u>	Be a representative of a club, class or an elected officer	April Pocklington
<u>Amer. Sign Language</u>	Be interested in ASL. Attend meetings/participation.	Marie Mitchell
<u>Astronomy</u>	Pay dues and attend meetings.	Ken Waber
<u>Cheer/Drill</u>	Tryouts, application, and team selection.	Kelsey Cole
<u>Drama Club</u>	Be interested in drama, play production and attend meetings	Debbie Hornback
<u>Fashion Club</u>	Be interested in fashion. Attend meetings/participation.	Teri Zillyett
<u>F.B.L.A</u>	Pay dues and attend meetings.	Jill Schrader
<u>F.C.A.</u>	Attend meetings.	Tim Bates
<u>F.C.C.L.A</u>	School chapter: pay dues and attend meetings	Lori Bialkowsky
<u>F.F.A.</u>	Pay dues and attend meetings.	Jeff Wetzel
<u>Fishing Club</u>	Pay dues and attend meetings.	Jeff Klinger
<u>G.S.A.</u>	Pay dues and attend meetings.	Justin Raines
<u>Honor Society</u>	Minimum 3.0 GPA. Pay dues. Recommendations.	Dale Rowekamp
<u>H.O.S.A.</u>	Pay dues and attend meetings.	Dale Rowekamp
<u>JH Honor Club</u>	8 th graders pay dues. Application process. GPA qualification.	Sylvia Martin
<u>Knowledge Bowl</u>	Attend practice sessions.	Lori Bialkowsky & Justin Raines
<u>Math Team</u>	Attend meetings.	Tim Bates
<u>Newspaper Club</u>	Minimum 2.5 GPA. Attend meetings/participation.	Joanna Briese
<u>Pep Club</u>	Pay dues, support athletics, plan and help with homecoming.	Jennifer Irving
<u>Skills USA</u>	Attend meetings.	Marie Mitchell

Standards of Student Conduct (Montesano School District Board Policy No. 3240)

Students shall comply with all federal, state and local laws, school district policies, school rules, school bus rules, athletic and activity codes, parking regulations, as well as comply with the directions of teachers, student teachers, substitute teachers, educational assistants, principals or other authorized school personnel when the students are properly under the authority of such school personnel.

Conduct which materially and substantially interferes with the educational process is prohibited. The following list of offenses generally describes such conduct, but is not intended to be exclusive. Each is specifically prohibited on school grounds, on school sponsored transportation (including bus stops), and at school events off school grounds. In order to support students in meeting behavioral expectations, best practices will be used before or instead of administering classroom exclusion, suspension, or expulsion except with a firearm violation.

Parents and/or guardians will be notified when his/her student has violated a school rule and corrective action must be implemented. Administrative discretion is allowed on each individual case, and law enforcement as well as juvenile authorities may be informed in appropriate cases.



Bulldog Be's For Transportation

BUS EXPECTATIONS	BUS STOP	BOARDING AND EXITING	ON THE BUS	LEAVING THE BUS STOP
● BE SAFE	Stand on or behind the sidewalk Be aware of possible unsafe situations	Stand back/ stay seated and wait for the bus to stop Wait for a signal from the driver Wait for the door to open Load/unload single file Walk Use the handrail	Stay seated Keep aisle clear Keep belongings in the seating area Keep food and drink sealed in your backpack or lunchbox Face forward	Follow driver's direction Walk away from the bus Stop-look-listen
● BE RESPECTFUL	Keep your hands to yourself Handle your own belongings Treat others kindly	Be courteous to others Wait your turn	Listen to driver's direction Keep your area clean Use appropriate language and volume	Respect others property
● BE RESPONSIBLE	Be at your bus stop 5 min. Early Know and remember what route you ride	Be prepared Find your seat quickly	Be ready: have your backpack zipped and gather your belongings	Go straight home

Definition of Terms

Alteration of Records – The altering, falsification or destruction of a school record or any communication between home and school.

Arson – Setting fire to a building or property.

Assault – The threatened or attempted use of force or violence upon the person of another.

Pursuant to RCW 28A.6353090, students who interfere by force or violence with school personnel or other students are subject to immediate suspension or expulsion.

Backpacks & Blankets – Backpacks and blankets are not allowed in the classroom. They are to be stored in lockers at all times.

Battery – Unlawful use of force or violence upon the person of another, including the use of a weapon or other instrument for the purpose of inflicting injury.

Bomb Threats – Threatening to bomb or damage public school facility or property.

Burglary – Breaking into a school with intent to steal is prohibited.

Chronic Misbehavior - Chronic misbehavior is defined as a student who has been removed from class or been suspended from classes/school for unacceptable behavior on numerous occasions.

Damage or Destruction of Property – Willfully or negligently cutting, defacing, or otherwise injuring in any way, real or personal property belonging to the school district or another person.

Students and parents shall be liable to the school district for all damages to school district property as permitted by RCW 28A.635.060

Dangerous Behavior – Any act that could cause injury to another.

Defiance – Open or willful disregard or contempt for lawful authority or a staff member.

Detention - Detention is used as a consequence for minor infractions including disruption of learning, disrespectfulness, multiple tardies, not having materials/homework, and not following directions. Detention is supervised by a designated staff member and is held before school, during lunch, or after school. You must bring homework or school related reading with you and be prepared to work quietly or read for the entire time. Detentions may be re-scheduled once if the student contacts the appropriate staff member before the scheduled date and has a reasonable reason for needing to re-schedule. Failure to show for detention will result in additional days, a referral to the assistant principal for Saturday School, and/or further consequences.

Disclosure of Exam Questions – Disclosure of exam questions prior to their scheduled use.

Disobedience – Failure or refusal to obey the lawful instruction of any district employee.

Disrespectful Behavior/Language - Insubordination, profanity, signs or acts, and intimidation or threats directed toward staff or other students will not be tolerated. Consequences will vary according to the offense and range from restitution to detention to Saturday School.

Disruptive Conduct – Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct to cause the substantial and material disruption or obstruction of any lawful mission process, or function of the school.

Dress and Appearance – School prepares students for the workplace. Students will come to school looking clean and neat, wearing clothing and exhibiting grooming that will not be a health or safety hazard to the student or others. The district prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, and obscene or that advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under the district policy. The district also prohibits any clothing or grooming that in the school officials’ judgment may reasonably be expected to cause disruption or interference with normal school operations.

We request students dress in a manner showing respect for themselves, our school, and the educational process.

Articles of clothing NOT allowed:

Shirts: Halter tops, tube tops, half shirts and/or spaghetti straps, exposed undergarments, pajamas and boxers are not allowed. Tank tops must be at least 3 fingers in width. Plunging necklines or muscle shirts that expose the rib cage area are not allowed. See through clothing is not allowed.

Pants, dresses, skirts and shorts that do not cover undergarments and/or are less than mid-thigh in length are not allowed.

- mid-thigh is ½ of the distance between the hip and the knee (fingertip rule)
- all clothing must not be see through or revealing
- no pajamas

Footwear is to be worn at all times (slippers must have rubber soles)

Headwear: Hats, hoods, and bandanas may not be worn in the buildings.

P.E. Uniforms are required for all students participating in P.E. and Weights classes.

Drugs and Alcoholic Beverages – Possessing, using, being under the influence of, or attempting to use or be under the influence of any illegal substance, narcotic or hallucinogenic drug, noxious inhalant, alcoholic beverage or other intoxicant, drug paraphernalia, prescription drug prescribed to another, or any item purported to be such, or knowingly remaining in any area where such activity is taking place. Law enforcement will be called if a student is found in possession or under the influence of a drug or alcohol including tobacco.

Electronic Devices, Tablet Computers, Laptop Computers, Cell phones, MP3 players – Montesano Jr-Sr High School, in accordance with Montesano School District Board Policy No. 3245 and to maintain the academic integrity of the classroom, has adopted the following procedures relating to electronic devices. It is up to the discretion of the teacher if phones, Ipods, and MP3 players are allowed in classrooms. Some teachers may allow the device in the classroom as long as it is stored in the cell phone pocket or other designated area in the classroom and may only be used when the teacher has given explicit directions to do so and when the use of the device is a teacher guided activity. Students who do not follow electronic device rules, may lose the privilege of bringing said devices for the remainder of the year.

The use of camera and video functions on phones is expressly forbidden anytime in locker rooms and bathrooms. Cell phones are not to be used on school buses unless authorized by the sponsoring school official. The use of the camera and video function is also not allowed in the classroom unless the teacher has given permission to do so. For students who violate the cell phone policy, the device will be subject to confiscation, and the student may receive detention and loss of privilege to bring said device to school. Please see the student rights and responsibilities for a complete list of consequences.

***Montesano Jr-Sr High School is not responsible for lost, damaged or stolen electronic devices including laptops, tablets, cell phones, MP3 players, video consoles, etc.**

Explosives – Possessing or using of anything tending or serving to explode with force and violence, such as firecrackers, bullets or pipe bombs.

Extortion - The wrongful taking of a person’s money or property without that person’s consent but via use of threat or violence.

Failure to Identify Self – Failure to identify oneself to school personnel upon request in the school building, on school grounds, in buses and at school-sponsored events.

False Accusations/Defamation – Untrue charges of wrong-doing and/or the making of defamatory statements.

False Alarm – Activating a fire alarm for other than the intended purpose of the alarm. Pursuant to the 1991 Uniform Fire Code Section 13.203, false alarms shall not be given, signaled, transmitted, caused or permitted to be given, signaled or transmitted in any manner. Under the law, false alarms are misdemeanors subject to a maximum fine of \$250. Such action or involvement by a student will result in appropriate discipline which may include meeting with law enforcement and the Fire Marshall.

Falsification/Forgery of Documents – Altering or falsifying times, names, dates, grades, addresses, or other data on school related documents.

Fighting – Mutual combat in which both parties have contributed to the situation by verbal or physical action.

Flammable Materials – Possession of matches, lighters or any other device that causes a flame and/or ignition of the same.

Gambling – Engaging in games of chance for financial rewards or encouraging others to do so.

Gang Activity – Any act, omission, speech or gesture, or the wearing, possessing, distributing or displaying of any clothing, bandanas, jewelry, sign or any other material item, or any manner of grooming, in furtherance of or to evidence membership in any group involved in illegal, intimidating or harassing conduct likely to cause a disruption in the school environment or present a threat to the health and safety of students or school personnel, and/or inciting, provoking, soliciting, or pressuring others to engage in such conduct.

Harassment, Intimidation/Bullying means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or 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.

Other distinguishing characteristics can include, but are not limited to: physical appearance, clothing or other apparel, socio-economic status, gender identity and marital status. Harassment, intimidation or bullying can take many forms, including slurs, rumors, jokes, innuendos, demeaning comments, display of, drawings, cartoons, or symbols, pranks, gestures, physical attacks, threats or other written, oral or physical actions.

No one should be subjected to harassment at school for any reason as stated in Montesano School Board District No. 3207. Therefore, it is the policy of the Board of Directors that all students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, marital status, national origin, creed, religion, gender, sexual orientation, age or disability.

Harassment in the form of name-calling, taunting, gestures, intimidation, conduct, jokes, pictures and slurs are prohibited. Such conduct referencing or directed at an individual or group that demeans that person/group on the basis of race, ethnicity, religion, gender, sexual orientation, creed, age, disability or other extraneous factors is prohibited and shall be grounds for discipline.

Harassment will not be tolerated or condoned anywhere on school district property to include any district facilities; at district sponsored events and activities; on school district provided transportation, or at school bus stops; and will result in disciplinary action that may include law enforcement and legal action.

It is the goal of the district to apply discipline that ensures harassment ends and does not re-occur. The disciplinary action will be appropriate and responsive. Factors to consider in determining the appropriateness and responsiveness of disciplinary action will include, but are not limited to, the severity and frequency of the harassment, the age of the harasser and the victim, the harasser's attitude and intent, the effect it has on other students and/or staff, mitigating circumstances, the relationship of the harasser to the victim, and the student's disciplinary history. Access to school district property and activities may be restricted. Harassment that is criminal will be reported to law enforcement. Students can be personally and criminally held liable for violent harassing behavior under state and federal laws.

Hazing – Participating in, or conspiring to engage in, or the conspiracy of others to engage in harassing acts that injure, degrade or disgrace, or tend to injure, degrade or disgrace other individuals.

Inappropriate Language/Verbal Abuse - Insubordination, profanity, signs or acts, and intimidation or threats directed toward staff or other students will not be tolerated. Consequences will vary according to the offense and may range, but not limited to, restitution, detention, and/or Saturday School.

Insubordination – Students are required to obey the reasonable requests of all staff members. Willful disobedience will result in behavior modification. Students are required to identify themselves to all staff members of the Montesano School District. Failure to do so shall be construed as insubordinate and a threat to school security.

Insults or Abuse, RCW 28 A.635.100 – Students are required to show respect for authority and any verbal abuse of staff will result in disciplinary action.

Intentional Misuse of School Equipment, Supplies/Facilities – Deliberate abuse and/or misuse of school equipment, supplies, or facilities, including failure to follow safety rules established for laboratory instructional areas.

Interference/Obstruction – Any action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties.

Intimidation – To force into or deter from some action by inducing fear. Per RCW 28A.635.100, intimidating any administrator, teacher, classified employee, or student by threat of force or violence is unlawful.

It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any administrator, teacher, classified employee, or student of any common school who is in the peaceful discharge or conduct of his or her duties or studies.

Laser Pointers – Laser pointers are not to be brought to school and should never be discharged. Discharging a laser pointer is considered dangerous behavior and the student will face disciplinary action.

Learning Center - The Learning Center is an alternative place where students may choose to work on assignments with the permission of the teacher as well as a place where students may go to redirect behavior more conducive to learning.

If a student is sent to the Learning Center to redirect behavior, he/she will complete a Referral Reflection to help modify the behavior. Students will stay in the Learning Center until behavior is addressed and a plan is developed to help the student re-enter and succeed in the classroom. The amount of time in the Learning Center may vary from just a few short minutes to a whole class period, depending on the situation and nature of the violation. Unacceptable conduct during the students' time in the Learning Center may result in further disciplinary action. The Learning Center Coordinator and/or an administrator will help facilitate communication between the student and his/her teachers to come up with a behavior plan as well as provide instructional assistance in completing work.

Lewd Behavior/Sexual Misconduct – Indecent or obscene acts or expressions of inappropriate sexual behavior.

Littering – Throwing, dropping, depositing, or discarding of litter other than in a designated, appropriate receptacle.

Loitering – Loitering in lavatories, parking lots, and designated off-limits areas is prohibited.

Misrepresentation, Plagiarism, Academic Dishonesty (see below) – Intentional deception in the preparation or completion of any school assignment, examination or project, or in the conduct of any school-related activity. Students who violate this policy will receive disciplinary action as well as a loss of credit for the assignment and/or class.

Academic Dishonesty: If you submit work or parts of work that are not your own, you have not shown that you can demonstrate the curriculum expectations. Plagiarism is the theft of intellectual property and is treated with the utmost seriousness. If you find that you require assistance in order to complete the assignment properly, see your teacher well in advance of the due date.

Plagiarism: In a case where a teacher suspects plagiarism, the teacher will determine the scope of plagiarism that has taken place. For intentional and/or excessive cases where you have submitted work that is clearly not your own, the teacher will speak to you and will refer the matter to administration. A meeting will then be organized by administration. All or some of the following parties will be asked to attend: you, your parent or guardian, the teacher. Students may receive partial or no credit for the assignment along with other disciplinary actions.

Occupation of School Property – Occupying a school building or school grounds in order to deprive others of its use, or blocking normal pedestrian or vehicular traffic on school property.

Occupying Unauthorized Area – Being present in an area without permission of school authorities.

Offensive Social Behavior – Activities that violate standards of acceptable social conduct.

Public Displays of Affection – “PDA” - The inappropriate “Public Displays of Affection” are frequently embarrassing to adults and students. Students are expected to exercise self-control and respect for the reputation of themselves and others. Specifically, kissing, long embraces, inappropriate touching and displays of affection are not allowed on school grounds at any time of the day by any party.

Racial Discrimination/Harassment – Harassment or discrimination of an individual(s) on the basis of age, disability, national origin, race, marital status, religion, gender or social-economic status by spoken words, written words, gestures, or actions, or engaging in unwelcome sexual advances, requests for sexual favors, verbal statements of a sexual nature or physical conduct of a sexual nature, or any other action, when such conduct creates an intimidating, hostile or offensive school environment or is a threat to the health or safety of students or employees.

Reckless Driving – Driving on or about school property in such a manner as to endanger persons or property.

Restitution – Restitution must be made for the actual costs of replacing or repairing materials or property lost or damaged by a student. A student’s grades, transcripts, or diploma will be withheld until restitution is made by payment by the student or his/her parent(s) or guardian(s), or payment is made through volunteer work as determined by the building administrator. A student or his/her parent(s) or guardian(s) may appeal the imposition of the charge under the procedural due process provisions for the imposition of discipline.

Robbery – The taking of the property of another by violence or intimidation.

Sale or Delivery of Drugs or Alcohol – Distributing and/or selling or attempting to distribute and/or sell any illegal substance, narcotic or hallucinogenic drug, noxious inhalant, alcoholic beverage or other intoxicant, drug paraphernalia, prescription drug prescribed to another, or any item purported to be such. Law enforcement will be called in such cases.

Saturday School – Students who are struggling academically and/or behaviorally or who have missed several days of school will be assigned Saturday school. Saturday school will be assigned by an administrator and or the Community Attendance Board. If a student fails to attend Saturday school, he/she will be assigned another consequence, which may include, but not limited to, additional Saturday schools, detentions, or loss of credit.

Selling Items at School – Unauthorized sale of any item on school property or at school events.

Sexual Harassment – As stated in Montesano School District Board Policy No. 6590, this district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees, volunteers, patrons and others involved in school district activities.

Sexual harassment occurs when: a) submitting to a harasser’s sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit; b) submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; c) unwelcome sexual or gender-directed conduct or communication interferes with an individual’s performance or creates an intimidating, hostile or offensive environment; or d) unwelcome sexual conduct motivated by any characteristic in RCW 9A.36.080(3), including but not limited to (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability).

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

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. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Snowballs – Throwing snowballs on school property is prohibited.

Suspensions- Intervention and progressive discipline steps will be taken before a suspension is administered. A student on a short or long-term suspension will continue to receive assignments, coursework, and educational services in order to continue to participate in the general education curriculum, meet the educational standards, and complete subject, grade-level, and graduation requirements. Consideration will be given to the specific needs of the student, the student’s parents, and the student’s teachers as well as to the students who receive special services. Access to any necessary technology, transportation, or resources the student needs may also be provided

In some cases, the school district may provide educational services to the student in an alternative setting which is comparable and equitable to the regular educational service provided. Example alternative settings include alternative high schools, one-on-one tutoring, and online learning.

The Learning Center Coordinator or other designee will maintain periodic communication with the student while he/she is on suspension gathering course work for all classes, coordinating the delivery and grading of course work between the student and the student's teacher(s), and providing academic support when necessary. (WAC 392-400-610)

Theft or Possession of Stolen Property – The unauthorized carrying away of the personal property of another person or the property of the school district. Theft or possession of stolen property may result in restitution and criminal charges. The student will be required to replace or pay for the stolen item(s). Appropriate law enforcement authorities may be contacted. Any student involved in theft while under school jurisdiction, including shoplifting during school related trips, may lose the privilege of attending later field trips.

Students and parents shall be liable to the school district for the failure to return school property loaned to a student upon demand of an employee of the district authorized to make the demand.

Tobacco – Students are prohibited from possessing or using any kind of pipe, cigar, cigarette, vape pen or box, or lighted smoking equipment or material, or any tobacco product. This includes electronic cigarettes or smokeless products. See Montesano School District Board Policy No. 4215 for more clarification.

Trespass – Students are not to enter or loiter on any school district campus without proper authorization. A charge of trespass, with notice to police authorities, may be given to any person who creates a disturbance on school property and whose continued or repeating presence may result in a real and substantial disruption to the school environment or pose a threat to the safety and well-being of property or person. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass. Violators may be subject to disciplinary action including, but not limited to, suspension, expulsion, and arrest for criminal trespass.

Unauthorized Gatherings – The assembly or meeting of students and/or non-students on school property without permission of school authorities.

Verbal Abuse- Disrespectful and/or threatening language to a staff member or fellow student.

Violation of Suspension- Physical presence on a school campus or at a school activity while on suspension. Consequences may result in further suspension from school and/or police action.

Weapons- The possession, use transmission, or transporting on district property (including school buses or school provided transportation, or at district sponsored events) or any object that could reasonably be considered a firearm, air gun, chuka stick, throwing star, club, chemical propellant (e.g., mace, pepper spray, etc.), any knife dagger, throwing knife, spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by gravity, or by any outward, downward or centrifugal thrust or movement or any other dangerous weapon; and the possession of any exploding item or device that would be capable of producing bodily harm, damage to property or disruption of the educational process. Possession includes in a space assigned to a student, such as a locker or desk; on or in personal property, such as on a student's body, in his/her clothing, purse, backpack, gym bag or vehicle; and under a student's control or accessible or available to the student, such as hidden on or near school property. **There is a one-year mandatory expulsion for the possession of a firearm at school, on school grounds, on school provided transportation, or at a school event.**

Montesano School District Attendance Policy

Students must be regular and punctual in their attendance in order to fully benefit from the learning activities and achieve the Washington State Common Core Standards.

Laws of the State of Washington specify that parents have the primary responsibility for ensuring the attendance of their children at school. Consistent with RCW28A.225.010 students will be expected to attend and be punctual to regularly scheduled classes. A written note from parents stating the reason for the absence, online through Skyward, or written/verbal communication by a parent with the attendance secretary is required whenever a student is absent from school **within 24 hours** after returning to school or the absence may **not be excused**.

Compulsory Attendance

In compliance with The Compulsory Attendance Law, RCW28A.225.010, students between the ages of 8-18 must be in attendance every day unless they are ill or have approval from the school to be absent. Upon the third unexcused absence in any given month, a school official will conference with the parent and child at a time reasonably convenient for all persons included for the purpose of analyzing the causes of the student's absences. Under RCW 28A.225.026, a student between two and five unexcused absences will undergo the Washington assessment of the risks and needs of students (WARNS) or other assessment to determine factors inhibiting the student from attending school as well as to make data informed decisions to eliminate or reduce the child's absences. For any child with an existing individualized education plan or 504 plan, these steps must include the convening of the child's individualized education plan or 504 plan team to consider the reasons for the absences. Upon the fifth to seventh unexcused absence to three or more classes in any month or upon the tenth unexcused absence during the school year, the student and his/her parent/guardian will be required to attend a hearing before the Community Attendance Board (CAB) to further discuss the absences and provide resources and interventions to eliminate or reduce absences. If the student's attendance does not improve after the hearing or if the student and his/her parent/guardian fail to attend the hearing, Montesano Jr-Sr High School may file a petition with the local juvenile court which may lead to disciplinary action by the court.

Excused Absences

All absences that are to be excused **must be excused within twenty-four (24) hours** by phone (360-249-1634), online through Skyward, or in writing to the attendance office or the absence may **not be excused**. An absence due to illness, bereavement, a doctor's appointment, a family emergency, or a religious related event may be excused. **Absences for appointments should have a note from the providing agency**. Other absences may be excused by using a pre-arranged absence sheet from the Attendance Office. **Students must have a pass from the Attendance Office in order to be admitted to their classes following an absence**.

If it is necessary to leave school early, a note or phone call from a parent/guardian to the Attendance Office is required as permission to be excused. **Students must sign out in the Attendance office any time they leave campus prior to the normal release time of 2:50. Failure to sign out may result in an unexcused absence.**

Authorized Reasons for being absent:

- ✓ Sick at home (After 3 consecutive absences due to illness, it is recommended that students bring a doctor's note validating the absence).
- ✓ Doctor's appointment (if possible schedule these for after school)
- ✓ Bereavement
- ✓ Family Emergency
- ✓ Religious related events

Unauthorized Reasons which will result in unexcused absences:

- ✓ Special outings such as skiing, hunting, shopping for a formal dance, etc.
 - ✓ Hair appointments
 - ✓ Sleeping in or missing a ride to school
 - ✓ Vacations/Trips without pre-arranged clearance from a school official
- **The activities should be scheduled outside of school hours.

*Plan vacations around the school calendar. In the event you must be absent from school for reasons other than the five identified above, complete a **PRE-ARRANGED ABSENCE** form at least a week prior. Students can obtain a pre-arranged absence form from the attendance office.

Unexcused Absences

Failure to follow attendance procedures, and any absence not considered excused as previously stated; i.e. sleeping in, missing a ride, trips w/o pre-arranged clearance, truancy etc. will result in an unexcused absence mark on attendance.

Truancy

Truancy is defined as “any intentional unauthorized or illegal absence from compulsory education.” If a student is truant, he/she will be subject to Progressive Discipline Guidelines. This may include lunch detention, payback time program, After School Program, a student and parent hearing with the Community Truancy Board, and/or a truancy petition filed in the local juvenile detention court.

Prearranged Absences

Montesano High School strongly discourages students taking extended vacations during the semester or leaving school prior to the normal closing date. Students missing class lose essential instruction and place increased demands on classroom teachers in the areas of record keeping, designing make-up work, etc.

During the planning for an extended absence, parents and students should understand the teacher cannot possibly, in all cases, pre-teach the lessons or provide make-up assignments to cover all the material that will be missed. Since a student is required to attend the full semester to earn full credit, it is reasonable to expect that extended absences will usually result in a lower grade. However, occasions arise where extended absences are necessary. When this is the case, the school will make every reasonable attempt to minimize interruptions to the student's educational program.

In order to not mislead students and parents in which they may suffer disappointment, it must be clearly understood that **prearranged absences will be counted in the days absent for the term and may affect the student's grade as outlined in the Montesano Schools Attendance Policy.**

Tardies

A tardy is defined as any late arrival to class. If a student is late more than half the minutes of the total class time, the tardy will be considered an unexcused absence and will count in the total number of absences accumulated by the student. It is the expectation of all students that they go directly to class and be present when class begins. Students who fail to do this on a consistent basis, or students who do not bring a note from an administrator or teacher, will be considered truant, and disciplined accordingly.

Excessive Tardies

Students who arrive late to class on a consistent basis without permission will face consequences. Five or more tardies will be considered excessive and include discipline such as lunch detention, payback time program, After School Program, referral to Community Attendance Board, and/or loss of credit or a lower grade in the class.

Ten-Day Absence Rule:

A student's attendance in class is significant to a student's success in their course work. Students missing more than half the total minutes of any class, excused or unexcused, will be considered absent. If a student misses more than (10) class sessions during a semester, he/she will be subject to loss of credit for that class and may be enrolled in the Payback Time Program. The student should remain in the class for the opportunity to learn. Students may also appeal the loss of credit (See Appeal Process).

School sponsored absences in curricular, co-curricular activities, or absences authorized by school personnel will not count toward the 10 allowable absences. This would include school-sponsored field trips, school counselor appointments, administrator appointments, post-secondary or technical school visits, etc.

Attendance Notification

There are many ways parents and students will be notified of attendance activity. These notifications are designed to keep parents and students informed of all attendance issues. Such notification may occur by phone (auto dialer), discipline referral, staff contact, attendance letters, etc. Parents may also monitor attendance online through Skyward. If you have questions please call the school for clarification.

Communication Related to Student Absences

Steps the school follows to alert parents to student attendance issues:

3 – 5 Absences

A contact will be made with the parent/guardian when the student shows signs of excessive absences.

6-9 Absences

A letter will be sent to the parent/guardian when their student has six 6 absences requesting a contact with the teacher to discuss the impact of the absences. Students may also be referred to the Community Truancy Board.

10 Absences

The Attendance office notifies the parent guardian that their student has 10 absences and maybe ineligible to receive credit. The student may appeal to the Attendance Review Committee to explain the extraordinary circumstances that cause the absences.

Make Up Work

If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher(s) except that in participation type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period. A student will be allowed a minimum of one make-up day for each day of absence. **When requesting make-up work, please contact the Attendance Office by 10:00am in order to allow teachers the time to gather make up work.** This work may be picked up in the office prior to 3:30pm. The policy for make-up work will be announced by the teacher to each of his/her classes and posted online or in his/her classroom. These policies will be reviewed at least once each semester.

Students suffering from extended illness should contact their counselor to assist them in making arrangements to complete the assignments. Students with chronic health conditions may qualify for placement in a limited attendance or participation program. The student and his/her parent should contact the student's counselor for more information. Students may also apply for an Administrative Waiver through the building principal.

Students who are removed from the classroom as a disciplinary measure have the right to make up assignments or exams missed during the time they are excluded from the instruction.

Appeal Process

Students may appeal loss of credit to the Assistant Principal if they do so within (5 days) of the time of their notice to appeal. The appeal process will involve a committee composed of two teachers and an administrator. The committee will meet as needed during the semester to hear all appeals and make a determination.

When appealing you must address every absence and specifically indicate why you were absent. For example:

- Citing one of the five reasons for excused absences.
- If the absence is an approved pre-arranged absence, insure you provide documentation of the **approved** pre-arranged absence.
- If the absence was due to illness, providing medical documentation and/or statements will be helpful.
- Provide an academic progress report from your teachers. This report should reflect your current grade and status or work completion.

Do not wait until the last minute. If you receive a loss of credit letter, act on it immediately!

General Information

Accidents

Every accident in the school building, on the school grounds, at practice sessions or at any event sponsored by the school is reported immediately to the staff person in charge or available school authority. An accident report must be filled out and returned to the office immediately. A copy will be given to the school nurse. School staff will try to reach parents if a serious injury occurs. Medical costs are the responsibility of the parents/guardians.

Activities

Specific rules and expectations for activities are contained in ASB Constitutions, Student Handbooks and in the Student Athletic Handbook. Behavior at school events is governed by the same rules as during the regular school day.

Assemblies

Attend all assemblies or report to the designated room for those not attending. Do not leave the building during any assembly or it will be considered skipping school and disciplinary action will be assigned.

Bulletin

The bulletin will be read at the beginning of first period each day. Important information for students is a daily occurrence. Students need to be aware of its content. The Daily Bulletin is also posted on the district website, www.monteschools.org/jr-sr-high-daily-bulletin.

Commencement Exercises

In order to participate in Montesano High School commencement exercises, students must have met the requirements for graduation prior to the date of the exercise and be in good standing with Montesano High School through the commencement date. If a student happens to be taking a college course that is going to count towards his/her credits for graduation, he/she must provide the principal written verification from the course instructor that he/she is indeed in good standing and going to receive credit for the course. If the written verification is not provided, the student may not participate in commencement. Foreign exchange students will be allowed to participate in commencement exercises; however, they will receive a certificate of attendance/achievement and not a Montesano High School Diploma. Graduation ceremonies will be conducted in the following manner:

- A. All students participating in the commencement exercise will wear the class chosen cap and gown. The cap and gown may not be altered in any way that would make it different from the others. Any other apparel will not be acceptable, and thus not be allowed as a part of the exercise.
- B. Each participating student must participate in the graduation ceremony rehearsal. Each student who participates will purchase or rent the proper cap and gown as designated by the school administration and the class advisor and officers.
- C. If a student chooses not to follow the guidelines for what is acceptable apparel at commencement, he/she may not receive his/her Montesano High School diploma, and will be excluded from the commencement exercises.

Computer Use

Acceptable Use Guidelines are to be followed at all times (Montesano School Board Policy No. 2314). Violation of any of the following rules may result in the loss of all computer privileges for a period of time (two weeks to an entire school year) as determined by an administrator. If you are unable to do an assignment because of your lack of computer privileges, the teacher will assign an alternative assignment reflective of the original to his/her best ability.

1. No food or beverages are allowed in the computer room or near a computer in classrooms.
2. Leave all plugs, cables, cords, chairs and other equipment as you find them.
3. Notify your teacher if there is a problem with your workstation; otherwise, we will assume that you caused the problem.
4. Copying another student's disk or assignment is unethical. Copying a program from the network is illegal. Both are prohibited.
5. Logging in as an Administrator and/or an Instructor is strictly forbidden. Unauthorized use may be costly to repair in terms of money and time. Unauthorized logins are an intentional breach of security and will not be tolerated.
6. Only programs approved by a teacher will be permitted in the classroom.
7. Your password is yours and yours alone. Do not share your password or use another student's password.
8. Any inappropriate use of email and/or services is prohibited.
9. Inappropriate printing will result in a fine in the amount of \$1.00 per page.
10. Plagiarism is unacceptable and will result in consequences.
11. Students are required to sign an acceptable use agreement at the beginning of the school year before they are allowed to use computers or other electronic devices.

Dances

School dances are open to students, alumni, and visitors who meet the requirements below and choose to follow MJH/MHS behavior expectations. Junior High dances are for MJH students only.

1. MHS students will be admitted if they have school-issue ID or are recognized as current students by the person in charge. Students on suspension may not attend dances.
2. MHS alumni and guests may attend dances if:
 - a. They are in the company of, and enter with, a current MHS student.
 - b. MHS students must sign up guests on the guest list by no later than 3:00 pm the day of the dance for after game dances and by Friday at 3:00 pm for other dances.
 - c. Guests over 21 years of age must meet with an Administrator 24 hours prior to dance.
 - d. Alumni must complete a *pre-approved* dance form 24 hours prior to the dance for all formal and semi-formal dances. Dance forms may be picked up in the office.
 - e. All guests are expected to follow all school rules while attending dances.
3. Backpacks, bags, purses and personal beverage containers are not allowed.
4. Students must be dressed in acceptable school attire to enter the dance. Short shorts, tank tops, midriff shirts, and sunglasses will not be allowed.
5. **ALL REGULAR MJH/MHS RULES WILL BE IN EFFECT AT DANCES.**
6. Doors will be open for one half hour after the start of the dance. Students arriving after such time without prior permission from the adult supervisor will not be permitted to enter. Once you leave a dance, you may not re-enter and you need to leave school property.
7. The general rule of thumb is that there shall be daylight between body parts at all times. The only exception would be considered by the chaperones as normal appropriate slow dancing. Failure to comply will result in removal from the dance.

8. Students who dance inappropriately will be warned only one time. If inappropriate dance continues to occur, the students will be asked to leave the dance and parents may be contacted.
9. Lewd or obscene dancing will not be tolerated. Dancing depicting sexual gestures or sexual simulations is not acceptable.

Fire Drills

Fire drill procedures have been posted in every room. It is the responsibility of the teacher to see that each class has received full instruction.

Food/Beverage

Absolutely **no food or beverages in the hallway/classrooms/building** unless by special permission, excluding the lunchroom. School personnel have the authority to confiscate food or drink where prohibited.

Food Service

Montesano Jr-Sr High School offers a daily breakfast and lunch program. Free/reduced meals are available to those students who are eligible. Students may obtain applications for free/reduced lunch in the counseling office. Please note the applications take up to 10 business days to process. Students who qualify for free/reduced lunch will also qualify for the breakfast program.

Footwear

Students are asked to remove their street shoes and wear gym shoes when walking on the gym floor. Proper footwear must also be worn on the track and tennis courts. Footwear must be worn at all times. Slippers without rubber soles are not considered footwear and are not allowed.

Grades on Skyward

There are four official grading periods throughout the year – Quarter 1, Semester 1, Quarter 3, Semester 2. Progress reports (P) are available at the midpoint of each quarter. Student progress reports will not be mailed home at any time throughout the year unless you do not have access to Skyward “Family Access.” If you need a hard copy, you must notify the Counseling Center. This is only for those families that don’t have internet access. Report cards will be mailed out at the end of Semester 1 and Semester 2 (end of year).

Insurance

Optional student insurance is available at a nominal cost. When a student insured under the plan is injured, he/she will be given a claim form. This form must be completed by the parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

Leaving School Campus

If a student leaves the school campus for **any reason*** during the school day, he/she must have a signed note from parents/guardians stating the reason for leaving. This note **MUST** be presented to the Attendance Secretary before leaving the building. Parents/guardians may also call the Attendance Office (360-249-1634) prior to the student checking out to give this permission. Any student who leaves campus without specific parental permission and without checking out with the Attendance Office will be considered truant.

*See Lunch/Privileged Campus for lunch rules for high school students.

Library/Media Center

- The Junior-Senior High School Library/Media Center's mission is to ensure that students are effective users and producers of ideas and information.
- Students and staff are welcome to use the Library/Media Center every school day beginning at 7:45 AM until 3:20 PM.
- The Library/Media Center may be closed periodically during the day for classroom use, presentations, workshops, and testing.
- Material checkout is for two weeks; books may be renewed as needed.
- All users of the Library/Media Center are expected to be respectful of each other and of the technology while adhering to our Acceptable Use Policy (AUP) and school policies.

Lockers

All students will be issued a locker and are expected to use the locker for backpacks and personal belongings. For the student's own protection, lockers are to be kept locked at all times. Students are responsible for reporting any damage immediately to an administrator or a custodian. Students will be held responsible for the condition of their lockers and be charged for damage. The lockers are the property of the school and may be searched or inspected by school authorities at any time. If a locker is jammed, a \$5.00 fee will be assessed to the student. If the lock is broken, a \$25.00 fee may be assessed. Outside padlocks are **not** allowed on lockers.

Lunch/Privileged Campus

Junior High students are not allowed to leave campus during lunch unless parental arrangement is made through the office for the student to walk home and eat. Senior High students have a privileged campus during the lunch period; however, students are still encouraged to remain on campus for the entire school day.

The "privileged campus" means that the only way a high school student is allowed off campus during the lunch break is if his/her parents have given prior written permission at the beginning of the school year. If problems should arise, this privilege may be taken away from any student to whom it applies. If for some reason a student is unable to return to school after lunch, his/her parent or guardian must notify the school, so he/she is not considered truant.

Students with off-campus privileges may eat in their vehicles at lunch as long as they are respecting the school grounds, practicing safety, and not interrupting the educational process. Students who violate the rules will lose the lunchtime privilege.

Make-up Time

Students are encouraged to make up time with the teacher who assigned the time or detention may be assigned.

Medication

Under normal circumstances medication of any kind should be dispensed before and/or after school hours under supervision of the parent or guardian. It may be necessary to adjust medication time so that this occurs. If medication is required to be given during school hours, an Authorization for Medication at School form must be completed every year and kept at school. This applies to all medications, prescription and non-prescription (Ibuprofen, Tylenol, Benadryl, etc.). Medicine must be in the original bottle and brought in by an adult. Medication is disposed of at the end of the school year, unless claimed on the last day of school.

Messages

Classes will not be interrupted to take care of personal messages. Messages of a non-emergency nature will not be delivered to students. We urge parents to restrict calls to students during school to unusual or unforeseen circumstances. Students who have received verifiable emergency messages will be contacted by the office staff. The school reserves the right to inquire as to the nature of an emergency message.

Parking/Motor Vehicles

Students who wish to park their vehicles in student designated parking lots furnished by Montesano School District are required to register their vehicle/vehicles with the high school. Students who drive must:

1. Observe all rules of safe driving;
2. Park in designated student parking areas;
3. Comply with registration procedures.

Failure to do so may result in the loss of the privilege of parking on school property and/or other forms of corrective action. Students may not park in the "Visitors" or "Staff" parking lots. They also may not park in handicapped spots unless they are in legal possession of a handicapped parking permit issued to them. Also, students may not park in any area of a parking lot where a stall is not painted (i.e., fire lane).

Any violation of the above will result in a \$15.00 fine, payable to the Montesano High School ASB. Each subsequent ticket will double in amount of fine. Chronic violations may also result in towing, the loss of the privilege to park on school grounds, and/or ticketed by a local police agency.

School Sponsored Activities

Students at school-sponsored off-campus/on-campus events shall be governed by school district rules and regulations. Failure to comply may result in loss of eligibility to attend school-sponsored off-campus/on-campus events and may lead to other disciplinary action.

Skates / Skateboards, In-Line Skates and Scooters

Students are prohibited from riding skates / in-line skates, skateboards and scooters at school or school activities. These items are disruptive and present a safety hazard and may be confiscated. Students are subject to school discipline if they use skates / skateboards, in-line skates and scooters at school.

Student Expression

Freedom of speech may not be used to disrupt the educational process or interfere with the rights of others.

Student Property

Students should not bring any items of value to school. The school district assumes no responsibility for loss to student's personal property. Any item(s) that create a disruption to the educational process may be confiscated. Articles of value for class display should be locked in a teacher's cabinet or checked in at the office.

Transportation

Any misconduct by a student which, in the opinion of the bus driver, is detrimental to the safe operation of the school bus or endangers the safety or welfare of fellow students may be sufficient cause for suspension of bus riding entitlement. In addition, when a student has refused to give his/her name to a school bus driver upon request, the student will be advised that he/she will not be permitted to ride a school bus to or from school the next day or until there is a meeting with the school principal or vice principal, driver, student and parent. The **Rules and Regulations for Riding a School Bus** is published annually by the Superintendent of Montesano. Those rules are also posted in this handbook.

Visitors

No student visitors will be allowed during the school day. Adult visitors wishing to observe classes must seek approval from the principal or assistant principal, who will make arrangements with the teacher for an appropriate time for the visitation. All visitors must check in at the office and must wear a visitor's pass at all times.

Policies and Procedures

Communication

It is the belief of the Board of Directors of the Montesano School District that many problems, which arise and cause concern among the members of a community in connection with the schools, stem from misunderstandings, lack of communication, and perhaps an unawareness of the procedures. The Board of Directors wish the patrons of the Montesano School District to know that they do have the opportunity to have their comments, concerns or criticisms considered and answered, and that all people connected with the school district, teachers, principals, superintendent and the school board would appreciate being given the opportunity to answer questions or to hear comments from members of the community.

Procedure

When a patron desires to present such comments, concerns or communications and criticisms, there is an appropriate sequence to be followed. First, contact should be made with the person who is directly concerned with the situation and if it has to do with the procedures of an entire school, the school administration should be contacted. If the patron is still not satisfied after the first contact, it would be proper for him/her to contact the next person in line. The proper sequence is teacher to school administration to superintendent to school board.

Suspension/School Activities

In compliance with state law, best practices and behavior interventions will be used to manage student discipline before classroom exclusions or suspensions from school are administered. If a student misbehaves or violates school policies, he/she may be restricted in attending or participating in any school sport, activity, etc. for that day or subsequent day(s) as designated by a school official.

Student Privacy/Searches of Student and Their Property

Students are entitled to the guarantees of the Fourth Amendment and shall be secure in their persons, papers and effects against unreasonable searches and seizures. However, school officials have the responsibility of maintaining a safe environment and are empowered to conduct a reasonable search of a student and of school property when there is a reasonable suspicion or grounds for suspecting or believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any search conducted must comply with applicable laws. School property shall remain under the control of school officials, and shall be subject to search.

Personal Searches

Any personal search of a student must be based upon a reasonable suspicion or grounds for suspecting or believing that the search will turn in evidence that the individual student has violated or is violating either the law or the rules of the school. The methods and extent of the search must be reasonably related to the expectation of the discovery of contraband, and the search must not be excessively intrusive in light of the age and sex of the student and nature of the suspected infraction. Any search of a person or personal effects must be based on reasonable suspicion or grounds particularized to the individual student(s). Group searches without individualized suspicion are not to be permitted.

1. Personal Effects. A student's personal effects, such as purse or backpack, may be searched whenever a school official has reasonable suspicion or grounds for suspecting or believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.
2. Search of Person. If a student is asked to empty and/ or pull out his/her pockets or remove shoes, socks, hat or coat, if these garments are being worn, these steps are required.

- a. The student will be informed of the basis of the school official's reason for the search and will be asked to empty his/her pockets or remove the garment(s) named above.
 - b. If the student does not consent, and the circumstances permit, the student's parents or guardian shall be called and informed of the circumstances
 - c. If consent is not given or the parent or guardian cannot be reached or in the case of possible criminal activity, law enforcement authorities may be called.
3. **Pat-Down Searches.** If a pat-down search is conducted, there must be reasonable suspicion or grounds for suspecting or believing that a student may be concealing a weapon, illegal drugs or something that may be of immediate danger to the student or to other students, staff or patrons. Prior to conducting a pat-down search the school official will normally contact the Superintendent or designee. If a search is conducted without contact with the Superintendent or designee, the school must be able to articulate the danger(s) which indicated the need for conducting the pat-down search. Such a search will be conducted by a school official of the same sex whenever possible and in accordance with steps 1-3 above.

1. **Locker/Desk/Storage Area Searches.**

Student lockers, desks, and other storage areas remain the property of the School District and school officials retain the right to inspect lockers, desks, or other storage areas assigned to students. School officials have authority to maintain order and discipline in schools and to protect students from exposure to illegal drugs, weapons, and contraband. No right nor expectation of privacy exists for any students from exposure to illegal property, and the school principal, assistant principal, or principal's designee may search all student lockers, desks, and other storage areas at any time without prior notice and without reasonable suspicion or grounds for suspecting or believing that the search will turn up evidence of any particular student's violation of the law or school rule.

If, and only if, the school official, as a result of the search develops reasonable suspicion or grounds for suspecting or believing that any individual student's personal effects (e.g. book bag, backpack, or duffle bag) in any student locker, desk or storage area, contain evidence of a student's violation of the law or school rule, the school official may search personal effects.

2. **Automobile Searches.** Students are permitted to park on school premises as a manner of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors and visible interiors of student automobiles on school property. The interiors of student vehicles may be searched whenever a school official has reasonable suspicion or grounds for suspecting or believing that the search will turn up evidence that the individual student(s) has violated or is violating either the law or the rules of the school. Such patrols and searches may be conducted without notice, without student consent, and without a search warrant. Police may be called.
3. **Seizure of Illegal Materials.** If a properly conducted search yields illegal contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

4. **Definitions** for the purpose of this policy, the following definitions are applicable:
- a. **CONTRABAND** is all substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substances and other drugs, glue that may be abused or aerosol paint, alcohol, incendiary devices, guns, knives and other objects that could be reasonably construed to be weapons.
 - b. **REASONABLE SUSPICION** or grounds is the standard for a search on school property or at school related events. It is based on the school official's specific belief or suspicion that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Specific reasonable suspicions may be drawn from instances including, but not limited to, a tip from a reliable student, suspicious behavior which suggests that contraband is present, a smell indicating the presence of the contraband or a bulge in a pocket. Reasonable suspicion should not be based on mere hunch or must be particularized with respect to each individual student.
 - c. **SCHOOL OFFICIAL** means only School District administrators or other personnel designated by the Superintendent.
5. Notice. Students will be provided notice of the policy and procedures concerning searches by having such notice placed in the student handbook or distributed by supplemental publication.

Student Discipline

“Discipline” means any action taken by the school district in response to behavioral violations. Discipline is not necessarily punitive, but can take positive and supportive forms. Data show that a supportive response to behavioral violation is more effective and increases equitable educational opportunities. School personnel will follow best practices to manage student behavior within the classroom and will make every reasonable attempt to involve parents and students in resolving behavioral violations.

Minimizing exclusion, engaging with families, and supporting students

Unless a student's presence poses an immediate and continuing danger to others or an immediate and substantial disruption to the educational process, staff members must first attempt one or more forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. These other forms may include, but are not limited to, a meeting with the student and teacher, a conference with school personnel and a parent, preferential seating, detention during lunch or before/after school with additional academic support, short time-out with reflection sheet, etc. Before imposing a long-term suspension or expulsion, administration will first consider other forms of discipline.

Offenses and Suggested Penalties

Following RCW 28A.600.015, Montesano School District will consider alternative actions before administering suspension or expulsion on behavior violations with the exception of a firearm violation. School administration or designee will notify parents as soon as reasonably possible about classroom exclusion and before administering any suspension or expulsion. The following is a list of offenses and suggested penalties including alternative actions to support students in meeting behavioral expectations.

Offense Categories	1st Offense	2nd Offense	3rd Offense
	May impose any or all discipline listed		
Criminal Acts			
1.1 Arson	C, K, J, F	C, K, J, F	C, K, J, F
1.2 Assault/ Battery on school personnel, students and/or others	F, K, E, C	F, K, E, C	F, K, E, C
1.3 Construction/production of drug paraphernalia or other prohibited items	F, K, E, C	F, K, E, C	F, K, E, C
1.4 Dangerous weapons (excluding firearms), use/possession of	F, K, E, C	F, K, E, C	F, K, E, C
1.5* Drugs, alcohol, or drug paraphernalia, (use, possession, sale or delivery)	F, D, C, K	F, D, C, K	F, D, C, K
1.6* Drugs, or alcohol, under the influence of	F, D, C, K	F, D, C, K	F, D, C, K
1.7 Extortion	F, J, E, K	F, J, E, K	F, J, E, K
1.8 False Alarm	E, F, J, K	E, F, J, K	E, F, J, K
1.9 Firearms, use possession of (1 year)	Expulsion	-----	-----
1.10 Fireworks, use possession of	C, K, J, F	C, K, J, F	C, K, J, F
1.11 Malicious Mischief (including discharge of laser)	C, E, F, J	C, E, F, J	C, E, F, J
1.12 Theft or possession of stolen property - more than \$25	E, F, J, K, H	E, F, J, K, H	E, F, J, K, H
1.13 Threatening or intimidation (including bomb threats)	K, F, C, H	K, F, C, H	K, F, C, H
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2.1 Aggressive, Defiant, Disruptive, Disrespectful or Inappropriate Behavior	A, C, K, E	A, C, K, E	A, C, K, E
2.2 Academic Dishonesty or Forgery	C, I, H, G	C, I, H, G	C, I, H, G
2.3 Alteration of written or electronic records or files	G, I, C, A, H	G, I, C, A, H	G, I, C, A, H
2.5 Cell Phone Violation	B	B, G, C,	B, G, C, A
2.6 Excessive Tardies or Unexcused Absences	A, C, H	A, C, H	A, C, H, I
2.7 Dishonesty	C, A, G,	C, A, G, E, J	C, A, G, E, K
2.8 Dress Code Violation	B	B, C	B, C, K
2.9 Electronic Media Violation	C, G	C, G, K	C, G, K
2.10 Fighting	C, F, E, J, H, K	C, F, E, J, H, K	C, F, E, J, H, K
2.11 Failure to Complete Work	A, C	A, C, E	A, C, E, H, I
2.12 Failure to follow reasonable staff request	A, C, G, K	A, C, G, K, H	A, C, G, K, H, I
2.10 Intentional failure to follow safety rules in lab areas	Refer to specific classroom policy		
2.12 Inappropriate Language	C, A, E, J, K	C, A, E, J, K	C, A, E, J, K
2.11 Intentional misuse of school equipment	C, J, K, J	C, J, K, I, J	C, J, K, I, J
2.13 Harassment/Bullying (sexual, racial, or on-basis of disability)	C, E, J, F, K	C, E, J, F, K	C, E, J, F, K
2.14 Repeated misconduct	C, A, E, H	C, A, E, H, K	C, A, E, H, K
2.15* Tobacco products, Smoking Devices (use, possession, sale or delivery)	D, F, C, A, G, K	D, F, C, A, G, K	D, F, C, A, G, K
2.14 Theft or possession of stolen property (\$25 or less)	F, E, J	F, E, J, I, H	F, E, J, I, H
2.15 Truancy or leaving school grounds without permission	A, C, E, G	A, C, E, G	A, C, E, G
2.16 Unauthorized access to written or electronic records or files	C, E, G, H, F	C, E, G, H, F, K	C, E, G, H, F, K
2.17 Unsafe Behavior	C, H, E, J, K, I	C, H, E, J, K, I	C, H, E, J, K, I
<hr/>			
The following penalties apply to the school bus/bus stops			
3.1 Bus Misconduct	C, K, I	C, K, I, J	C, K, I, J
3.2 Failure to cooperate with the driver	C, K, I	C, K, I, J	C, K, I, J
3.3 Failure to observe safety rules or unsafe conduct	C, K, I	C, K, I	G, A, K, I
3.4 Unauthorized use or manipulation of safety equipment	C, K, I, J	C, K, I, J, E	C, K, I, J, E

* Any part of a penalty may be reduced or suspended, conditioned on the offenders' participation in drug and alcohol assessment and appropriate follow-up, if available. By making a referral and follow-up a condition of reduction in suspension, the District does not assume responsibility for providing the program or for payment of its cost. However, nothing in state law requires a student to complete an assessment, and the suspension end date must be given regardless of accepted or denied services.

Administrative discretion is allowed on each individual case, and law enforcement as well as juvenile authorities may be informed.

Ranges of Penalties

The Montesano School District believes that all students have the right to safe and productive educational experiences. Student behaviors, which interrupt or limit the educational process, and/or interfere with the rights of other students and are not allowed.

The infractions of school discipline listed below are grouped in categories according to the seriousness of the offense. The list has been drawn from past records and from known situations and not all are considered punitive measures. It is not intended to be exclusive or all-inclusive. All types of infractions may not be included and so modifications will be made if necessary, at the discretion of the principal, his/her designee or hearing officer. In all instances, discretion of the interpretation is left to the individual principal or hearing officer to modify penalties suggested whenever extenuating circumstances seem to be present, in order that justice may be tempered with mercy and understanding. Students and their parents/guardians have the right to grieve the behavioral violation in accordance with WAC 392-400-110.

- A. After School Program
- B. Confiscation (Return to Parent) and/or Parent Conference
- C. Detention (Lunch, Before School, After School, Saturday School)
- D. Drug, Marijuana, Alcohol Screening Test with Parent Consent and Educational Classes
- E. Pay Back Program/Restorative Justice
- F. Police Action and/or Notification of Juvenile Court
- G. Privileges and/or Access Revoked
- H. Alternative Schedule
- I. Removal from Class or Bus
- J. Restitution (Money, Time, Acts of Service)
- K. Suspension (In School, Out of School)
- L. Expulsion

Suspensions

Long-term suspensions may only occur in grades 5-12 if the student would pose an imminent danger to students or school personnel or the student would pose an imminent threat of material and substantial disruption of the educational process. Any student serving a suspension, short or long, shall have access to educational services and resources including contact with school personnel to coordinate schoolwork turn-in. The learning center coordinator or an administrator will check in with the student every third day of an out-of-school suspension. A re-entry meeting with an administrator must be conducted with a re-engagement plan documented and copies given to all parties involved before the student is allowed to return to a regular class schedule.

About FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Student Directory Information*

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

In accordance with federal and state laws, the Montesano School District may release student directory information for various purposes. Student directory information may include:

- Student name, address, and telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Honors, awards and degrees received
- School and grade level
- Previous education agencies or institutions attended by the student
- Photographs, videos and other similar information

Publishing of Pictures, Videos & Student Art/Work in Schools

Montesano School District likes to celebrate the achievements of our students and staff. Throughout the year, the Community Relations Department and/or district staff may take photographs of students and school activities. These photographs may appear in various District materials, including the District's website (www.monteschools.org), newsletters, yearbooks, brochures, The Communicator, district calendar, etc. We, at times, may also publicize student work.

Release of Student Information & Photo Release "Opt Out" Form

This form should be filled out ANNUALLY and kept on file with the student's school ONLY if parents choose an opt-out option.

Student's Name: _____ Grade: _____
School: _____ School Year: _____

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents and eligible students have a right to opt out of the inclusion of information about the student as directory information, photo/image, and student work. If you wish to opt out, you must check the box(es) below and return this form no later than September 30 or 10 days following the student's enrollment in the District, whichever is later.

- Please do not include my student's information in Directory Information*
- Please do not release my student's information to the Armed Forces.
- Please do not publish my student's photo/image and student work.

Parent/Guardian's Name (PLEASE PRINT) _____ Date _____

Parent/Guardian's Signature _____

(SAMPLE FORM)

Rules and Regulations for Riding a School Bus

The mission of the Transportation Department is to provide safe and timely bus service to the district's students. To do this, drivers must be able to concentrate on operating their vehicles in a variety of traffic conditions, being always alert and vigilant. Excessive noise or misconduct by bus passengers can distract a driver and endanger all students on the bus. Although transportation is a privilege, the support and cooperation of parents and students are needed to ensure that bus riders are as safe as possible.

All children attending the Montesano public schools and meeting the eligibility requirements prescribed by the District are entitled to ride Districts buses, subject to all behavior rules.

Bus Rules

1. The driver is in full charge of the bus and its passengers. Students shall obey the driver and/or teacher, coach, or other staff members.
2. Students shall ride only the assigned bus and get on and off at the assigned bus stop and get on and off at the assigned bus stop, unless signed written permission from the building administrators is given to the driver. Students suspended from one bus are suspended from all buses.
3. Students must be their designated bus stop 5 minutes prior to the scheduled time in the mornings and shall be on time to board their buses in the afternoons.
4. Students may be assigned seats
5. Students shall not engage in unsafe acts while waiting for the school bus. Elementary students who cross the roadway will cross at the direction of the driver.
6. Students shall not bring hazardous items including breakable containers onto the bus.
7. Belongings shall be kept out the aisles and the areas in front of emergency exit doors and rear windows.
8. Ordinary conversation and classroom conduct must be observed.
9. Students are to remain seated until permission is given by the driver.
10. Students will not litter the bus. Eating and drinking are not allowed on the bus, except when authorized.
11. No passenger may extend any body part out of a window.
12. Students causing damage to buses shall be charged with the cost of the damage.

Consequences for Misbehavior

Students may be disciplined for failure to comply with these rules. School bus drivers may use various discipline procedures on the school bus. Some of these procedures may include, but are not limited to, verbal warnings, assigned seats, rule writing, parent contact, and suspension of bus riding privileges. If rules are assigned, the student must return the completed assignment to the bus driver the following morning when the student boards the bus. The assignment must be signed by the student's parent or guardian. Students or parents may appeal the discipline.

Internet Usage Agreement

General Statement of Policy

In making decisions regarding student and staff access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and staff to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. This agreement is in accordance with policy and procedure 2022.

Limited Educational Purpose

The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. *Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.*

Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Use of Email Systems – Students and Staff

The use of the school district system to access electronic mail is an expectation as an employee and student of the District. Electronic communication is consistent with the District's mission and goals. Users are expected to comply with provisions set for in policy and procedure 2022. Users are subject to state and federal laws governing public records and retention policies.

Unacceptable Uses

The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors.
2. Users will not use the school district system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.

3. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
4. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
5. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
6. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
7. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
8. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
9. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including but not limited to, home addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
10. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
11. Users will not use the school district system to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
12. Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for

product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

13. Users will not use the school district system for any actions including intimidation, harassment and bullying, that are in violation of policy 3207
14. Users will not use the school district system to access any social media networks during school hours.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate supervisor.

Filter

With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized:

1. Obscene
2. Child pornography; or
3. Harmful to minors.

The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

Consistency with Other School Policies

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

Limited Expectation of Privacy

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees and students should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Washington statutes.
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the school district system.

Internet Use Agreement

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. (Student) The Internet Use Agreement form must be read and signed by the user and the parent or guardian. The form must then be filed at the school office.
- D. (Employee of the District) The Internet Use Agreement form must be read and signed by the employee at the beginning of each new school year. The form must then be filed with the Superintendent's office.

Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for

financial obligations arising through unauthorized use of the school district system or the Internet.

User Notification

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district or resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit staff/student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by staff or students through the Internet is the sole responsibility of the staff member, student or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, are governed by district policy.
 - 7. Notification that should the user violated the school district's acceptable use policy, the staff/student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

Policies

- Board Policy #2022 Electronic Resources
- Board Policy #3205 Sexual Harassment
- Board Policy #3207 Prohibition of Harassment, Intimidation and Bullying
- Board Policy #3210 Non-Discrimination
- Board Policy #3240 Student Conduct
- Board Policy #3241 Classroom Management, Corrective Actions or Punishment
- Board Policy #3245 Students and Telecommunication Devices
- Board Policy #4210 Regulation of Dangerous Weapons on School Premises

ELECTRONIC RESOURCES

Policy # 2022

The Montesano Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the district will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools.

The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

The superintendent or designee will create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

Cross References:	Board Policy 2020	Curriculum Development and Adoption of Instructional Materials
	2025	Copyright Compliance
	3207	Harassment, Intimidation and Bullying
	3231	Student Records
	3241	Classroom Management, Corrective Actions or Punishment
	4040	Public Access to District Records
	4400	Election Activities
	5281	Disciplinary Action and Discharge

Legal Reference: [18 USC §§ 2510-2522](#) Electronic Communication Privacy Act

Management Resources:

<i>Policy News</i> , June 2008	Electronic Resources
<i>Policy News</i> , June 2001	Congress Requires Internet Blocking at School
<i>Policy News</i> , August 1998	Permission required to review email

First Reading: August 16, 2012
Adoption Date: September 20, 2012
School District Name: Montesano
Classification: Priority

Sexual Harassment of Students Prohibited

Policy #3205

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

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

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 educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

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

Investigation and Response

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

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

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

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

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

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

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

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

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Revised 10/26/17

Policy: 3205P
Section: 3000 - Students

Procedure - Sexual Harassment of Students Prohibited

The procedure is intended to set forth the requirements of Policy 3205, 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 3205, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at the **office of the Superintendent - 502 E. Spruce Ave, of district office.**

Staff Responsibilities

- In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that 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 **Superintendent** for evaluation.
- The **Superintendent or Designee** 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 sexual harassment. Informal reports may be made to any staff member. 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 *Pam Banks; Title IX and Compliance Coordinator at 502 E. Spruce Ave, Montesano, WA 98563, Phone 360-249-3942, FAX # 360-841-7198, Email pbanks@monteschools.org*. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints 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 or 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; or
- Providing staff and/or student training

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, 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

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation.

The following process will be followed:

Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator 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.
- 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 the district Title IX Coordinator, [*insert name/title*] at [*insert office address, telephone number and e-mail address*]. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

Investigation and Response

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator 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 Coordinator 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 Coordinator 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 Board of Directors

Notice of Appeal and Hearing

- 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 will 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 will be provided in a language that 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 superintendent of public instruction.
- 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.
- 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 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.

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 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.

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.

Policy and Procedure Review

Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

The following district staff are designated to receive Complaints which may be submitted by mail, fax, e-mail or hand-delivery:

Title IX and Compliance Coordinator:

Pam Banks

502 E. Spruce Ave, Montesano, WA 98563

Phone #360-249-3942

Fax #360-841-7198

Email: pbanks@monteschools.org

504/ADA Compliance Officer:

Shawn Brown

502 E. Spruce Ave, Montesano, WA 98563

Phone #360-249-3942

Fax #360-841-7198

Email: sbrown@monteschools.org

Revised Dates 4/18

Prohibition of Harassment, Intimidation and Bullying

Policy #3207

A. Introduction

The Montesano 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 is 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 is an intentional electronic, written, verbal, or physical act that:

1. Physically harms a student or damages the student's property;
2. Has the effect of substantially interfering with a student's education;
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. 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.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. A sample form is provided on the Office of Superintendent

of Public Instruction's (OSPI) School Safety Center website:
www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx.

Retaliation is 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 is 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 prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

1. RCW 28A.300.285 – Harassment, Intimidation and Bullying
2. RCW 28A.640.020 – Sexual Harassment
3. RCW 28A.642 – Prohibition of Discrimination in Public Schools
4. RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. 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

1. 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.

Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226.

2. Education

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

3. 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.

4. 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 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;
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; and
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. A sample student safety plan is available on the OSPI website: www.k12.wa.us/SafetyCenter/default.aspx.

F. Staff Intervention

All staff members will 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 (nonconfidential).

Status of Reporter

1. 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. (Example: An unsigned Incident Reporting Form dropped on a teacher’s desk led to the increased monitoring of the boys’ locker room in 5th period.)

2. 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. (Example: A student tells a playground supervisor about a classmate being bullied but asks that nobody know who reported the incident. The supervisor says, “I won’t be able to punish the bullies unless you or someone else who saw it is willing to let me use their names, but I can start hanging out near the basketball court, if that would help.”)

3. 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 will 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.

1. 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.

2. 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.

3. 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.

4. 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.

5. The investigation will include, at a minimum:

- a. An interview with the complainant;
- b. An interview with the alleged aggressor;
- c. A review of any previous complaints involving either the complainant or the alleged aggressor; and
- d. Interviews with other students or staff members who may have knowledge of the alleged incident.

6. The principal or designee may determine that other steps must be taken before the investigation is complete.

7. 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.

8. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee will respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:

- a. The results of the investigation;
- b. Whether the allegations were found to be factual;
- c. Whether there was a violation of policy; and
- d. The process for the complainant to file an appeal if the complainant disagrees with the 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 will 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 3241, Classroom Management, Corrective Actions or Punishment. 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 that 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 (5) school day following the date upon which the complainant received the superintendent's written decision.
3. An appeal before the school board or disciplinary appeal council 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 or disciplinary appeal council 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 will provide a copy to all parties involved. The board or council'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 3241, Classroom Management, Corrective Actions or Punishment.

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 have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of WAC 181-87, commonly called the Code of Conduct for Professional Educators, OSPI's Office of Professional Practices may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

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 will 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 in this policy but which are, or may be, prohibited by other district or school rules.

Full procedures for Policy #3207 and the Incident Report Form may be found on the district's website at <http://www.monteschools.org/school-board-policies>, in the school office or by contacting the district office at 360-249-3942.

Date: 04.02; 04.08; 12.10; 12.11

Montesano School District Nondiscrimination - Students

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, 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 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 superintendent will designate a staff member to serve as the compliance officer for this policy. The compliance officer will be responsible for investigating any discrimination complaints communicated to the district.

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.

District Contacts(s):

Title IX and Compliance Coordinator:

Pam Banks

502 E. Spruce Ave, Montesano, WA 98563

Phone #360-249-3942

Fax #360-841-7198

Email: pbanks@monteschools.org

504/ADA Compliance Officer:

Shawn Brown

502 E. Spruce Ave, Montesano, WA 98563

Phone #360-249-3942

Fax #360-841-7198

Email: sbrown@monteschools.org

Revised Dates: **12.06; 08.07; 02.11; 06.11; 12.12; 04.13; 12.13; 12.14; 01.15; 03.16; 4.18**

Montesano School District Procedure - Nondiscrimination

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 (Policy 3210) and more particularly to policies dealing with guidance and counseling (Policy 2140), co-curricular program (Policy 2150), service animals in schools (Policy 2030) and curriculum development and instructional materials (Policy 2020). As used in this procedure:

Grievance means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.

A. **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.

B. **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 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 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 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.

The following district staff are designated to receive Complaints which may be submitted by mail, fax, email or hand-delivery:

Title IX and Compliance Coordinator:

Pam Banks

502 E. Spruce Ave, Montesano, WA 98563

Phone #360-249-3942

Fax #360-841-7198

Email: pbanks@monteschools.org

504/ADA Compliance Officer:

Shawn Brown

502 E. Spruce Ave, Montesano, WA 98563

Phone #360-249-3942

Fax #360-841-7198

Email: sbrown@monteschools.org

Montesano School District No. 66 Sexual Harassment of Students Prohibited

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

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

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 educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

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

Investigation and Response

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

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

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

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to

the formal complaint process. Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

The following district staff are designated to receive Complaints which may be submitted by mail, fax, e-mail or hand-delivery:

Title IX and Compliance Coordinator:

Pam Banks

502 E. Spruce Ave, Montesano, WA 98563

Phone #360-249-3942

Fax #360-841-7198

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Phone #360-249-3942

Fax #360-841-7198

Email: sbrown@monteschools.org

Notice and Training

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

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Full procedures for Policy #3205 may be found on the district's website at <http://www.monteschools.org/school-board-policies>, in the school office or by contacting the district office at 360-249-3942.

Montesano School District No. 66
Student Conduct Expectations and Reasonable Sanctions

The board acknowledges that conduct and behavior is closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Conform to reasonable standards of acceptable behavior;
- B. Respect the rights, person and property of others;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Submit to the authority of staff and respond accordingly.
- E. Submit to the authority of staff and reasonable discipline imposed by school employees and respond accordingly.

The Board also recognizes that schools must take reasonable steps so that students who fail to adhere to the district's rules and regulations and who receive discipline for such misconduct remain engaged or are effectively reengaged in their educational program. The superintendent will develop written rules of conduct which will carry out the intent of the board and establish procedures necessary to implement this policy.

Cross References: 3241 - Classroom Management, Discipline and Corrective Action
6605 - Student Safety Walking, Biking and Riding Buses

Legal References: RCW 28A.210.310 Prohibition on use of tobacco products on school property
RCW 28A.320.128 Notice and disclosure policies – Threats of violence— Student conduct – Immunity for good faith notice -- Penalty
RCW 28A.400.110 Principal to assure appropriate student discipline — Building discipline standards —
Classes to improve classroom management skills
RCW 28A.600.015 Rules incorporating due process guarantees of pupils with regard to expulsions and suspensions
RCW 28A.600.020 Exclusion of student from classroom – Written disciplinary procedures – Long term suspension or expulsion
RCW 28A.600.022 Suspended or expelled students – Reengagement plan.
RCW 28A.600.040 Pupils to comply with rules and regulations
RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent, or guardian –
Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected
RCW 28A.635.090 Interference by force or violence -- Penalty
RCW 28A.635.100 Intimidating any administrator, teacher, classified employee, or student by threat of force or violence unlawful—Penalty
RCW 4.24.190 Action against parent for willful injury to property by minor — Monetary limitation
— Common law liability preserved
RCW 9.41 Firearms and dangerous weapons
RCW 9.91.160 Personal protection spray devices
RCW 9A.16.020 Use of force — When lawful
20 U.S.C. 7101 et seq. Safe and Drug-Free Schools and Communities Act t
WAC 392-400-205 Definitions
WAC 392-400-210 Student responsibilities and duties
WAC 392-400-215 Student rights

WAC 392-400-225 School district rules defining misconduct — Distribution of rules
WAC 392-400-226 School district rules defining harassment, intimidation and bullying
prevention policies
and procedures – Distribution of rules
WAC 392-400-227 School district rules defining students’ religious rights
WAC 392-400-233 Unexcused absences and tardiness

Management Resources: 2016 – July Issue , 2014 - August Issue, 2013 - September Issue

Adoption Date: Revised 10/26/2017

Classification: Priority

Revised Dates: 12.06; 12.11; 09.13; 08.14; 07.16

CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS OR PUNISHMENT

Policy # 3241P

Student Discipline

The following guidelines are in effect for students to establish a range of corrective actions which may be imposed as a consequence of behavior violations. A committee of parents, staff members, administrators, and community members defined the areas of misconduct and the range of action to be taken. In all cases, students will be given the opportunity to share his/her perspective and explanation for the behavioral violation. The appeal process, in accordance with new state law for exclusionary time, will remain in effect for short and long-range suspensions imposed as a result of this procedure.

Misconduct	Range of Corrective Action	Action That May Be Taken
Possessing and/or using alcohol, illegal chemical substances or opiates	Minimum	Enrollment in educational classes, Law Enforcement Referral
	Maximum	Alternative Setting, Suspension
Threatening or verbal abuse, fighting or fighting words	Minimum	Detention
	Maximum	Law Enforcement Referral, Suspension
Setting fire or damaging school property or devices	Minimum	Restitution, Payback Program Law
	Maximum	Law Enforcement Referral, Suspension
Initiating or participating in the dissemination of inappropriate messages or images including transmitting, viewing or possessing images of a sexually explicit nature on an electronic device.	Minimum	Loss of Privileges, notification to law enforcement
	Maximum	Suspension, notification to law enforcement
Possessing and/or using a firearm	Minimum	Expulsion for one calendar year and notification to law enforcement
	Maximum	
Possessing/Using Tobacco products	Minimum	Educational classes, referral to Law Enforcement
	Maximum	Suspension
Disrupting the educational process	Minimum	Detention, Saturday School
	Maximum	Suspension
Refusing to follow reasonable directions of staff	Minimum	Detention/Saturday School
	Maximum	Suspension

Learning Center Guidelines

The goal of the school district is to reduce exclusionary time out of the classroom by providing best practices and behavior modification strategies in the classroom. Students who continuously disrupt the educational process and who have violated progressive discipline steps may serve time in the Learning Center and/or be subject to suspension.

Guidelines for the Learning Center program are as follows:

1. A student who is afforded the opportunity to be assigned to the Learning Center program as an option to suspension will agree to the conditions specified by the school principal. Unless the student is of majority age, concurrence from the parent or guardian is necessary.
2. The Learning Center program is designed to help students modify behavior and develop a plan for reentry into the classroom. Students will be expected to work on their classroom assignments at all times and the learning center coordinator will provide individual instruction as well as will facilitate time for students to meet with their teachers.
3. Any act of inappropriate conduct while in the Learning Center may result in further disciplinary action including, but not limited to, detention or Saturday School.
4. A student who has been assigned to the Learning Center for a full day may be denied the opportunity of participating in any school activities including assemblies and extra-curricular sports.
5. An assignment to the Learning Center will only be administered after other forms of corrective behavior have been demonstrated (ie. Preferential seating, detention, conference with teacher/parent/administrator, etc.)
6. The student will complete a referral form to explain his/her behavior and ways to change the behavior as well as a behavior contract while in the Learning Center program. The student, his/her parent or guardian, and a staff member will sign the contract which defines the expected future behavior of the student. A copy of this contract will be given to all parties involved.
7. After a student is placed back into the regular classroom(s), the principal will monitor the student's progress on a daily basis with either the student and/or teacher. The student will be encouraged to maintain a relationship with the school counselor as a means of dealing with any problems that arise.
8. Specific rules and building procedures will be developed by the building principal.

Long-Term Suspension or Expulsion

Long-term suspensions may only occur in grades 5-12 if the student would pose an imminent danger to students or school personnel or the student would pose an imminent threat of material and substantial disruption of the educational process. Any student serving a suspension, short or long, shall have access to educational services and resources including contact with school personnel to coordinate schoolwork turn-in. The learning center coordinator or an administrator will check in with the student every third day of an out-of-school suspension. A re-entry meeting with an administrator must be conducted with a re-engagement plan documented and copies given to all parties involved before the student is allowed to return to a regular class schedule.

In the event a hearing is requested, another administrator or the superintendent will appoint the hearing officer, who may be any certificated staff member who is not involved in the incident giving rise to the hearing. The hearing officer will:

1. Schedule the hearing for a specified date, time, and place and may postpone the date and time and change the place for good cause or upon the mutual agreement of the parties;
2. Give written notice of the date, time, and place of the hearing to the principal, and the parent and student;
3. Answer any questions that the parent and student or counsel may have about the nature and conduct of the hearing;

4. Conduct the hearing with full authority to control the conduct of all persons present, subject to the general directions of this procedural code, and to limit questioning that is unproductive or irrelevant. (The hearing officer may not provide testimony.);
5. Write findings of fact and disposition of the case; and
6. Transmit the written findings and disposition to the superintendent, the principal, and the parent and student within 5 school days after the hearing.

The parent and student may request an open or closed hearing. A closed hearing may be attended only by the hearing officer, principal, student, parent, and counsel. Witnesses should be present only when they are giving information. At times when the student's psychological or emotional problems are being discussed, he/she may be excluded at the discretion of the hearing officer with the concurrence of the parent and/or counsel. In an open hearing only those persons designated as witnesses will have the right to speak.

At least 2 days before the hearing the principal will make available in his/her office any exhibits, affidavits or the signed statements which are the basis for the alleged misconduct and the penalty suggested by the principal. These may be examined and copied by the parent and student or counsel. If the principal later receives any further information that will be employed at the hearing, he/she will notify the parties involved and make copies available before the hearing. The principal may request a similar opportunity to review exhibits or statements to be used by the parent and student or counsel.

Upon the request of the hearing officer, the parent and student, or counsel, the principal will submit to the hearing officer the student's cumulative record folder. If the principal or the hearing officer deems it necessary, the information contained in such records will be explained and interpreted to the officer by a person trained in their use and interpretation. When the hearing officer determines that the alleged act of misconduct has been committed, the hearing officer will reach a disposition of the case. The disposition need not be the action recommended by the principal but will not exceed the penalty he/she recommends.

The disposition should explain the reason for the particular decision. The decision will be provided to the parent and student or counsel.

If the student is under an emergency expulsion, the hearing officer will render his/her decision within 1 school business day of the conclusion of the hearing.

When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

1. A single hearing will not likely result in confusion; and
2. No student will have his/her interest substantially prejudiced by a group hearing.

If the hearing officer finds that during the hearing a student's interests will be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing.

At any point in time, a student may apply for readmission on a long term or emergency expulsion for consideration.

Date: 06.10; 12.11

Montesano School District No. 66 Regulation of Dangerous Weapons on School Premises

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 superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and [RCW 9.41.280](#) are reported annually to the Superintendent of Public Instruction.

Dangerous Weapons

The term "dangerous weapons" under state law includes:

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

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

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

Reporting Dangerous Weapons

An appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The superintendent may modify the one-year expulsion for a firearm on a case-by-case basis.

The district may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

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

Exceptions to State Law and this Policy

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to [RCW 9.41.070](#) who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Personal Protection Spray

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

Cross References: 3240 - Student Conduct Expectations and Reasonable Sanctions
3241 - Classroom Management, Discipline and Corrective Action
4260 - Use of School Facilities

Legal
References: RCW 9A.16.020 Use of force - when lawful
RCW 9.41.250 Dangerous weapons—Penalty
RCW 9.41.280 Dangerous weapons on facilities—Penalty — Exceptions
RCW 9.91.160 Personal protection spray devices
RCW 9.94A.825 Deadly weapon special verdict--definition
RCW 28A.600.420 Firearms on school premises, transportation, or facilities — Penalty —

Exemptions

Management Resources: 2016 - July Issue

Policy News, August 2006 Weapons on School Premises

Policy News, August 1998 State Encourages Modification of Weapons Policy

Policy News, October 1997 Legislature also addresses "look-alike" firearms

Adoption Date: Adopted/Revised 9/28/17

Classification: **Essential**

Revised Dates: **08.98; 08.06; 12.11; 07.16**

CO-CURRICULAR HANDBOOK

Dear Students and Parents:

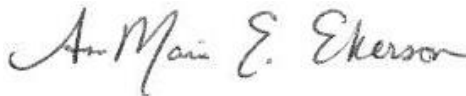
Participation in interscholastic athletics is entirely voluntary. It is an opportunity that the Montesano School District makes available to all students regardless of sex, race, religion, or national origin.

Athletes who choose to participate should recognize that being involved in athletics means spending additional time, giving extra effort, and allowing for possible sacrifices. Parents need to be aware of the commitment required of athletes.

Participants should be reminded that they are, not only representing themselves, but also their families, their team, their school, and their community.

We expect high standards of academic performance, citizenship, sportsmanship, and conditioning from all of our student athletes. The remainder of this handbook details our expectations for our student athletes.

Sincerely,



Alec Pugh
Principal

AnnMarie Greene
Assistant Principal

Tim Trimble
Athletic Director

Non-Discrimination Statement - Policy 3210

The Montesano School District No. 66 does not discriminate in any programs or activities on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, 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. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities. The preceding employee(s) have been designated to handle questions and complaints of alleged discrimination.

Non-Discrimination Statement for Employment/Recruitment - Policy 5010

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Title IX and Compliance Officer
Pam Banks
360-249-3942
pbanks@monteschools.org

Section 504/ADA Compliance Officer
Shawn Brown - Director of Teaching and Learning
360-249-3942
sbrown@monteschools.org

ACTIVITIES CODE OF CONDUCT

Co-curricular activities require a great commitment from students, advisors, coaches and parents. Programs at this level stress personal dedication, drive and determination, while teaching the student participant to accept obligations to the group, teammates, advisors, coaches, the student body and the community.

Some of the important things about the co-curricular activities program is that it is a privilege and completely voluntary for students. There is a high level of motivation that is developed from being involved in an activity for enjoyment and the pursuit of excellence on a voluntary basis.

Co-curricular activities shall include all optional, non-credit, school approved student activities that are personal, cultural, social, recreational, student governmental or athletic in nature. Students participating in the co-curricular activities in the Montesano School District are considered to be in positions of leadership. They represent the school and community. Goals for participants are:

1. To promote and contribute to the goals of the total education program;
2. To achieve the optimum of physical and emotional health and wellness;
3. To exhibit sportsmanship and fair play, and
4. To encourage participation and develop self-esteem.

This Activities Code is designed to establish a reasonable, high standard for participants in co-curricular activities rather than to be punitive and deny access to such activities. Such a standard is a necessary method to help students prevent and solve behavioral problems relating to tobacco, alcohol and other drugs. The code is designed to support students in their choice to avoid participation in illegal and unhealthy activities and to support parents in their efforts to guide children into healthy lifestyles. Students in grades 7-12 participating in co-curricular activities shall abide by the following rules effective the first day of fall activities. This includes any summer activity, where the student is representing Montesano Jr-Sr High School.

1. As a condition of participation in co-curricular activities, participants will agree in writing to abide by all rules set forth below. The student will receive the athletic handbook prior to the first fall practice or on the first day of school. Parents, guardians and/or legal custodians are required to sign a consent form that indicates that they have received the handbook.
2. Participants will maintain satisfactory academic progress by passing all classes for the quarter or semester preceding the co-curricular activity.

3. Participants will be present the entire school day on which a co-curricular practice or activity is scheduled. Exceptions will be made for family bereavement or emergencies, verified doctor, dental, or legal appointments or other excused absences arranged in advance. The Athletic Director may give authorization for absences under exceptional conditions.
4. All participants will be held accountable for contents of the Athletic/Activities code beginning with the first day of turnout for fall sports. This includes any summer activity, where the student is representing Montesano Jr-Sr High School.
5. Participants will abstain from the use, possession, transmission or illegal sale of any tobacco, alcohol, illegal substance including legend drugs, drug paraphernalia, or anabolic steroid throughout the school calendar year.
6. Participants who attend parties or other functions where alcohol and/or drugs are being used by others are advised to leave the premises immediately or they may be subject to the same ineligibility period as though they had indulged in their use.
7. A participant is expected to attend all scheduled practices, meetings, contests and performances, whether or not school is in session. If it is found necessary to miss such, prior arrangements must be made with the advisor/coach.
8. School-owned equipment checked out by a participant in any co-curricular activity is his/her responsibility. The loss or misuse of this equipment will be the financial obligation of the participant. Individuals will not be allowed to participate in any co-curricular activity or receive awards until this obligation is fulfilled. All equipment and uniforms are to be returned within three days after the last event of the season. A fine may be charged if the equipment is turned in past due.
9. An athlete who has been injured and has had medical treatment cannot participate until a Doctor has signed a medical release and presented to the head coach. The release will be kept on file.
10. Completion of the activities season is required in order for the student to be eligible for a letter or other team and individual awards. (The only exception would be an injury that limits participation.) To be eligible for a letter or other team and individual awards an athlete must finish the season in good standing. No award shall be given to any student suspended for the remainder of the season as the result of an Activities Code of Conduct violation or a suspension from school.
11. Completion of the activities season requires the student to be in attendance at the end-of-the-season awards assembly or banquet. The only exception to this rule will be handled through the principal or athletic director.
12. Activities code violations may carry over from a prior school year. A student will start the seventh and ninth grade with zero violations.
13. Participants must travel to and from school-sponsored out-of-district contests in transportation approved by the school. When transportation is provided by the school, the only permitted exceptions to traveling via school transportation include:

- Injury to a participant that would require alternate transportation.
 - Arrangements between the participant's parents/guardian and the coach/advisor for the student to ride with the parent/guardian.
 - If a student needs to ride home from an activity with someone other than their parent/guardian, they must obtain written permission from the Athletic Director, Assistant Principal or Principal at least 24 hours in advance of the activity.
14. Should an athlete who is involved in team pictures in any way cause the team picture to be unfit for distribution (i.e., obscene gestures . . .) the student athlete will be held responsible for the cost of the pictures.
15. As a Montesano Junior-Senior High School athlete, you are responsible for any information contained in your written or electronic transmissions (ie. texts, tweets, etc.) and any information you have posted to social media. Athletes are representatives of their team and school and inappropriate information or pictures should not be posted online. Harassment of teammates, fans, or opponents through such posting will not be tolerated and could result in athletic discipline. Likewise, any athlete who is identified on a social networking site which depicts illegal behavior or a violation of the Code of Conduct or the district drug policy will be subject to athletic discipline as determined by the building athletic director, coaching staff, and/or administration.

ACTIVITIES CODE OF CONDUCT VIOLATIONS

General Consequences

Students participating in co-curricular activities who violate rules of student conduct may be suspended from competition or performance as a consequence. Parents/guardians/legal custodians will be notified of action(s) under the following provisions.

Satisfactory Academic Progress

Grade checks will be made at the beginning and mid-point of the season as well as progress report and quarter breaks. Students failing a class at the quarter will be ineligible to participate until a passing grade has been achieved. The athlete is responsible for providing proof of a passing grade to the athletic director to be reinstated.

A student failing at the **semester** is ineligible to participate for two weeks beginning on the first day following the end of the semester. A satisfactory grade report will have to be furnished to the athletic director in order to be reinstated. Support will be available to students to assist their return to academic compliance and reinstatement to competition and performance.

Students shall also be made ineligible for competition or performance during a semester in which they fail to maintain satisfactory academic progress based on progress reports requested by the coach, parent or principal.

If a student fails to maintain satisfactory academic progress under the Activities Code of Conduct and is a "focus of concern" pursuant to special education assessment procedures, such student

may be allowed to participate on a probationary status under conditions established by the administrative team.

Use of Illegal Substances

School and WIAA rules and regulations are intended to discourage the use of alcohol, tobacco, legend drugs and controlled substances and to encourage the use of school and community resources. School and community resources should be identified for students who have had a violation and seek help or who are referred for assessment.

Tobacco

The use or possession of tobacco or electronic smoking devices, in any form, by a student/athlete is prohibited. For the participant who is currently in an activity the following consequences apply:

Step One: The first violation will result in a loss of eligibility for 25% of the allowed games. Eligibility will not be restored until the participant complies with and follows the recommendations of the student assistance program.

Step Two: The second violation will result in a loss of eligibility for 50% of the WIAA maximum scheduled contests or remainder of the current sports season (whichever is longer. This may carry into the next season and/or sport of participation. Eligibility will not be restored until the participant complies with and follows the recommendations of the student assistance program.

Step Three: The third violation will result in a loss of eligibility for the remainder of the school year. Eligibility will not be restored until the participant complies with and follows the recommendations of the student assistance program.

Out of season athletes, will be referred to the student assistance programs for evaluation. A tobacco cessation program may be recommended. Failure to meet the above requirements will result in a participant being declared ineligible.

Alcohol

The consumption and/or possession of alcoholic beverages by a student/athlete are prohibited. For the participant who is currently in an activity the following consequences apply:

Step One: The first violation will result in loss of eligibility for 50% of the WIAA maximum scheduled contests or remainder of the current sport season, (whichever is longer.) This may carry into the next season and/or sport of participation.

Eligibility will not be restored until the participant complies with and follows the recommendations of the student assistance program.

Step Two: The second violation would eliminate the student/athlete from co-curricular sports one calendar year from the date of the infraction. Eligibility will not be restored until the participant complies with and follows the recommendations of the student assistance program.

Out of season participants, will be referred to the student assistance program for evaluation. Failure to meet the above requirements will result in a participant being declared ineligible.

Legend Drugs and controlled substances per WIAA state handbook

Penalties for the possession, use or sale of legend drugs (drugs obtained through prescription RCW 69.41.020-050) and controlled substances (RCW 69.50) shall be follows:

1st Violation

The first violation will result in a loss of eligibility for 50% of the WIAA maximum scheduled contests or remainder of the season, whichever is longer. In order to be eligible to participate in the next interscholastic sports season, the participant must meet the following conditions:

1. The participant must comply with and follow the recommendations of the student assistance program.
2. The participant shall meet with the athletic council consisting of coaches and administrators selected by the principal, to request approval to participate. The athletic council will recommend to the principal appropriate action to be taken in the participant's case. The school principal shall have the final authority as to the student's participation in the interscholastic sports program.

A participant who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substances analogs (RCW 69.50.101 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility re-instated in the athletic program, pending recommendation by the school eligibility authority.

2nd Violation

A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one calendar year from the date of the second violation.

3rd Violation

A participant who violates for a third time RCW 69.41.020-69.41-050 or of RCW 69.50 shall be permanently ineligible for interscholastic competition.

Enforcement

Educators should be alert and aware of the behavior of students and follow up on concerns when brought to their attention. District personnel shall report alleged violations to building administration. **Administration will contact the local police and other law enforcement agencies to learn of any infractions they may be aware of. The student assistance program may require participants who have violated the athletic code, to be subject to random urine analysis.**

Athletic Council

A student may appeal the decision of their violations of the athletic handbook to the Athletic Council. The Athletic council consists of two out-of-season head coaches, athletic director,

student council member, and faculty members. The student will state their appeal to the council, the athletic director will outline the decision of the administration and based on the information given, the council will give their decision. **The athletic council may uphold or overturn the decision.** The student may further appeal the Athletic Council's decision to the Superintendent.

Voluntary Treatment

If any student realizes they have a drug, alcohol, tobacco, or anabolic steroid problem, and of their own volition, and prior to their first drug, alcohol, tobacco, or steroid offense, seeks counseling or assessment, and follows the provisions of the treatment program, they will maintain their eligibility.

Due Process/Readmission

Any participant who has been suspended from participation, for one calendar year, shall be allowed to make application for readmission after 90 school calendar days. If the student desires to be readmitted to the athletic program, the student shall submit a written application and present to the Athletic Council who shall recommend admission or non-admission. The application shall include:

1. Reasons the student wants to return and why the request should be considered;
2. Documented evidence the student is involved in an alcohol counseling program.
3. Evidence of positive academic progress in all subject areas.
4. A supporting statement from the parent or others who may have assisted the student.
5. Willingness by the student to undergo random urine analysis testing for the remainder of athletic eligibility at Montesano.

When parents and /or students are notified of an alleged violation of the Activities Code of Conduct, such notice shall be in writing and include a description of the disciplinary grievance procedure. Students who are notified in person of an alleged violation, shall also be advised of their right to have a parent/guardian/legal custodian present during such meeting.

School Suspensions

Participants, who are suspended from school shall not participate nor attend any other school activity, etc. for the duration of the suspension.

Conduct During the Sports Season: Conduct of any student/athlete is expected to be the same as of any other Montesano High School student. Due cause for disciplinary action or suspension from the team shall include the following: willful disobedience; disruptive conduct; harassment; fighting; vandalism; irregular attendance; vulgarity; profanity; charged with a felony crime, **inappropriate use of the internet;** gambling; stealing; extortion; the carrying, displaying, or the use of a deadly weapon or dangerous plaything.

Consequences: The student shall be ineligible to participate in extracurricular activities until the coach, principal and athletic director determine the appropriate consequence. This may result in a one game suspension, or up to the entire season, depending on the severity of the offense.

GENERAL INFORMATION

WIAA state eligibility requirements: Each athlete shall meet the following WIAA eligibility requirements for participating in athletics (Article X, Section 9), WIAA handbook herein cited.

Athletes shall be enrolled in at least four (4) full-time subjects. Running Start students shall comply with Rule 18.23.0 of the WIAA handbook.

Athletes shall have regular school attendance at least fifteen (15) weeks of the semester prior to the current semester of competition.

Athletes shall be under twenty (20) years of age by September 1 for fall sports, December 1 for winter sports, and March 1 for spring sports.

A student's parent/legal guardian shall be a resident of the school district in which the student is attending secondary school.

After beginning the 7th grade, a student is allowed to participate in athletics or activities only during the next six (6) interscholastic competitive years. A student shall have only (2) consecutive years of competition at the middle level (7th and 8th grade) and four (4) consecutive years of eligibility once the student enters the ninth grade.

Athletes who are academically ineligible may attain eligibility status by making up failed courses at an approved summer school program. Prior clearance by the high school administration is required.

The following criteria must be met prior to participation in a given season:

Physical Exam: A physical examination for that sport season/school year must be completed and signed by a physician at your expense. The school district may have a scheduled day when physicals can be done. The form must be on file in the athletic office, and the athlete will not be allowed to participate in practice or games until he/she has had a physical. The physicals are valid for 2 years.

Emergency Information Form: A completed emergency information form for that sport season/school year must be signed by your parents or guardian. This form will be on file in the athletic office and must be completed and returned prior to any athletic competition.

Insurance/Insurance Waiver: Evidence of paid enrollment in the school sponsored insurance or a parent signed insurance waiver for the sport/school year must be on file in the athletic office prior to any form of athletic participation. School insurance forms are available in the high school office. This information is on the Emergency Form.

Injury Awareness Form: Athletes and parents are encouraged to read and share together the information contained on the injury awareness forms. Each sport has an injury awareness form that must be signed and returned to the athletic office prior to athletic participation. The purpose of this form is to share with athletes and parent's potential dangers students may face while taking part in certain activities.

ASB Card: It will be a requirement of each student athlete to purchase an ASB card prior to turning out for a sport. The card is valid for the entire school year. Failure to comply may result in the student being ineligible for competition. A student participating in a combined program must buy a Montesano High School ASB card.

Consent Form: Athletes and a parent are to sign the form at the back of the Athletic Handbook indicating that they will comply with the Athletic Code of Conduct. This form will be kept on file in the athletic office. The form also gives parental permission for a student to participate in extracurricular activities.

Concussion Awareness Form: Under Washington State Law, a Concussion Awareness Form must be completed for each student athlete. The new “Zackery Lystedt Law” in Washington now requires the consistent and uniform implementation of long and well-established return to play concussion guidelines that have been recommended for several years: “a youth athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at the time” and “...may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider.”

You should also inform your child’s coach if you think that your child may have a concussion. Remember it’s better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

An Emergency Form must be filled out for an athlete to participate in sports. The form consists of contact information and medical information in case of an accident. At the bottom of the form parent/guardian and athlete must sign that they have read and understand the Concussion Awareness Form.

LETTER AWARDS

Football:

1. Finish the season in good standing
2. The athlete must play fourteen (14) quarters

Cross Country - Men's & Women's: Athletes can letter under the following:

1. Run varsity twice during the season
2. JV time averages as good as or better than fifth place finish average time of league opponents
3. Second full season of competition and not fit into 1 or 2
4. Senior will letter automatically if they finish the entire season
5. Special situations at the coach's discretion

Tennis: The athlete must play in a minimum of four (4) varsity matches and/or represent the varsity team at the district tournament.

Volleyball: The athlete must play and finish the season on the varsity squad.

Basketball - Men's & Women's: The athlete must play twelve (12) quarters in the regular season or remain on the varsity team throughout the entire season.

Wrestling: The athlete must wrestle in half the matches (10) and the league tournament.

Baseball: The athlete must play in one-third of the varsity games.

Softball: The athlete must play and finish the season on the varsity squad.

Golf: The athlete must participate in at least half of the varsity matches, winning at least one and/or qualify for the state tournament.

Soccer: The athlete must play in at least one-third of the varsity matches.

Track - Men's & Women's: The athlete must complete the season and:

1. Earn ten (10) points by placing at meets or
2. Place at sub-district or
3. Meet standards established by the coach.

Cheerleading: The athlete will successfully complete the season for which they are cheering. They must attend all games and practices according to the attendance policy signed at the beginning of the season.

NCAA Division I Initial-Eligibility Requirements

Core Courses: (16)

- Initial full-time collegiate enrollment on or **after** August 1, 2016:
 - **Sixteen (16) core courses are required** (see chart below for subject-area requirements).
 - Ten (10) core courses completed before the seventh semester; seven (7) of the 10 must be in English, math or natural/physical science.
 - These courses/grades are "locked in" at start of the seventh semester (cannot be repeated for grade-point average [GPA] improvement to meet initial-eligibility requirements for competition).
 - Students who do not meet core-course progression requirements may still be eligible to receive athletics aid and practice in the initial year of enrollment by meeting academic redshirt requirements (see below).

Test Scores: (ACT/SAT)

- Students must present a corresponding test score and core-course GPA on the sliding scale (see website).
 - SAT: critical reading and math sections.
 - Best subscore from each section is used to determine the SAT combined score for initial eligibility.
 - ACT: English, math, reading and science sections.
 - Best subscore from each section is used to determine the ACT sum score for initial eligibility.
- All ACT and SAT attempts before initial full-time collegiate enrollment may be used for initial eligibility.
- **Enter 9999 during ACT or SAT registration to ensure the testing agency reports your score directly to the NCAA Eligibility Center. Test scores on transcripts will not be used.**

Core Grade-Point Average:

- Only core courses that appear on the high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org) will be used to calculate your core-course GPA. Use this list as a guide.
- Initial full-time collegiate enrollment before August 1, 2016:
 - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale A (see website).
 - Core-course GPA is calculated using the best 16 core courses that meet subject-area requirements.
- Initial full-time collegiate enrollment on or after August 1, 2016:
 - Students must present a corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see website).
 - Core-course GPA is calculated using the best 16 core courses that meet both progression (10 before seventh semester; seven in English, math or science; "locked in") and subject-area requirements. **For more information, visit www.eligibilitycenter.org or www.2point3.org**

DIVISION I Core-Course Requirement (16)
4 years of English
3 years of math (Algebra I or higher)
2 years of natural/physical science (1 year of lab if offered)
1 year of additional English, math or natural/physical science
2 years of social science
4 years of additional courses (any area above, foreign language or comparative religion/philosophy)

DIVISION I – 2016 Qualifier Requirements
*Athletics aid, practice, and competition
16 core courses
Ten (10) core courses completed before the start of seventh semester.
Seven (7) of the 10 must be in English, math or natural/physical science.
Locked in" for core-course GPA calculation.
Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.300) on Sliding Scale B (see website).
Graduate from high school.

DIVISION I – 2016 Academic Redshirt Requirements
*Athletics aid and practice (no competition)
16 core courses
No grades/credits "locked in"(repeated courses after the seventh semester begins may be used for initial eligibility).
Corresponding test score (ACT sum score or SAT combined score) and core-course GPA (minimum 2.000) on Sliding Scale B (see website).
Graduate from high school.

Bulldog Fight Song

**Fight, fight, fight
for old Monte High,
win this victory.**

**We're going to win this game
for old maroon and gray.**

**Best in the west,
so you do your best.**

**So, on, on, on, on
fight to the end.**

**Honor and glory
we will win.**

**So, fight, fight, fight for
old Monte High,
and Victory!**





Montesano Junior-Senior High School

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Montesano, WA 98563
360-249-4041
www.monteschools.org