



**SNOHOMISH  
SCHOOL  
DISTRICT**

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**2024-2025  
Student Handbook**

# Student Handbook

This handbook is provided for all students, teachers, administrators, and families to have an understanding of Snohomish School District's expectations.

This handbook provides a summary of some of the laws, regulations, and district policies that govern student rights, responsibilities, student discipline, and due process. Specific policies are referenced by the policy number (i.e., 3231). Some policies are reproduced in their entirety in the handbook; others are only referenced. The complete policies are available via the district website: <https://www.sno.wednet.edu>

- Policy revisions made after 9/4/24 will be reflected on the district website
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## Anonymous Tip Reporting

Safety is always our number one priority. If you are in immediate danger or your tip is in regards to a life-threatening emergency, call 911! We encourage students, parents/guardians, volunteers, and staff to report all other safety concerns to any of our staff members or to submit concerns <https://snohomish-wa.safeschoolsalert.com/> online tip reporting system.



[Safe Schools](#) allows anyone to easily report tips of threats, bullying, harassment, drugs, vandalism or any other safety concern to our administration via:

1. [Phone](#): 360-217-0587
2. [Text](#): 360-217-0587
3. [Email](#): 1796@ALERT1.US
4. [Web](#): <https://snohomish-wa.safeschoolsalert.com/>
5. [Safe Schools Mobile App](#)

Every concern that is reported in the system notifies our administrators so they can take appropriate action. Reports may be filed anonymously through this system. The more information we are provided with, however, the easier it is for us to address concerns in a timely manner.

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## Attendance

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

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

## Closures & Delays

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

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

[Inclement weather information](#) is located on our district website. The district will communicate with families as early as possible and in a variety of ways to help them get information quickly and accurately. Those ways include the following:

- Automated text messages, phone calls and emails are sent to all District families through ParentSquare
- A notice is posted on the district Facebook page: [www.facebook.com/snohomishschooldistrict](http://www.facebook.com/snohomishschooldistrict)
- A pop-up on the district's website [www.sno.wednet.edu](http://www.sno.wednet.edu)
- Local television and radio stations are notified
- A notice is sent to the statewide public emergency notification system - [www.flashalertseattle.net](http://www.flashalertseattle.net)

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

For additional details on bus transportation during inclement weather, click on [www.sno.wednet.edu/snowroutes](http://www.sno.wednet.edu/snowroutes) page on the website.

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## Communication Process

The Snohomish School District believes positive home/school relations are critical to the support and success of our schools. Our schools and the district Communications Department utilize a variety of tools to communicate directly with students and parents/guardians, community partners, and other key stakeholders to ensure our messages are clear and our audiences are connected to the district.

### Annual Report

Our community values education and demonstrates support for our schools in many ways. We believe it is important to report to our community regularly about how that support improves student learning and strengthens our community. Our [Annual Report](#) is located

on the district website and is mailed out each school year to all residents living within our school district boundaries.

## Calendars

The district calendar is a wonderful and easy way to stay up to date on school and district events, teacher workdays, holiday closures, School Board meetings, early dismissals and more! District calendars are available at annual back to school events and located at [district calendar](#) on our website.

## Social Media

Snohomish School District utilizes Facebook as a means of enhancing existing communication strategies and celebrating students, staff, and school achievement. It also allows us to facilitate transparency, interactivity and collaboration with our students, staff, parents/guardians and community members. We expect all interactions on our social media channels to adhere to our [Facebook guidelines](#). *In an emergency, Facebook is used to communicate with families and the community in addition to our routine communication tools.*

## ParentSquare

When large group notifications must go out, Snohomish School District contacts families by phone, robocall, email, and text message using a system called [ParentSquare](#). ParentSquare is used to let you know about emergency situations, remind you about school events, update you on your child's attendance and more.

The system uses the contact information from your enrollment paperwork and Family Access account. Snohomish School District and ParentSquare do not share any of your information, and we follow federal regulations on student and user privacy.

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



## Website

The public website is used to communicate district/school news, announcements, calendar events, key contact information, parent group, and general school information for current and prospective parents/guardians. The district site also includes information about the

School Board, policies and department information for staff, parents, guardians, students, and the community. Visit <https://www.sno.wednet.edu/> for more information.

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## Discipline

As stated in Policy [3241](#) (Student Discipline), “The District holds high expectations for all students and gives all students the opportunity to achieve personal and academic success.” Occasionally, the district must discipline students for failure to meet those expectations. According to Policy 3241 ‘discipline’ means any action taken by the school district in response to behavioral violations, including exclusionary as well as positive and supportive forms of discipline.

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

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## Dress Code

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

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

Students’ choices in matters of dress should be made in consultation with their parents/guardians.

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

1. A health or safety hazard will be presented by the student's dress or appearance;
2. Damage to school property will result from the student's dress; or
3. A material and substantial disruption of the educational process will result from the students' dress.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with the educational mission of the school district. Prohibited conduct includes offensive images or language, including profanity, hate speech, pornography, images or language depicting or advocating violence or the use of tobacco, vaping, alcohol or drugs, attire that

intentionally shows private parts, or apparel identified by local law enforcement as belonging to or identifying with any gang, violent, or criminal group.

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

The superintendent will establish procedures providing guidance to students, parents/guardians, and staff regarding appropriate student dress in school or while engaging in extracurricular activities.

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## **Electronic Resources and Internet Safety**

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

### **Use of Personal Electronic Devices**

In accordance with all district policies and procedures, students may use personal electronic devices (e.g. laptops, mobile devices and e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Personal devices used for school activities (on or off school premises) are subject to the same procedures as district provided services.

### **District Network**

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (such as blogs, websites, collaboration software, social networking sites, wikis, etc.). This also applies to district provided devices (such as laptops, tablets, and hot spots) for student's use outside of the school premises.

All use of the network, and its components, must support education and research and be consistent with the mission of the district.

### **General Requirements**

1. Use of the district network has been established for specific and directed educational purposes and school-related business and operations. The term "educational purpose" includes classroom activities, career development, and research.



2. The district restricts the use of district network resources to authorized users, and equipment. The district network has not been established as a public forum. The district has the right to place reasonable restrictions on the material accessed or posted through the district network.
  - a. District resources are provided "as is" for personal devices.
  - b. The district does not warrant personal devices that use district resource damage, or loss of data, introduction of malicious software, or corruption of software.
3. Users of the district network must first agree to the appropriate Acceptable Use Agreement. The user's acceptance of the electronic version of the Agreement signifies the user's acknowledgment and agreement to abide by the Acceptable Use Agreement. Users may be required to agree to the respective Acceptable Use Agreement more than once each year.
4. Individuals with district network user accounts are responsible for all activity conducted on or through the district network via their user account. Each district network user account is to be used only by the authorized holder of the account for the authorized purpose(s). The district will provide ways for users to maintain required privacy of information, such as through screen locking or similar processes.
5. The district reserves the right to prioritize use of, and access to the system. The district may limit or exclude users' ability to access parts or functions of the district network and other resources that can be accessed through the district network.
6. Any use of the district network must comply with state and federal law and other district policies, procedures, and guidelines regarding computer and internet use.

## **Unacceptable Use**

Doing or assisting any of the following activities via the district network is prohibited:

1. Engaging in any activity that violates local, state, and/or federal laws.
2. Interfering with or disrupting other district network users, services, or equipment. This includes distribution of unsolicited advertising, propagation of malicious code and viruses, denial of service types of attacks, and/or using the district network to attempt or make unauthorized entry into any other resource accessible via the district network.
3. Making unauthorized copies of or changes to files or other data not their own.
4. Using the district network to access confidential student, employee, or other information that the user is not specifically authorized to access
5. Vandalizing, altering, dismantling, disfiguring, preventing rightful access to or otherwise interfering with the integrity of the district network or any computer-based information and/or information resources accessible via the district network. In this context, "vandalism" means to harm, materially inhibit, or destroy any such items, or to attempt to do any of those things.

6. Using the district network in a manner that violates the district's prohibition against harassment, intimidation, and bullying in Policy 3207 and Procedure 3207P.
7. Using the district network for personal or private gain, personal business, commercial solicitation, or personal compensation of any kind.
8. Supporting or opposing political candidates, ballot measures, or any other political activity.
9. Using the district network to access, upload, post, store, transmit, publish, or display harassing, intimidating, bullying, defamatory, libelous, scandalous, intentionally inaccurate, discriminatory, abusive, profane, sexually oriented, or threatening content of any form, including materials, language, photographs, videos, or messages, either public or private.
10. Downloading, installing, or using unlicensed or unauthorized software, files, or other applications on the district network or devices or on personal devices while connected to the district network.
11. Engaging in plagiarism or violation of copyright laws or other intellectual property rights.

## **District Rights**

The Snohomish School District reserves the right to:

1. Monitor and manage all activity on the district network.
2. Notify parents/guardians of their students' activity on the district network, subject to any restrictions of applicable law.
3. Determine acceptable use standards for the district network and enforce disciplinary consequences for any breach of Procedure 2022P. Disciplinary action, if any, for students, staff, and other users will be consistent with the district's policies, procedures, and standard practices. Consequences may include revocation of access privileges, suspension of access to the district network, computers, or other devices, other school disciplinary action, and/or appropriate legal action. Specific disciplinary measures will be determined on a case- by-case basis.
4. Prohibit or prevent unauthorized devices from accessing the district network.

## **No Expectation of Privacy**

The district reserves the right to monitor, inspect, copy, review, and store, without prior notice, information about the content of usage of:

1. The district network, including when accessed on personal electronic devices and on devices provided by the district, including laptops, netbooks, and tablets;
2. User files and disk space utilization;

3. Applications and bandwidth utilization;
4. User document files, folders, and electronic communications;
5. Email;
6. Internet access; and
7. Any and all information transmitted or received in connection with network and email.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents or records are subject to the public records disclosure laws of the State of Washington.

### **District Limitation of Liability**

The district makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage users may suffer, including theft or loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the district network. The district will not be responsible for financial obligations arising from unauthorized use of the district network. The district will not be responsible for any damage to personal computing devices that intentionally or unintentionally access the district network.

### **Internet Safety**

To help ensure student safety and citizenship with electronic resources, students will be educated about appropriate online behavior, including interacting with other individuals, on social networking platforms, other websites, and cyberbullying awareness and response. Additionally, the District maintains software systems that filters internet content accessible through the district network.

To promote Internet safety and appropriate online behavior of students and staff as they use electronic resources and access materials from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines, and, for students, related instructional materials for every grade level. In developing such procedures, guidelines, and instructional materials, the district should take into account district electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources.

As a component of district Internet safety measures, all electronic resources, including computer networks, in all district facilities capable of accessing the Internet will use filtering software to prevent access to obscene, racist, hateful, or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Further, when students use the Internet from school facilities for educational purposes, district staff will make a reasonable effort to supervise student access and use of the

internet. If material is accessed that violates district policies, procedures or student guidelines for electronic resources or acceptable use, District staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

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## Emergencies

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

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

## Drills

Each school in the district will conduct at least one safety-related drill per month, when school is in session. Drills may include lessons on sheltering in place, lockdowns, earthquakes, emergency school closures or evacuations, and other emergency situations.

## Communication Process

We understand the importance of timely communication to families when there is a school emergency. In an emergency, our first priority will always be to ensure the safety of those on campus and then we will work to provide accurate information to families as quickly as possible.

Communication to families for most emergency situations will come from the district office. It is important to understand that there are many moving pieces as a school emergency unfolds. Oftentimes we are working with law enforcement and emergency personnel to provide accurate information that does not compromise student safety. We ask for your patience as we work through the appropriate procedures to communicate relevant information to families. **It is essential that your contact information be updated for you to receive these notifications.** If you need to update your information, please contact your school office staff.

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

## District Website

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

## News Media

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

## Social Media

Accurate information and updates about emerging situations will be posted on the district's official Facebook page.

## Tips & Reminders for Families During an Emergency

1. Frequent rumors may surface; please rely on factual information from the school district or public safety officials.
2. In an emergency, it is a natural inclination to call or go to your student's school, but an influx of visitors to the building can both hamper law enforcement efforts and increase the danger to everyone involved. It is imperative that families remain clear of buildings that are in crisis.
3. During and after an emergency, school phone lines may become overloaded. Please refrain from calling a school during or right after an emergency. If it is urgent that you get a message to the school for the safety of your student, please contact the district office at (360) 563-7280 and district staff will relay your message.
4. In some cases, we may need to evacuate the school. Reunification sites have been established, but we do not publicize those locations prior to an emergency in order to maintain student safety. We will inform families of the time and place to pick up their child through the district communication channels.

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## Skyward/Family Access

[Skyward/Family Access](#) is a critical communication tool between the district, schools, and families. You can view your student's schedule, lunch account, attendance, grades, and assignments. Parent-teacher conferences *may* also be scheduled via Skyward Family

Access.

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

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## **Harassment, Intimidation, and Bullying (HIB)**

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

### **What is HIB?**

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

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

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

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

- Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form [Reporting Form 3207F1](#) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report. If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Shawn Stevenson, Deputy Superintendent, [shawn.stevenson@sno.wednet.edu](mailto:shawn.stevenson@sno.wednet.edu), 360-563-7280) that supports prevention and response to HIB.

### **What happens after I make a report about HIB?**

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or

someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation. Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

## **What is the investigation process?**

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

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

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

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

**For the student designated as the "targeted student" in a complaint:** If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then the next step in the appeal process would be to the School Board.

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

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage [Harassment, Intimidation & Bullying Reporting](#) or the district's HIB Policy [3207](#) and Procedure [3207P](#).

To learn more about harassment, intimidation, and bullying and how to file a complaint review (Prohibition of Harassment, Intimidation and Bullying) and [3207P](#). (Prohibition of Harassment, Intimidation and Bullying – Procedure).

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## **Notice of Nondiscrimination**

### **Snohomish School District Stands Against Discrimination**

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

#### **What is discriminatory harassment?**

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

To review the district's Nondiscrimination Policy [3210](#) and Procedure [3210P](#), visit [sno.wednet.edu](http://sno.wednet.edu).

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## **Sexual Harassment/Title IX**

#### **What is sexual harassment?**

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

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

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



To review the district's Sexual Harassment Policy, please see Policy [3205](#) and Procedure [3205P](#).

## **What should my school do about discriminatory and sexual harassment?**

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

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

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

Concerns about discrimination: Civil Rights Coordinator: Darryl Pernat, Executive Director of Human Resource Services, (1601 Avenue D, Snohomish 98290, [darryl.pernat@sno.wednet.edu](mailto:darryl.pernat@sno.wednet.edu), 360-563-7285)

Concerns about sex discrimination, including sexual harassment: Title IX Coordinator: Darryl Pernat, Executive Director of Human Resource Services, (1601 Avenue D, Snohomish 98290, [darryl.pernat@sno.wednet.edu](mailto:darryl.pernat@sno.wednet.edu), 360-563-7285)

Concerns about disability discrimination: Section 504 Coordinator: Shawn Stevenson, Deputy Superintendent, 1601 Avenue D, Snohomish, 98290, [shawn.stevenson@sno.wednet.edu](mailto:shawn.stevenson@sno.wednet.edu), 360-563-7280

Concerns about discrimination based on gender identity: Gender-Inclusive Schools Coordinator: Shawn Stevenson, Deputy Superintendent, 1601 Avenue D, Snohomish 98290, [shawn.stevenson@sno.wednet.edu](mailto:shawn.stevenson@sno.wednet.edu), 360-563-7260.

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

## **What happens after I file a discrimination complaint?**

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days

unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

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

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

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

If you do not agree with the outcome of your complaint, you may appeal the decision to the Superintendent or designee. If the 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 to appeal with the Secretary of the Board within ten (10) calendar days following the date upon which the complainant received the response.

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 to the Office of Superintendent of Public Instruction (OSPI).

More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure [3210P](#) and Sexual Harassment Procedure [3205P](#).

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

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

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

#### **Office of Superintendent of Public Instruction (OSPI)**

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

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

- Website: <https://ospi.k12.wa.us/student-success/health-safety/school-safety-center>
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

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

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

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

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: <https://www.oeo.wa.gov/en>
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

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

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

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

### **Our School is Gender-Inclusive**

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

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

- Protect students from teasing, bullying, or harassment based on their gender or gender identity.

To review the district's Gender-Inclusive Schools please see Policy [3213](#) and Procedure [3213P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Wil Johnson, Director of Equity and Inclusion, [william.johnson@sno.wednet.edu](mailto:william.johnson@sno.wednet.edu).

## **Illness, Immunizations, and Injuries**

### **Illness**

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

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

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

### **Immunizations**

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

Is your adolescent protected from serious diseases? Some baby immunizations do not last a lifetime and your child may need additional shots to stay protected and healthy. Doctors

recommend Tdap, MCV, and HPV vaccines to protect your adolescent and teenage children.

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

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

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

## **Injuries**

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

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

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## **Maintaining Professional Staff-Student Boundaries**

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

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

The purpose of this policy is to provide all staff, students, volunteers, and community members with information to increase their awareness of their roles in protecting children from inappropriate conduct by adults. This policy

applies to all district staff and volunteers.

## **General Standards**

The Snohomish School District Board of Directors expects all district staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries. Staff members are expected to set examples for students by appropriate conduct and behavior.

The interactions and relationships between staff members, agency personnel and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students inside and outside of the educational setting, and consistency with the educational mission of the district.

Staff members and agency personnel will notify and discuss issues with their building administrator or supervisor whenever they suspect or are unsure whether conduct is inappropriate or constitutes a violation of this policy. All staff members are expected to continue to meet their obligations to report to law enforcement or Child Protective Service in a timely manner when they have reasonable cause to believe that a child has been subject to abuse or neglect.

The district recognizes that staff may have familial and pre-existing social relationships with parents or guardians and students. Staff members are expected to use appropriate professional judgment when they have a dual relationship to students in order to avoid violating this policy or create the appearance of impropriety or favoritism. Staff members shall pro-actively discuss these circumstances with their building administrator or supervisor.

## **Use of Technology**

The Snohomish School District supports the use of technology to communicate for educational purposes. However, district employees are prohibited from inappropriately communicating with students on-line or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards. Staff whose conduct violates this policy may face discipline and/or termination consistent with the district's policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

## McKinney-Vento Education of Homeless Children

The district has an obligation to work with homeless students and their families to provide them with equal access to the same free appropriate education provided to all students. The McKinney-Vento Act defines homeless students as those lacking a fixed, regular, and adequate nighttime residence, including those students who are:

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

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

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

To access McKinney-Vento services, please call Teaching and Learning Services at 360-563-7284.

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

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

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## Meals

The Snohomish School district contracts with Chartwells to prepare and provide nutritious meals for students that promote learning readiness and healthy eating behaviors. All meals come with a visit to our fresh fruit and veggie bar, which features a variety of fresh produce, including locally grown when available. Students must take 1/2 cup of fruit or vegetable with each breakfast or lunch meal per Federal Regulations. All meals are offered with a choice of 1% white or non-fat chocolate milk. All grain options are whole grain rich. Visit the <https://sno.nutrislice.com/menu> to view our daily breakfast and lunch offerings.

Meals prices are as follows:

Grade Level	Breakfast	Breakfast Reduced Price	Lunch	Lunch Reduced Price
K-6	\$1.75	FREE	\$3.25	FREE
7-12	\$2.50	FREE	\$3.50	FREE
Adult	\$3.00		\$5.00	

### Meal Applications and Eligibility for School Meals

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

<https://www.sno.wednet.edu/freereducedmeals>

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

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## Student Records

### Parents'/Guardians' and Eligible Students' Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protect the privacy of student education records. The rights transfer tot the student when the student reaches the age of 18 or attends a school beyond the high school level. The parent/guardian or eligible students has a right to:



- Inspect and review the student’s education records
- Request amendment of the student education records that they believe to be inaccurate or misleading

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

- Consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA and its regulations authorize disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel).

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

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

## **Student Directory Information**

As pointed out earlier, FERPA requires the district to obtain written consent from parents/guardians or eligible students before disclosing PII from students’ education records. However, the district may disclose appropriately designated “directory information” without written consent.

Also, federal law requires the district to provide military recruiters with names, addresses and telephone number of secondary students upon request unless parents/guardians have advised the district in writing that they do not want their child’s information released.

Directory information includes the following:

- Student's name, address (physical and email), and phone number
- Date and place of birth
- Photograph
- Dates of attendance
- Participation in officially recognized sports and activities
- Height and weight of members of athletic teams
- Diplomas and awards
- Most recent previous school attended

Those who do not want such information released should contact the district's Communication Department at [communications@sno.wednet.edu](mailto:communications@sno.wednet.edu) or 360-563-7363. Parents/guardians and students may also notify their school office in writing as soon as possible each new school year. This information will not be released for commercial purposes.

### **Additional Information**

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

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## **Suicide Prevention**

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

The Snohomish School District recognizes suicide, crisis prevention and promotion of good health of all students and staff to be important. In addition, any suicide or death of a student or staff member is an important and complex issue to be taken seriously. In both cases, the district's actions should be thoughtful, pre-planned, and sensitive to all affected. In the event of any student or staff suicide or death, a coordinated response will be launched to support students, staff, and the community.

While district staff may recognize warning signs and assist with initial risk assessment, the district staff are unable to provide in-depth mental health counseling. Instead, district staff who gain knowledge of a suicide threat are expected to report this information to the building principal or designee, who will notify the affected student's family, unless notification of the parents/guardians will jeopardize the student's safety. Appropriate resource information for referral will be provided for further assessment and counseling.

The purpose of this policy is to protect the health and well-being of all district students and staff by having established procedures in place. The district will develop and implement procedures to achieve the board's goals and objectives regarding suicide, crisis prevention and response.

**[Click here to download the Snohomish School District Suicide Crisis Prevention and Response Handbook.](#)**

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# Language Access Plan

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

Here is a portion of Policy 4218:

The Board of Directors is committed to improving meaningful, two-way communication and promoting access to District programs, services and activities for students, parents, guardians, and families.

Our district's language access plan includes:

## Oral Interpretation

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

## Written Translation

The district will provide a written translation of vital documents for each limited English proficient group that constitutes at least five (5) percent of the district's total parent/guardian population or 1000 persons, whichever is less. For purposes of this policy, "vital documents" include, but are not limited to, those related to:

- Registration, application, and selection;
- Academic standards and student performance;
- Safety, discipline, and conduct expectations;
- Special education and related services, Section 504 information, and McKinney-Vento services;
- Policies and procedures related to school attendance;
- Requests for parent/guardian permission in activities or programs;
- Opportunities for students or families to access school activities, programs, and services;
- Student/parent handbook;
- The District's Language Access Plan and related services or resources

- available;
- School closure information; and
- Any other documents notifying parents/guardians of their rights under applicable state laws and/or containing information or forms related to consent or filing complaints under federal law, state law, or District policy.

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

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## Transportation

The Snohomish School District has written rules and procedures for bus safety. The bus driver is responsible for the safety of their passengers, particularly for those who cross a roadway after leaving the bus. No bus driver will order or allow a student to disembark at other than their customary boarding or alighting place, unless authorized by the superintendent or designee. Per Policy [6605](#) in order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student.

Rules will include at a minimum the requirements of WAC 392-145-016 and will be reviewed annually by the superintendent and revised if necessary. A copy of the rules will be posted in each bus and will be available upon request at the district office.

Rules of conduction for students riding the bus per Procedure [6605P](#) :

1. Students will obey the driver and any aide assigned to the bus by the district. The driver is in full charge of the bus and passengers and will be obeyed. If an aide is assigned to the bus by the district, he/she will be primarily responsible for the safe student conduct on the bus. When transporting classes or teams, the teacher or coach will be primarily responsible for the behavior of the students. Students will obey both the driver and the aide, teacher, coach, or other staff member.
2. Board bus when the driver indicates that it is safe for you to do so. Always cross in front of the bus. Students will never cross the roadway behind a bus.
3. Students will ride only their regularly assigned bus and leave the bus at their regular stop unless with a bus pass or authorized by the school District. To ride

another bus or get off at a different stop requires parent/guardian permission and authorization of the school.

4. Students will get on/off the bus in an orderly manner and will obey the instruction of the driver or school safety patrol on duty. There will be no pushing and shoving when boarding or leaving the bus. Once off the bus, students will adhere to rules for pedestrians.
5. Students will stand away from the roadway curb when any bus is approaching or leaving a stop.
6. Students going to and from their bus stops where there are no sidewalks will walk on the left-hand side of the roadway facing oncoming traffic. Students will go directly to their home after leaving the bus.
7. Students will not extend any part of their body out of bus windows at any time.
8. Students will not open bus window without the driver's permission.
9. Aisle ways must be clear including books, personal belongings and body parts.
10. Students will not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons or firearm, straps or pins protruding from clothing, large, bulky items which cannot be held or placed between legs, etc.
11. Students will not have animals on buses, except for an approved animal providing assistance to a disabled student.
12. Students assigned seats will use only that seat unless permission to change is authorized by the driver.
13. Students will go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
14. Students will observe rules of the classroom conduct while riding on buses. Noise will be kept down to avoid distracting the driver. Students will refrain from the use of obscene language or gestures.
15. Students will refrain from talking to the driver unless necessary.
16. Students will remain quietly seated, not exhibit disruptive behavior and turn off all noise-making device at highway rail grade crossings.

17. Students will not smoke, vape, or ignite lighters or matches on buses.
  18. Students will not eat on buses, except when specifically authorized and supervised by an accompanying teacher, coach, or other staff member. Buses will be kept clean.
  19. Students will not sit in the driver's seat or to the immediate right or left of the driver.
  20. Students will use seat belts on buses when available.
  21. Students will follow emergency exit drill procedures as prescribed by the driver.
  22. Students will not tamper with emergency doors or equipment.
  23. Parents/guardians of students identified as causing damage to buses will be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.
  24. Student misconduct will constitute sufficient reason for suspending transportation privileges.
  25. Students will be at the bus stop five (5) minutes before scheduled arrival time and be accountable for their action. Students will follow proper load and unload procedures.
  26. When the driver asks, "may I have your attention please", all eyes on the driver and remain silent.
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## **Use of Tobacco, Nicotine Products and Delivery Devices**

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

The Board of Directors recognizes that to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district and all members of the community must refrain from the use of tobacco and vapor products on school property at all times. Tobacco and vapor products include, but are not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco,

nicotine, electronic smoking/vapor devices, non-prescribed inhalers, nicotine delivery devices or chemicals that are not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances and any other smoking equipment, device, material or innovation.

All use of tobacco and vapor products by staff, students, parents/guardians, visitors and community members is prohibited on district property and within five hundred feet of schools, District property includes all district buildings, on school grounds, in personal vehicles on school grounds, and in district-owned vehicles. Possession by or distribution of tobacco or vapor products to any person under twenty-one years of age is prohibited.

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

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

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## Civility

In order to provide a climate where issues and concerns regarding the operation and delivery of educational services of the Snohomish School District can be resolved in an orderly fashion, this [Policy 4123](#) is written to articulate the behavioral expectations by all affected parties in the conduct of affairs.

It is the intent of the Snohomish School District to promote mutual respect, civility, and orderly conduct between and among students, staff, volunteers, parents, and the public in all modes of interaction. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, respectful workplace for students, staff, parents, and other members of the community. School District staff members will treat students, parents, and other members of the public with courtesy and respect. Students, parents, and other members of the public will treat Snohomish School District staff members with courtesy and respect.

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## Volunteers/Visits to Schools

The Snohomish School Board of Directors is responsible for the organization, management, and orderly conduct of the total education process. When visiting or volunteering in our schools, you will no longer sign in on paper. Visitors will scan their Washington state driver's license (or approved SafeVisitor volunteer identification badge) in the office before entering the building and will have their photo taken in the main office. All approved visitors and volunteers will be given a printed adhesive badge to wear throughout the day's visit.

Per Policy [4312](#) visitors are required to make arrangements with the principal or designee to assure uninterrupted disruptions during the school day.

Procedures are to be followed concerning the authorization of non-students to exercise visitation rights. The superintendent or staff member in charge will direct a person to leave immediately if any person is:

- A. Under the influence of controlled substances, including marijuana (cannabis) or alcohol.
- B. Is disrupting or obstruction any school program, activity, or meeting.
- C. Threatens to imminently disrupt any school program, activity or meeting.
- D. Incites another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process or procedure (of any student , official, classified or certificated staff member or invitee) of the school district.

Procedures for visits to schools and district facilities can be found here: [4312P](#)

Volunteers are valued partners in the education of Snohomish School District students. We encourage family and community members, as well as local businesses, to consider serving in our schools. [Please click here to learn more about and complete the online volunteer application process.](#)

### Reference sheet

- [Click here to download the SafeVisitor Visitor and Volunteer FAQ Reference Sheet \(English\)](#)
- [Click here to download the SafeVisitor Visitor and Volunteer FAQ Reference Sheet \(Spanish\)](#)

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

- [Policy 5630](#)



- [Procedure 5630P](#)
- 

## Safe and Orderly Learning Environment

The learning environment and the staff's time for students will be free from unnecessary interruption. Except in emergencies, staff will not be interrupted during instructional time. Other staff members, parents/guardians, and community members are encouraged to leave brief messages or voicemails so as to permit the staff member to respond when available. Students and community members are urged to make appointments with staff to assure an uninterrupted scheduled conference.

Per Policy [4200](#) the superintendent or designee will direct a person to immediately leave any motor vehicle, building, grounds, or other property that is owned, operated, or controlled by the school district if the person is:

- A. Under the influence of controlled substances, including marijuana (cannabis) or alcohol; or
- B. Disrupting or obstructing any school program, activity, or meeting; or
- C. Threatens to do so, or is committing to threaten, or imminently commit; or
- D. Inciting another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process, or procedure of the school district or of any student, official, employee or invitee of the school district.

If such a person refuses to leave, the Superintendent or authorized designee will promptly call for the assistance of a law enforcement officer.

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## School Based Threat Assessment

The Board is committed to providing a safe and secure learning environment for students and staff. This [Policy 3225](#) establishes a school-based threat assessment program to provide for timely and methodical school-based threat assessment and management.

Threat assessment best occurs in school climates of safety, respect, and emotional support. Student behavior rather than a student's demographic or personal characteristics will serve as the basis for a school-based threat assessment.

The threat assessment process is distinct from student discipline procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension or expulsion and the district will not impose suspension or expulsion, including emergency expulsion, solely for the purpose of investigating student conduct or

conducting a threat assessment. However, nothing in this policy precludes district personnel from acting immediately to address an imminent threat, including imposing an emergency expulsion, if the district has sufficient cause to believe that the student's presence poses an immediate and continuing danger to other students or school personnel or an immediate and continuing threat of material and substantial disruption of the educational process.

## **Structure of Threat Assessment Teams**

The Superintendent or designee will establish and ensure the training of a multidisciplinary, multi-agency threat assessment team or more than one such team to serve district schools. As the threat assessment team must be multidisciplinary and multi-agency, it might include persons with expertise in:

- Counseling, such as a school counselor, a school psychologist and/or social worker;
- Law enforcement, such as a school resource officer;
- School administration, such as a principal or other senior administrator;
- Other district school staff;
- Community resources;
- Special education teachers;
- Practicing educational staff member

Not every multidisciplinary team member needs to participate in every threat assessment. When faced with a potential threat by, or directed towards, a student receiving special education services, the threat assessment team must include a team member who is a special education teacher.

Although parents, guardians, or family members are often interviewed as part of the threat assessment process, neither the student nor the student's family members are part of the threat assessment team. This does not diminish the district's commitment to make every reasonable attempt to involve parents/guardians and the student in the resolution of the student's behavioral violations, consistent with Policy and Procedure 3241 and 3241P on Student Discipline.

## **Function of the Threat Assessment Team**

Each threat assessment team member, whether a teacher, counselor, school administrator, other school staff, contractor, consultant, volunteer, or other individual, functions as a "school official with a legitimate educational interest" in educational records controlled and maintained by the district. The district provides the threat assessment team access to educational records as specified by the Family Educational Rights and Privacy Act (FERPA). No member of a threat assessment team, including district/school-based members and community resource/law enforcement members, will use any student record beyond the prescribed purpose of the threat assessment team or re-disclose

records obtained by being a member of the threat assessment team, except as permitted by FERPA.

The threat assessment team:

- Identifies and assesses the behavior of a student that is threatening, or potentially threatening, to self, other students, staff, school visitors, or school property. Threats of self-harm or suicide unaccompanied by threats of harm to others should be promptly evaluated according to Policy 2145 – Suicide Prevention;
- Gathers and analyzes information about the student’s behavior to determine a level of concern for the threat. The threat assessment team may interview the person(s) who reported the threat, the recipient(s) or target(s) of the threat, other witnesses who have knowledge of the threat, and where reasonable, the individual(s) who allegedly engaged in the threatening behavior or communication. The purpose of the interviews is to evaluate the individual’s threat in context to determine the meaning of the threat and intent of the individual. The threat assessment team may request and obtain records in the district’s possession, including student education, health records, and criminal history record information. The purpose of obtaining information is to evaluate situational variables, rather than the student’s demographic or personal characteristics;
- Determines the nature, duration, and level of severity of the risk and whether reasonable modifications or policies, practices, or procedures will mitigate. The threat assessment team makes an individualized assessment, based on reasonable judgment, best available objective evidence, or current medical evidence as applicable;
- Communicates lawfully and ethically with each other, school administrators, and other school staff who have a need to know particular information to support the safety and well-being of the school, its student and its staff; and
- Timely reports its determination to the Superintendent or designee.

Depending on the level of concern determined, the threat assessment team develops and implements intervention strategies to manage the student’s behavior in ways that promote a safe, supportive teaching, and learning environment, without excluding the student from school.

In cases where the student whose behavior is threatening or potentially threatening also has a disability, the threat assessment team aligns intervention strategies with the student’s individualized education program (IEP) or the student’s plan developed under Section 504 of the Rehabilitation Act of 1973 (Section 504 Plan) by coordinating with the student’s IEP team or Section 504 Plan team. Although some of the functions of a school-based threat assessment may run parallel to the functions of a student’s IEP team or 504

Plan team, school-based threat assessment remains distinct from those teams and processes.

### **Data Collection, Review and Reporting**

The Superintendent or designee will establish procedures for collecting and submitting data related to the school-based threat assessment program that complies with OSPI's monitoring requirements, processes, and guidelines.

#### **Other Tasks of the Threat Assessment Team**

The threat assessment team may also participate in other tasks that manage or reduce threatening or potentially threatening behavior and increase physical and psychological safety. This may include:

- Providing guidance to students and staff regarding recognition of behavior that may represent a threat to students, staff, school, the community, or the individual;
- Providing informational resources for community services boards or health care providers for medical evaluation or treatment, as appropriate;
- Assessing individuals other than students whose behavior poses a threat to the safety of students or staff and notify the Superintendent or designee of such an individual.

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To find out more about the Threat Assessment process please read the procedures here: [3225P](#)

## Notification of Threats of Violence

“Threats of violence or harm” mean direct or indirect communications by any means of the intent to inflict physical harm upon a specific individual or individuals or that place a person in fear of the imminent likelihood of serious harm per [Policy 4314](#).

Students and school employees who are subjects of threats of violence or harm will be notified of the threats in a timely manner. Parents/guardians will be included in notifications to students who are subjects of threats of violence or harm. If there is a specific and significant threat to the health or safety of a student or other individuals, the district may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be consistent with the federal Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

The district will assess and address potential threats of violence or harm in a manner consistent with the district’s threat assessment policy, other safety policies and comprehensive safe school plans.

If the district determines a person poses a threat of violence or harm to district property, students, employees, volunteers, community members or visitors, the district may administer relevant district discipline policies and procedures and may refer to appropriate community agencies, including law enforcement and mental health services. District staff will work with indistrict and community-based professionals and services in all relevant areas of expertise to address threats of violence or harm, those threatened and those making the threats. Necessary information about the person making the threat will be communicated by the principal to teachers and staff, including security personnel.

State law provides the district administrators and district staff with immunity from liability for providing notice of threats in good faith. Persons who make a knowingly false notification of a threat are subject to appropriate district discipline and may be referred for prosecution. The Superintendent or designee is directed to develop and implement procedures consistent with this policy.

Per [Procedure 4314P](#) staff, students, volunteers, and others involved in school activities have the responsibility to report to school officials any threats of violence or harm. Based on the significance and credibility of the threat, it may also be reported to law enforcement. As appropriate, the principal may involve a multi-disciplinary team of professionals in evaluating the threat and needs of the person making the threat. Consultation with or referrals to community-based professionals and service will be directed where deemed appropriate by the principal after consultation with district administration.

# Weapons

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

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

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

## Dangerous Weapons

The term "dangerous weapons" under state law includes:

- Any firearm;
- Any device commonly known as "nun-chu-ka sticks," consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- The following instruments:
  - Any dirk or dagger;

- Any knife with a blade longer than three inches;
- Any knife with a blade which is automatically released by a spring mechanism or other mechanical device;
- Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
- Any razor with an unguarded blade;
- Any slung shot, sandbag, or sandclub;
- Metal knuckles;
- A sling shot;
- Any metal pipe or bar used or intended to be used as a club;
- Any explosive;
- Any weapon containing poisonous or injurious gas;
- Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

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

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

### **Reporting Dangerous Weapons**

An appropriate school authority will promptly notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy.

Students who are determined to have possessed or used a dangerous weapon in violation of this policy and/or Board Policy 3241 will be subject to discipline, up to and including long-term suspension or expulsion. Any student who is determined to have carried or possessed a firearm in violation of this policy will be expelled from school for not less than one year pursuant to RCW 28A.600.420. The Superintendent may modify the expulsion of a student 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 an instrument that appears to be a firearm on school premises, school-provided transportation or areas of other facilities being used exclusively for school

activities.

## **Exceptions to State Law and this Policy**

The prohibition against carrying a firearm onto, or possessing a firearm on school property does not apply to:

- A. Persons engaged in military, law enforcement, or School District security activities;
- B. Persons involved in a convention, showing, demonstration, lecture or firearm safety course authorized by school authorities in which the firearms of collectors or instructors are handled or displayed;
- C. Students while involved in a convention, showing demonstration, lecture, or firearm safety course authorized by school authorities in which the rifles of collectors or instructors are handled or displayed, but not other firearms;
- D. Students participating in a rifle competition authorized by school authorities;
- E. Persons participating in firearm or air gun competitions authorized by the school or School District;
- F. Any person in possession of a pistol who has been issued a license under RCW 9.41.070, or is exempt from the licensing requirement by RCW 9.41.060, while picking up or dropping off a student;
- G. Any nonstudent who is at least eighteen years of age legally in possession of a firearm or dangerous weapon that is secured within an attended vehicle or concealed from view within a locked unattended vehicle while conducting legitimate business at the school;
- H. Any nonstudent who is at least eighteen years of age who is in lawful possession of an unloaded firearm, secured in a vehicle while conducting legitimate business at the school; and
- I. Any federal, state, or local law enforcement officer.

## **Personal Protection Spray**

Persons over 18 years of age and persons between 14 and 18 years of age with prior written parental or guardian permission, and with approval of the principal or designee, may possess personal protection spray devices on school property. No one under 18 years of age may deliver such devices, nor may anyone 18 years or older deliver a spray device to anyone under 14, or to anyone between 14 and 18 who does not have written parental/guardian 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 on District property under any other circumstances is a violation of District policy. Any student who violates this Policy and/or Board Policy 3241 will be subject to discipline, up to and including long-term suspension or expulsion.